

This is an interactive guide, click the start button



Start

Editing your personal information





Step 1: Log onto Employee Self-Service

Once logged into your HR Self Service account navigate to the 'Employee Self-Service' tab; then click the 'Personal Information' section.

The screenshot shows the HR Self Service homepage. At the top, there is a navigation bar with tabs for 'Inbox', 'Employee Self-Service', and 'Adobe Forms'. Below this is a secondary navigation bar with links for 'Home', 'Personal Information', 'Working Time', 'Payslip', 'Expenses', 'Choices', 'Training', 'Career and Job', 'Employee Search', and 'Performance Review'. The main content area is titled 'Home' and contains a welcome message and a list of service tiles. The 'Personal Information' tile is highlighted with an orange arrow, and the 'Employee Self-Service' tab in the navigation bar is also highlighted with an orange arrow.

HR Self Service Welcome [Help](#) | [Log off](#)

Inbox **Employee Self-Service** Adobe Forms

Home | **Personal Information** | Working Time | Payslip | Expenses | Choices | Training | Career and Job | Employee Search | Performance Review

Home | History | [Back](#) | [Forward](#)

This page is your homepage, allowing you to see all of the areas available to you through Self Service.
** Please note that for two working days before payday, you will be able to view but not amend; Annual leave, Home Address and Bank Details. This is to ensure that everyone is paid correctly **

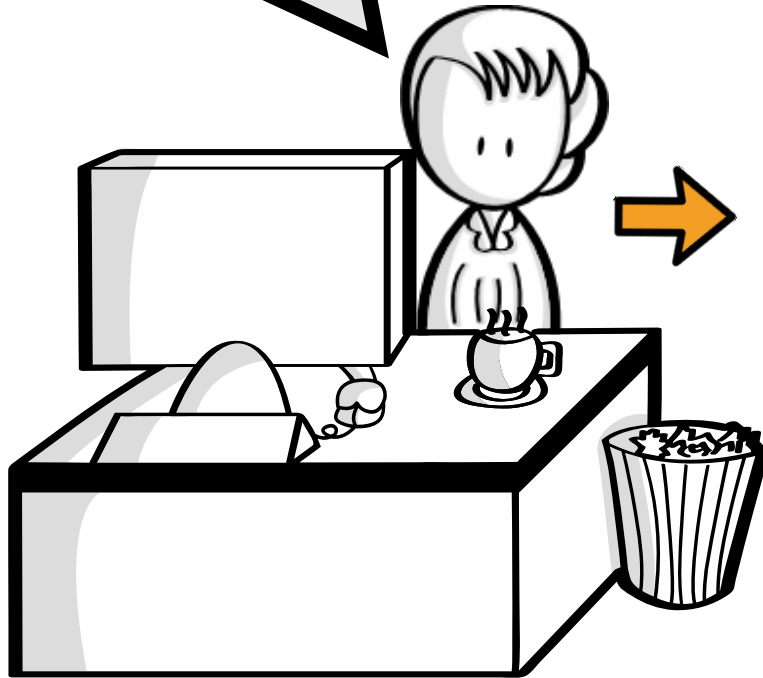
- Personal Information**
View and amend your address, bank details, emergency contact details and equality information.
- Working Time**
Plan and request your holidays and other types of leave. You can also view your current work pattern.
Quick Links
[Leave Request](#)
- Payslip**
View your current payslip from the day before your pay day. Browse previous payslips.
Quick Links
[Payslip](#)
- Expenses**
Create and view your expense claims and submit them to your manager for approval.
Quick Links
[Create New Expense Claim](#)
- Choices**
Manage your existing benefits schemes and enrol in new ones
- Training**
It is no longer possible to book training via Employee Self Service. All new training must now be booked on your behalf by your people manager. Information on courses can be found in the Amey Academy pages in Amey World under the link Amey Training Catalogue.
Quick Links
[Need Help? Click Here](#)
- Career & Job**
View and maintain your own qualifications and profile matchup.
- Employee Search**
Search for basic information about your colleagues and their position within the organisation. You can also add or amend your own personal information.
- Performance Review**
View or update your Performance and Development Review (PDR) documents.



Type of Change Required

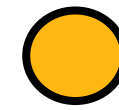


Please click the relevant option



What would you like to do?

- I want to update my Personal Data
- I want to update my Equality Information
- I want to update my Addresses
- I want to update my Bank Details



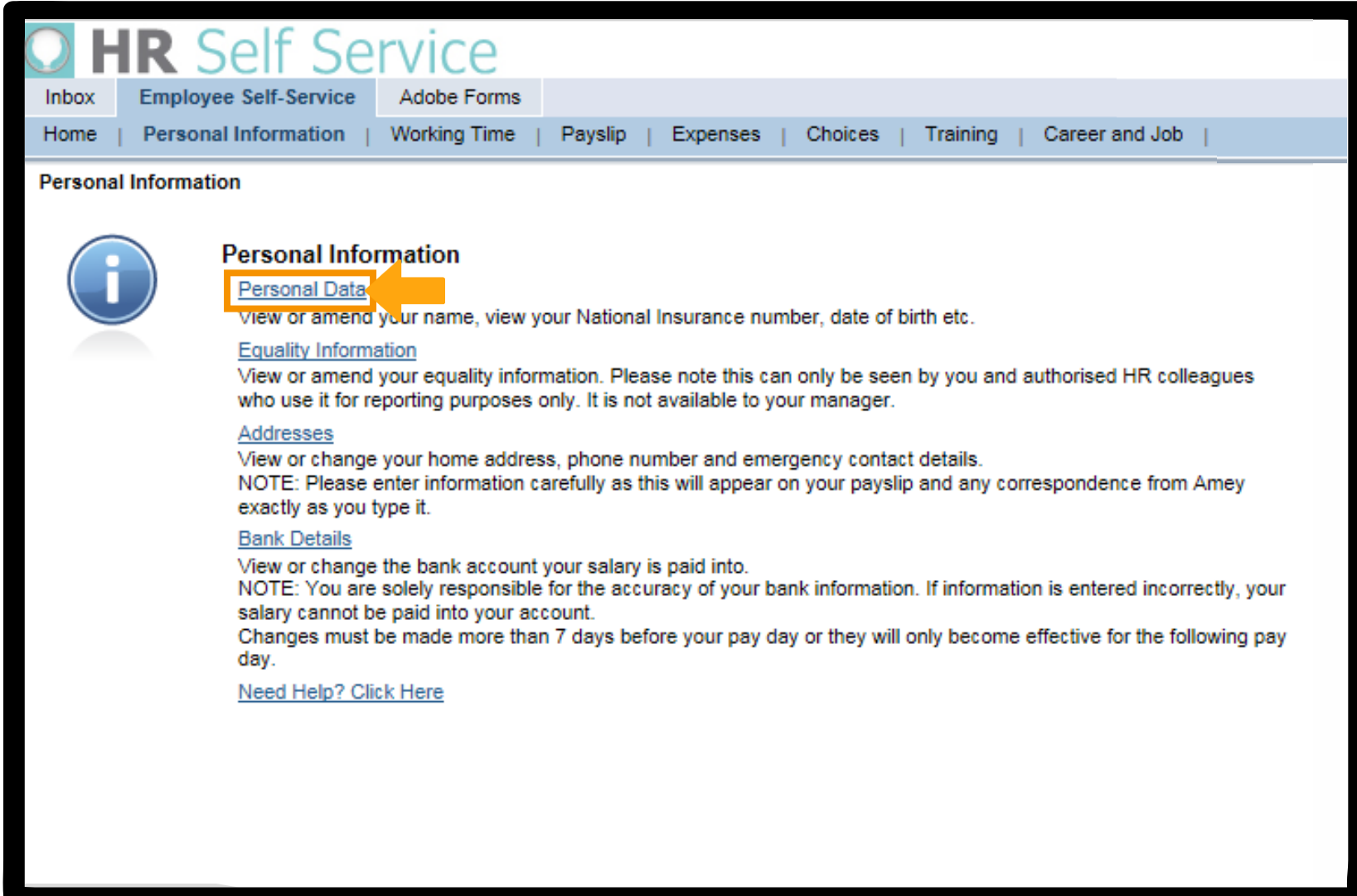
[Home Page](#) [Option Page](#) [Next](#)

You selected **update my personal data**.

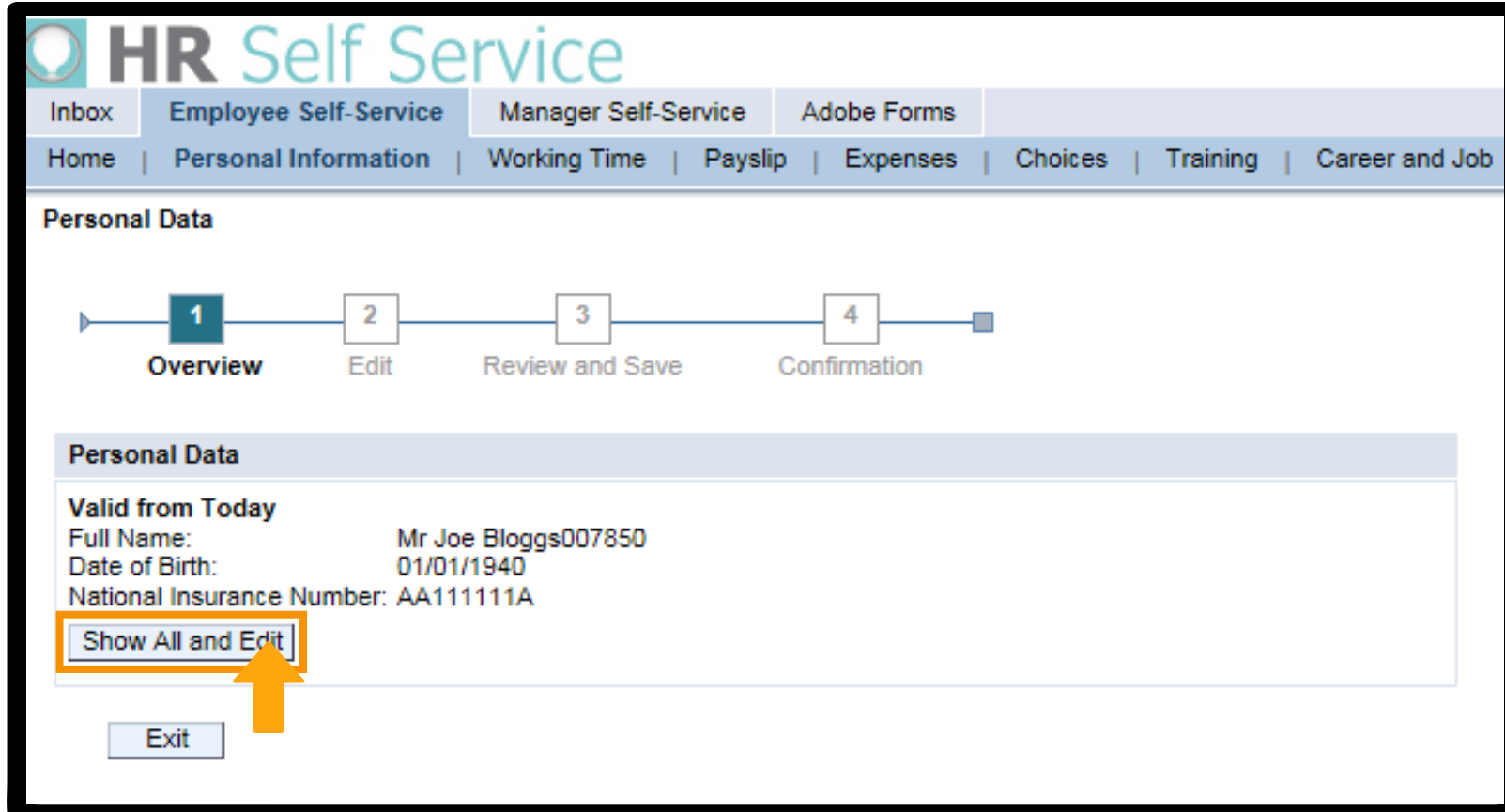
Click **Next** to continue or click **Option Page** to return to the Type of Change required page.



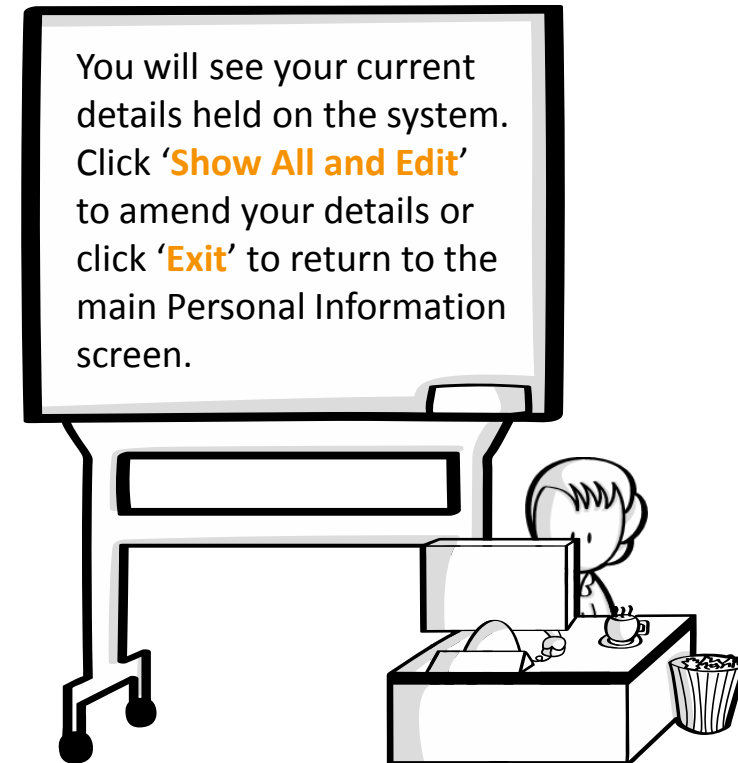
Step 2: Navigating



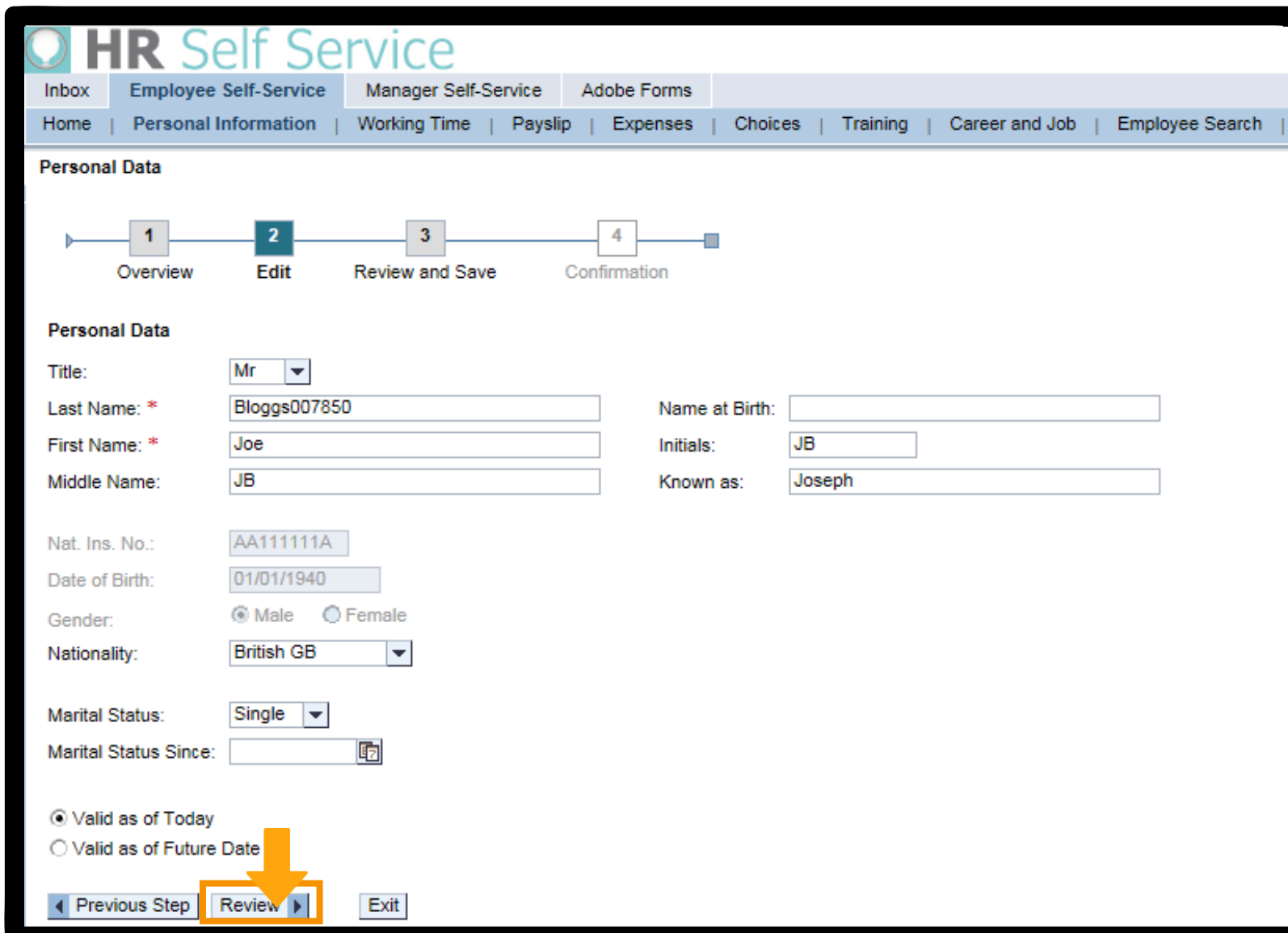
Step 3: Review Current Data



The screenshot shows the HR Self Service interface. At the top, there are navigation tabs for 'Inbox', 'Employee Self-Service', 'Manager Self-Service', and 'Adobe Forms'. Below these are sub-tabs for 'Home', 'Personal Information', 'Working Time', 'Payslip', 'Expenses', 'Choices', 'Training', and 'Career and Job'. The main content area is titled 'Personal Data' and features a progress bar with four steps: 1. Overview (highlighted in blue), 2. Edit, 3. Review and Save, and 4. Confirmation. Below the progress bar, there is a section titled 'Personal Data' with the following information: 'Valid from Today', 'Full Name: Mr Joe Bloggs007850', 'Date of Birth: 01/01/1940', and 'National Insurance Number: AA111111A'. A button labeled 'Show All and Edit' is highlighted with an orange box and an orange arrow pointing to it. Below this section is an 'Exit' button.

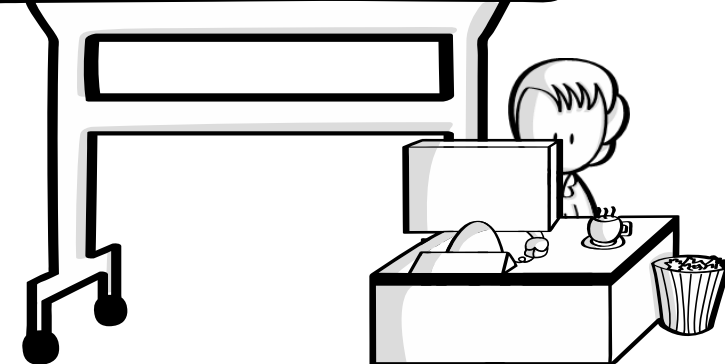


Step 4: Updating Your Information



The screenshot shows the 'HR Self Service' interface. At the top, there are navigation tabs for 'Inbox', 'Employee Self-Service', 'Manager Self-Service', and 'Adobe Forms'. Below these are sub-tabs for 'Home', 'Personal Information', 'Working Time', 'Payslip', 'Expenses', 'Choices', 'Training', 'Career and Job', and 'Employee Search'. The main content area is titled 'Personal Data' and features a progress bar with four steps: 1. Overview, 2. Edit (highlighted), 3. Review and Save, and 4. Confirmation. Below the progress bar, the form fields are organized into two columns. The left column includes: Title (Mr), Last Name (* Bloggs007850), First Name (* Joe), Middle Name (JB), Nat. Ins. No. (AA111111A), Date of Birth (01/01/1940), Gender (Male selected), Nationality (British GB), Marital Status (Single), and Marital Status Since. The right column includes: Name at Birth, Initials (JB), and Known as (Joseph). At the bottom, there are radio buttons for 'Valid as of Today' (selected) and 'Valid as of Future Date'. A yellow arrow points to the 'Review' button in the bottom navigation bar, which also includes 'Previous Step' and 'Exit' buttons.

A screen with your information will appear. You will be able overwrite any information that you need to change. However the '*' have to be filled. When finished you need to click **Review**.

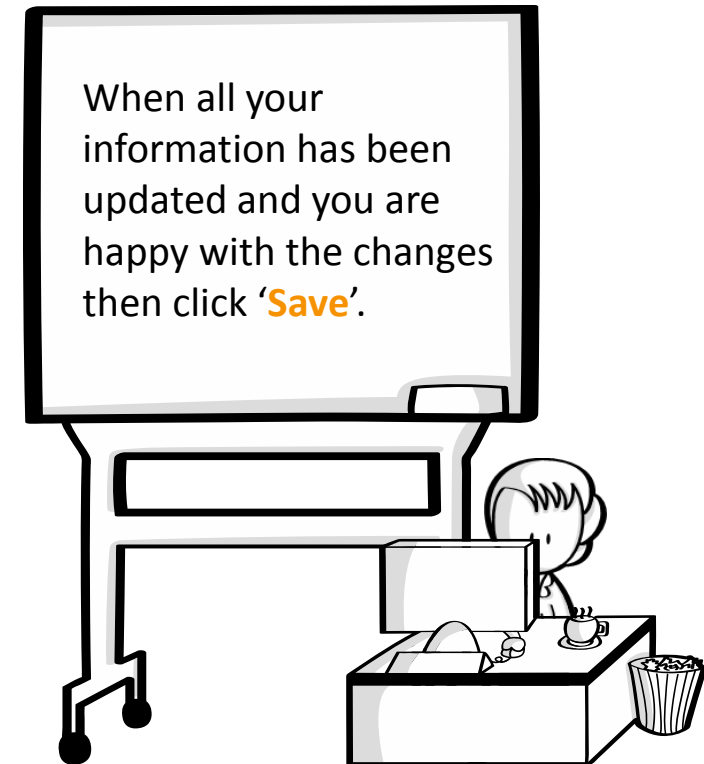


Step 5: Review & Save

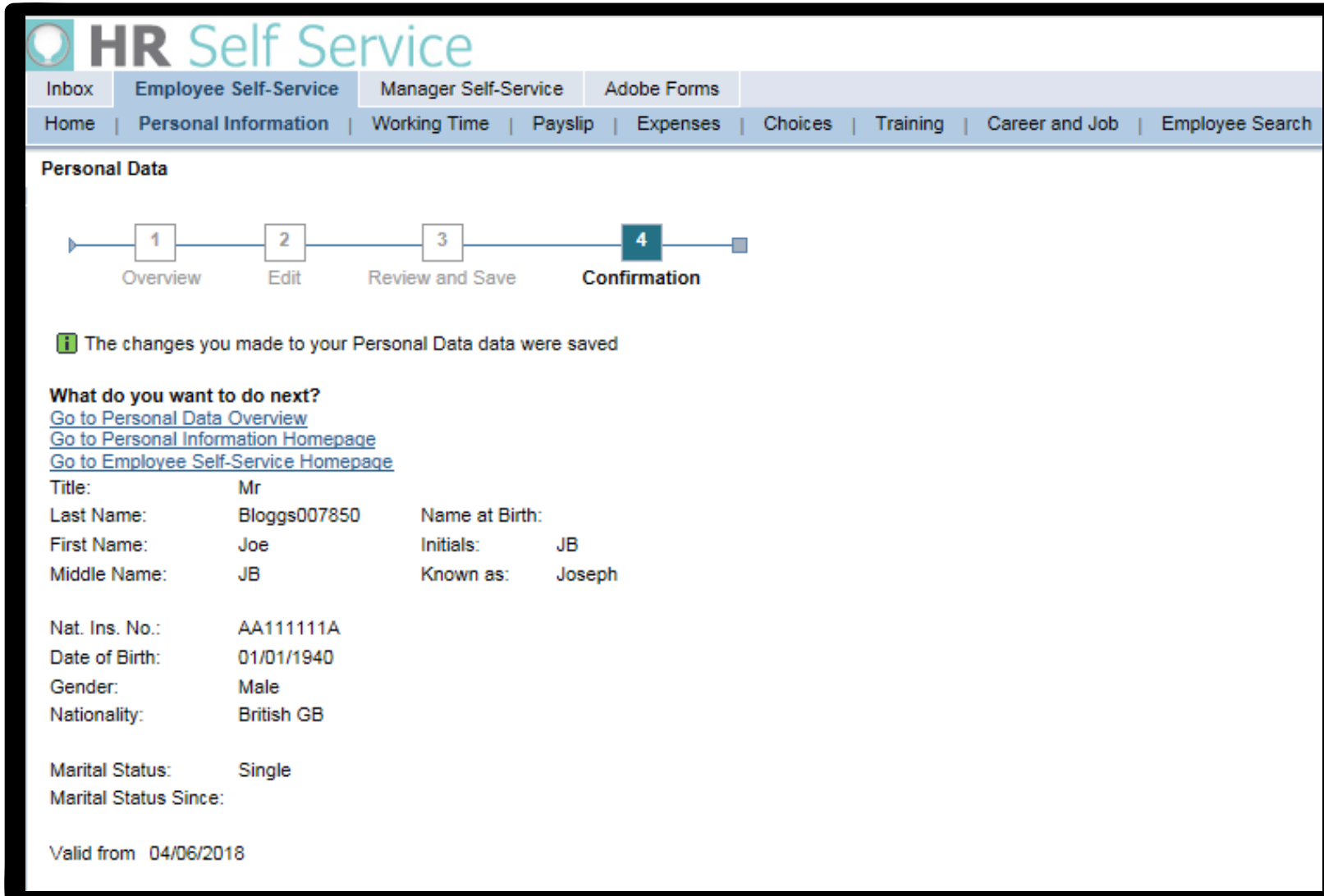
The screenshot shows the 'HR Self Service' interface. At the top, there are navigation tabs: 'Inbox', 'Employee Self-Service', 'Manager Self-Service', and 'Adobe Forms'. Below these are sub-tabs: 'Home', 'Personal Information', 'Working Time', 'Payslip', 'Expenses', 'Choices', 'Training', 'Career and Job', and 'Employee Search'. The main heading is 'Personal Data'. A progress bar shows four steps: 1. Overview, 2. Edit, 3. Review and Save (highlighted in blue), and 4. Confirmation. Below the progress bar, the text reads 'Verify the Personal Data data below'. The 'Personal Data' section contains the following information:

Title:	Mr	Name at Birth:	
Last Name:	Bloggs007850	Initials:	JB
First Name:	Joe	Known as:	Joseph
Middle Name:	JB		
Nat. Ins. No.:	AA111111A		
Date of Birth:	01/01/1940		
Gender:	Male		
Nationality:	British GB		
Marital Status:	Single		
Marital Status Since:			
Valid from:	04/06/2018		

At the bottom, there are three buttons: 'Previous Step', 'Save' (highlighted with a yellow box and a yellow arrow), and 'Exit'.



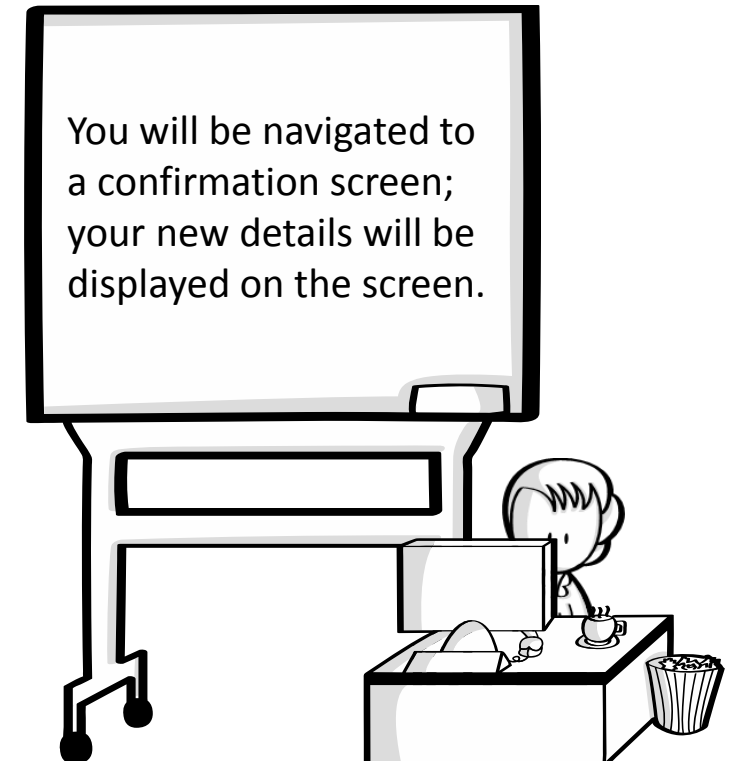
Step 6: Confirmation



The screenshot shows the 'HR Self Service' interface. At the top, there are navigation tabs: 'Inbox', 'Employee Self-Service', 'Manager Self-Service', and 'Adobe Forms'. Below these are sub-tabs: 'Home', 'Personal Information', 'Working Time', 'Payslip', 'Expenses', 'Choices', 'Training', 'Career and Job', and 'Employee Search'. The main heading is 'Personal Data'. A progress bar below it shows four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation (highlighted in dark blue). A green information icon with a message says 'The changes you made to your Personal Data data were saved'. Below this, a section titled 'What do you want to do next?' contains three links: 'Go to Personal Data Overview', 'Go to Personal Information Homepage', and 'Go to Employee Self-Service Homepage'. The main content area displays personal details in a key-value format.

Title:	Mr	Name at Birth:	
Last Name:	Bloggs007850	Initials:	JB
First Name:	Joe	Known as:	Joseph
Middle Name:	JB		
Nat. Ins. No.:	AA111111A		
Date of Birth:	01/01/1940		
Gender:	Male		
Nationality:	British GB		
Marital Status:	Single		
Marital Status Since:			

Valid from 04/06/2018





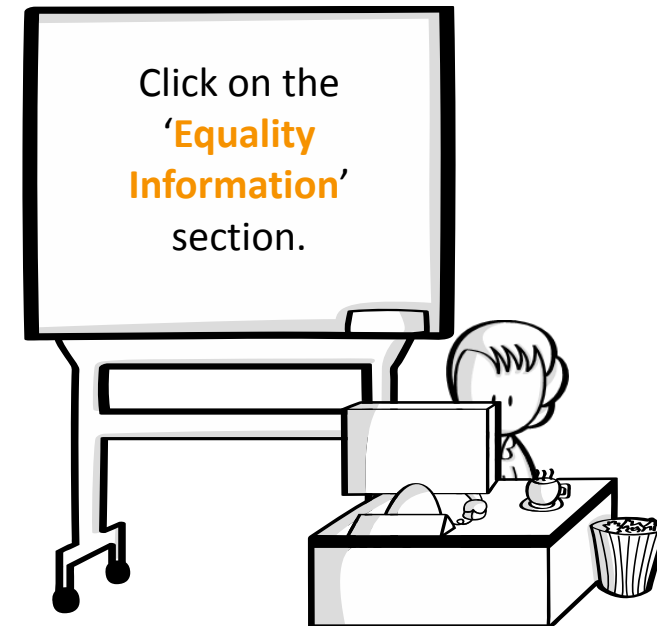
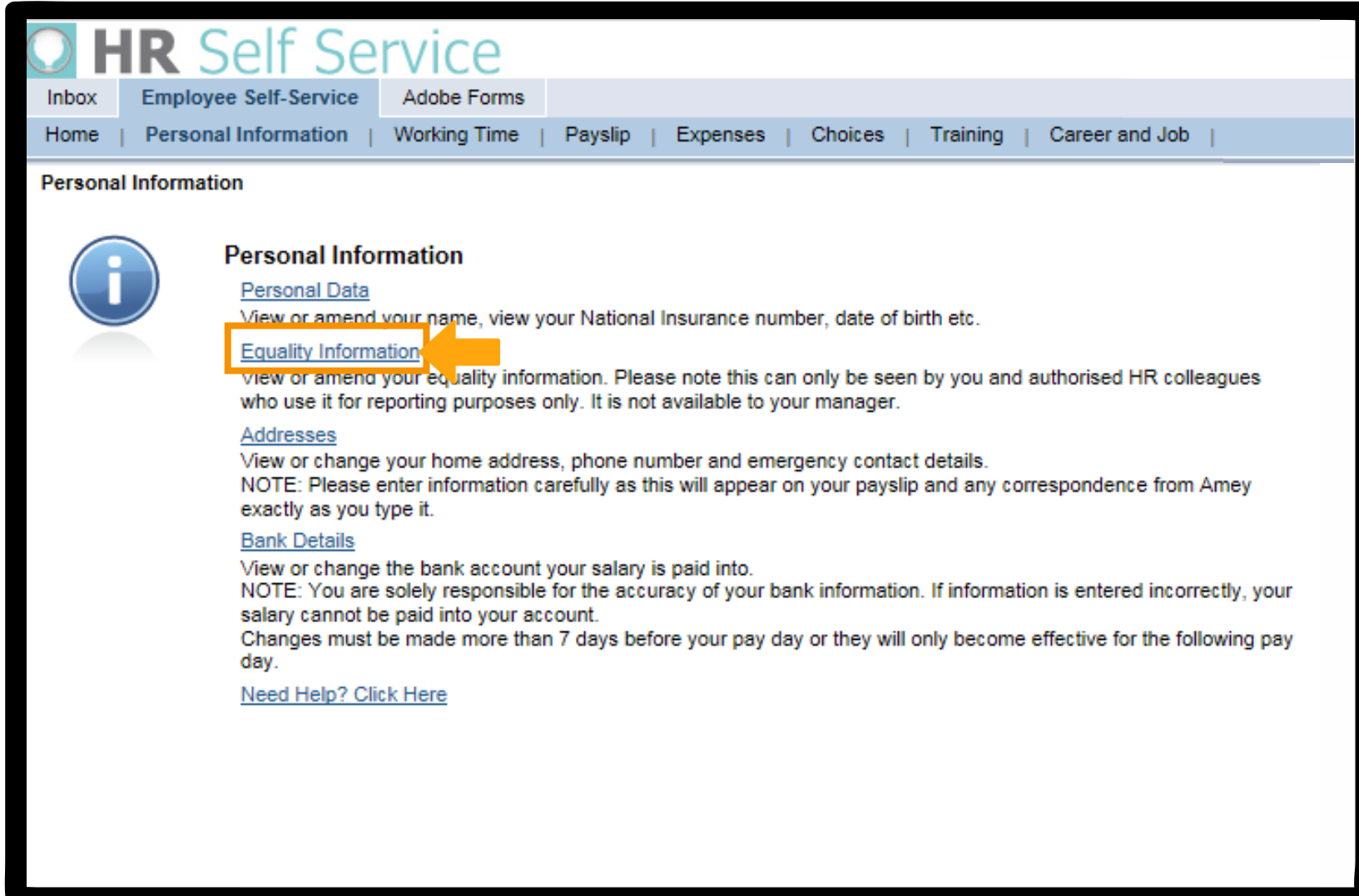
[Home Page](#) [Option Page](#) [Next](#)

You selected **update my Equality Information**.

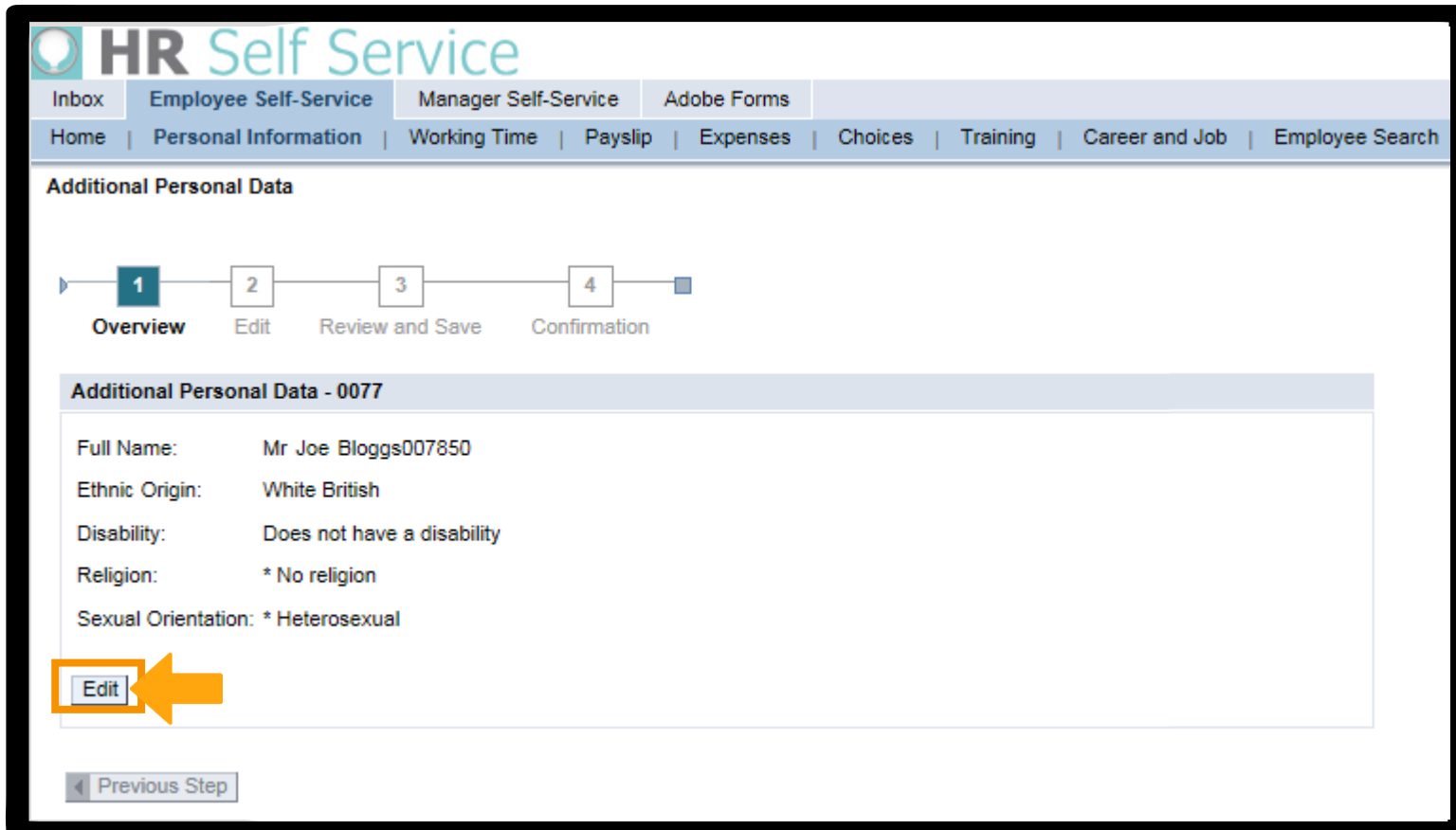
Click **Next** to continue or click **Option Page** to return to the Type of Change required page.



Step 2: Navigating



Step 3: Review Current Data



HR Self Service

Inbox | **Employee Self-Service** | Manager Self-Service | Adobe Forms

Home | Personal Information | Working Time | Payslip | Expenses | Choices | Training | Career and Job | Employee Search

Additional Personal Data

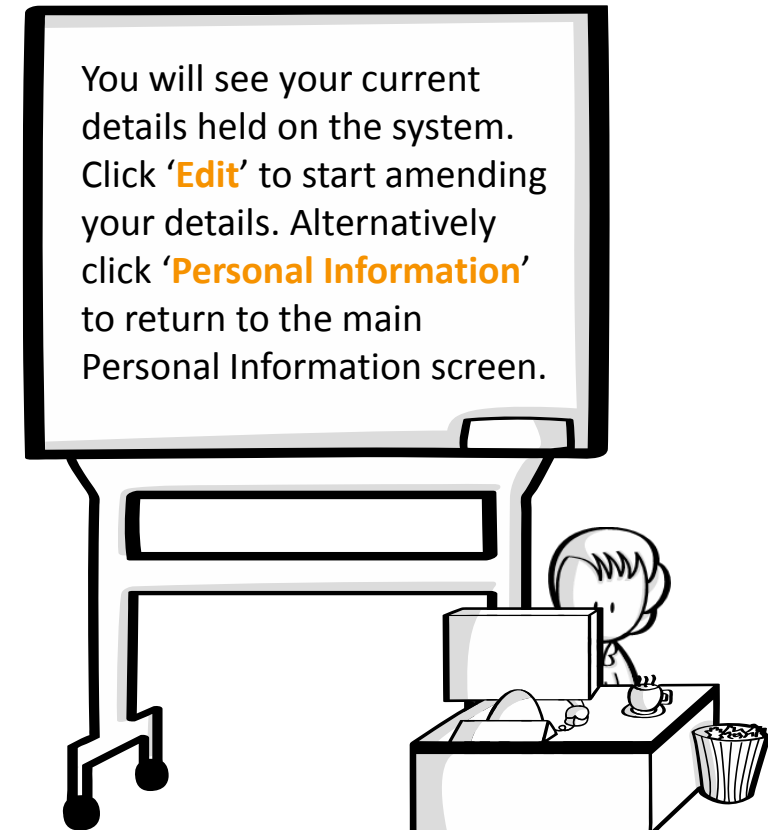
1 Overview | 2 Edit | 3 Review and Save | 4 Confirmation

Additional Personal Data - 0077

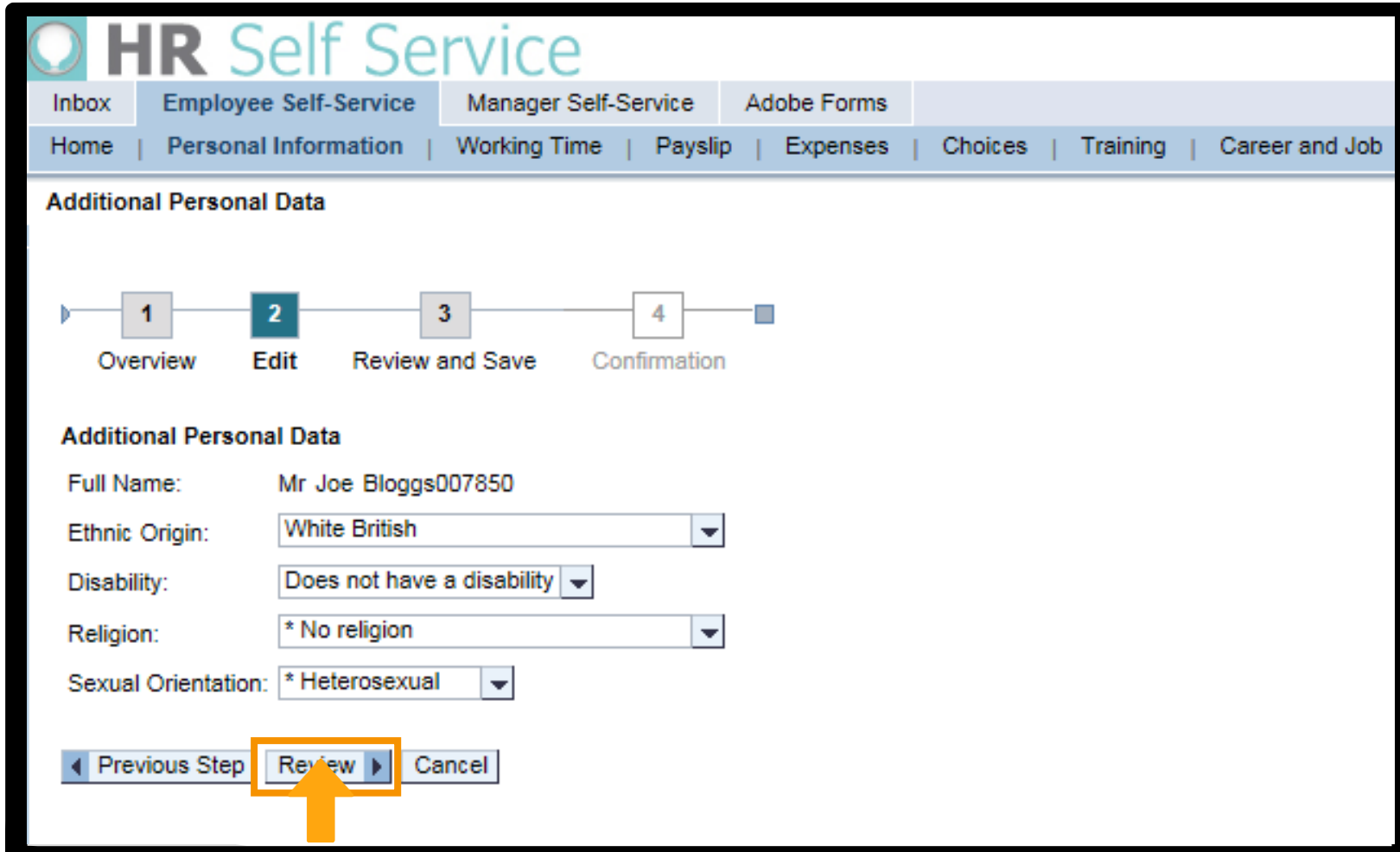
Full Name: Mr Joe Bloggs007850
Ethnic Origin: White British
Disability: Does not have a disability
Religion: * No religion
Sexual Orientation: * Heterosexual

Edit

Previous Step



Step 4: Updating Your Information



HR Self Service

Inbox | **Employee Self-Service** | Manager Self-Service | Adobe Forms

Home | Personal Information | Working Time | Payslip | Expenses | Choices | Training | Career and Job

Additional Personal Data

1 Overview | **2 Edit** | 3 Review and Save | 4 Confirmation

Additional Personal Data

Full Name: Mr Joe Bloggs007850

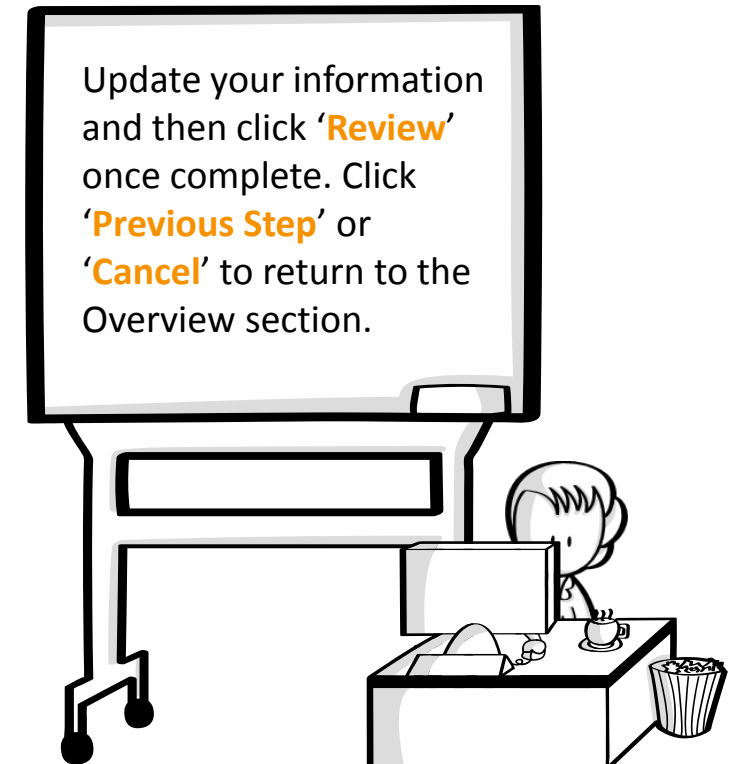
Ethnic Origin: White British

Disability: Does not have a disability

Religion: * No religion

Sexual Orientation: * Heterosexual

◀ Previous Step | **Review** ▶ | Cancel



Step 5: Review & Save

HR Self Service

Inbox | Employee Self-Service | Manager Self-Service | Adobe Forms

Home | Personal Information | Working Time | Payslip | Expenses | Choices | Training | Career and Job

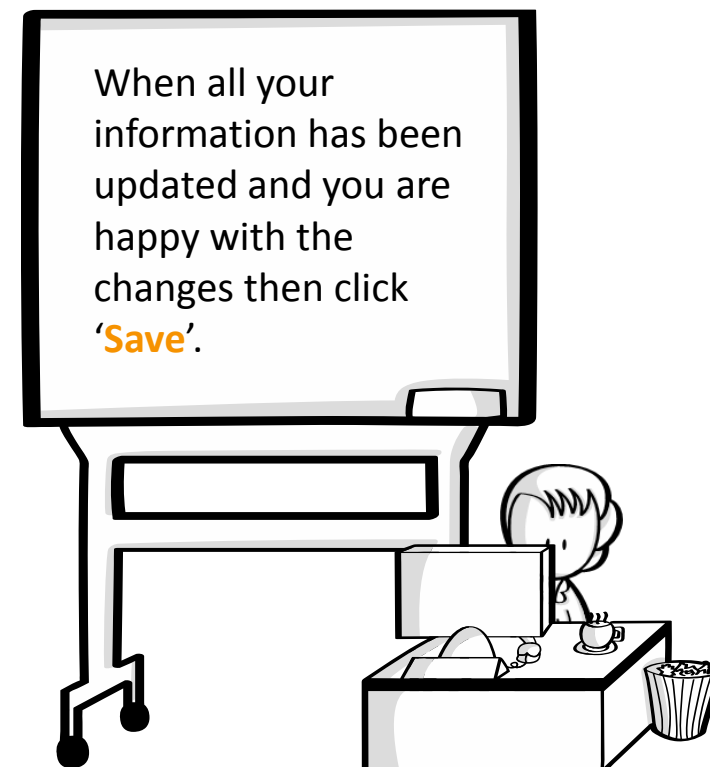
Additional Personal Data

1 Overview | 2 Edit | 3 Review and Save | 4 Confirmation

Verify the data below

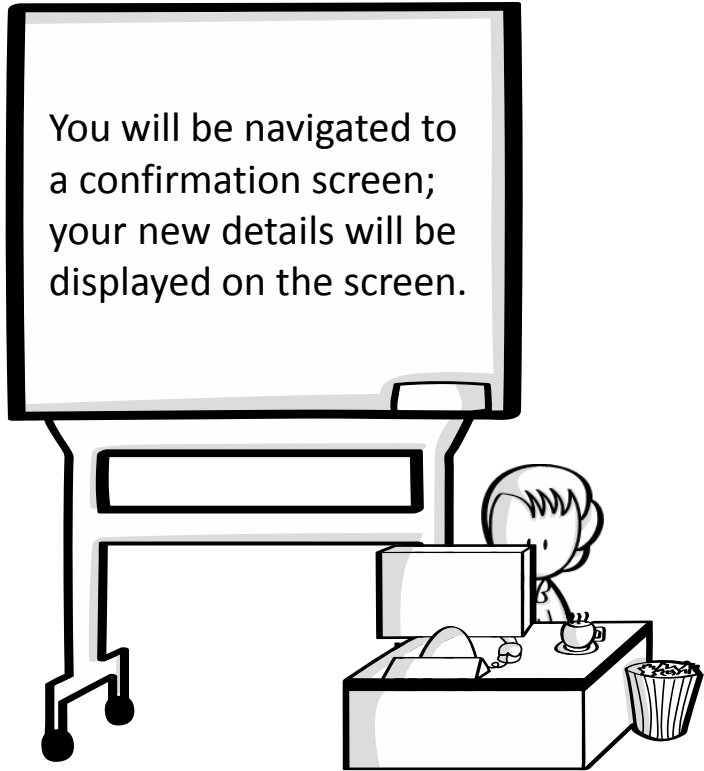
Full Name: Mr Joe Bloggs007850
Ethnic Origin: White British
Disabled: Does not have a disability
Religion: * No religion
Sexual Orientation: * Heterosexual

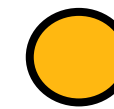
Previous Step | Save | Cancel



Step 6: Confirmation

The screenshot shows the 'HR Self Service' interface. At the top, there are navigation tabs: 'Inbox', 'Employee Self-Service', 'Manager Self-Service', and 'Adobe Forms'. Below these are sub-tabs: 'Home', 'Personal Information', 'Working Time', 'Payslip', 'Expenses', 'Choices', 'Training', and 'Career and Job'. The main content area is titled 'Additional Personal Data'. It features a progress bar with four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation (which is highlighted in blue). Below the progress bar, a green information icon is followed by the text: 'The changes you made to your additional personal data were saved'. Underneath, a section titled 'What do you want to do next?' contains a link: 'Go to Additional Personal Data Overview'. The final section, 'Ethnic Origin', lists the following details: Full Name: Mr Joe Bloggs007850, Ethnic Origin: White British, Disability: Does not have a disability, Religion: * No religion, and Sexual Orientation: * Heterosexual.





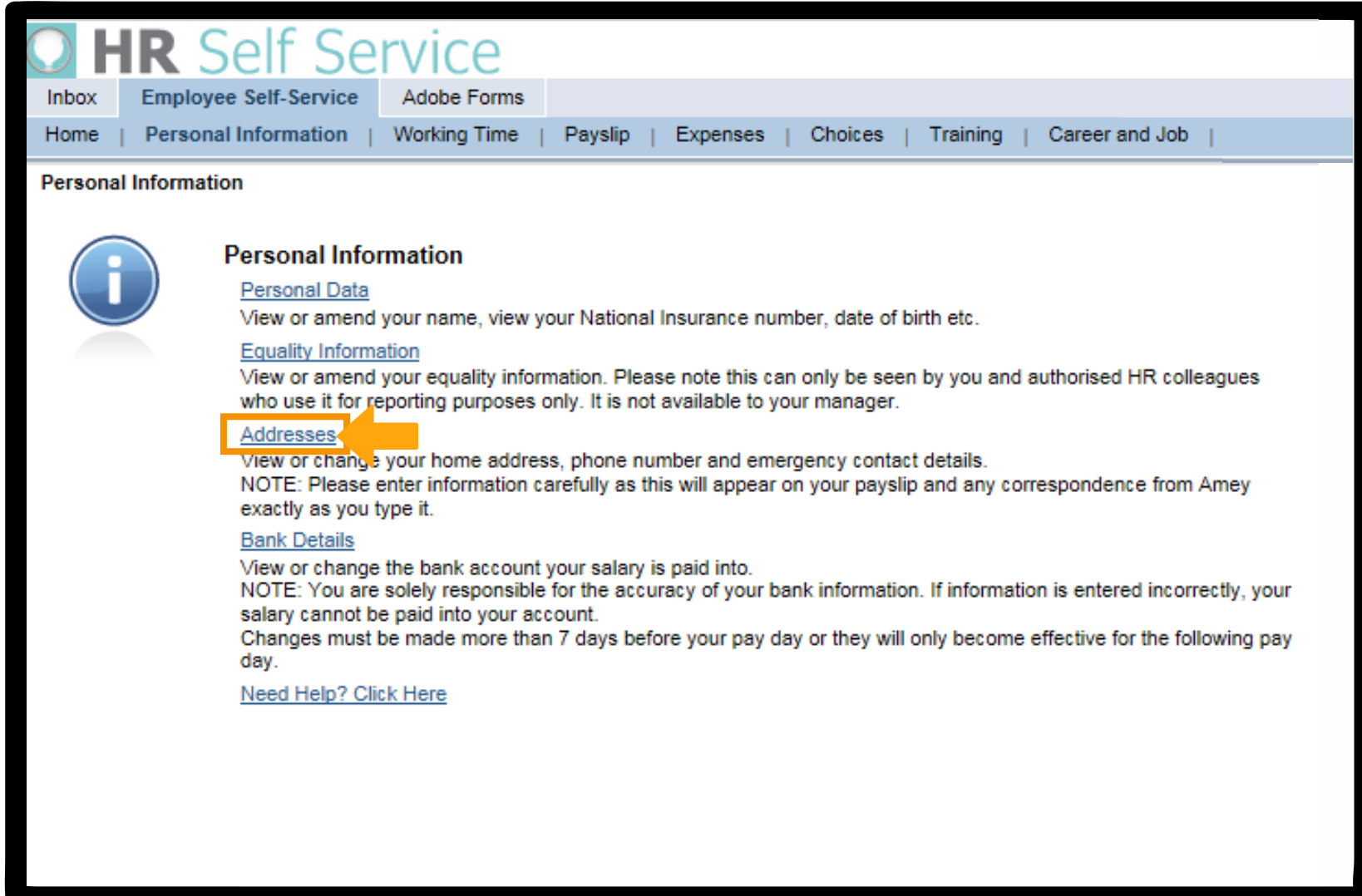
[Home Page](#) [Option Page](#) [Next](#)

You selected **update my Addresses**.

Click **Next** to continue or click **Option Page** to return to the Type of Change required page.



Step 2: Navigating



HR Self Service

Inbox | **Employee Self-Service** | Adobe Forms

Home | **Personal Information** | Working Time | Payslip | Expenses | Choices | Training | Career and Job

Personal Information

Personal Information

[Personal Data](#)
View or amend your name, view your National Insurance number, date of birth etc.

[Equality Information](#)
View or amend your equality information. Please note this can only be seen by you and authorised HR colleagues who use it for reporting purposes only. It is not available to your manager.

Addresses
View or change your home address, phone number and emergency contact details.
NOTE: Please enter information carefully as this will appear on your payslip and any correspondence from Amey exactly as you type it.

[Bank Details](#)
View or change the bank account your salary is paid into.
NOTE: You are solely responsible for the accuracy of your bank information. If information is entered incorrectly, your salary cannot be paid into your account.
Changes must be made more than 7 days before your pay day or they will only become effective for the following pay day.

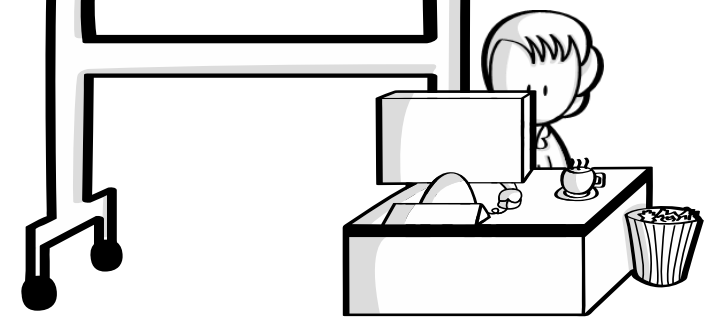
[Need Help? Click Here](#)



Step 3: Review Current Data

The screenshot shows the 'HR Self Service' interface. At the top, there are navigation tabs: 'Inbox', 'Employee Self-Service', 'Manager Self-Service', and 'Adobe Forms'. Below these are sub-tabs: 'Home', 'Personal Information', 'Working Time', 'Payslip', 'Expenses', 'Choices', 'Training', 'Career and Job', and 'Employee Search'. The main heading is 'Addresses'. Below this is a progress bar with four steps: 1. Overview (highlighted in blue), 2. Edit, 3. Review and Save, and 4. Confirmation. The main content area is divided into two sections: 'Permanent residence' and 'Emergency address'. Each section displays 'Valid from Today' and the address details: 'House Number and Street: 1 High Street', 'Address Line 3:', 'Town/City:', and 'City'. In the 'Permanent residence' section, a 'Show All and Edit' button is highlighted with an orange box and an orange arrow. In the 'Emergency address' section, a 'Show All and Edit' button and a 'Delete' button are highlighted with orange boxes and orange arrows. At the bottom of the section, there is an 'Exit' button.

You will see your current details held on the system. Click 'Show All and Edit' to start amending your details. Alternatively click 'Exit' to return to the main Personal Information screen.



Step 4: Updating Your Information

HR Self Service

Inbox | Employee Self-Service | Manager Self-Service | Adobe Forms

Home | Personal Information | Working Time | Payslip | Expenses | Choices | Training | Career and Job | Employee Search

Addresses

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Permanent residence

Country: United Kingdom

c/o: .

House Number and Street: * 1 High Street

Address Line 2:

Address Line 3:

Town/City: * City

County:

Postcode: * POSTCODE

Telephone 1: 1234

Type: Other Telephone 2: 5678

Valid as of Today
 Valid as of Future Date

Previous Step **Review** Exit



Step 5: Review & Save

The screenshot shows the 'HR Self Service' interface. At the top, there are navigation tabs: 'Inbox', 'Employee Self-Service', 'Manager Self-Service', and 'Adobe Forms'. Below these are sub-tabs: 'Home', 'Personal Information', 'Working Time', 'Payslip', 'Expenses', 'Choices', 'Training', 'Career and Job', and 'Employee Search'. The main heading is 'Addresses'. A progress bar below it shows four steps: 1. Overview, 2. Edit, 3. Review and Save (highlighted in dark blue), and 4. Confirmation. Below the progress bar, the text reads 'Verify the Address data below'. Underneath, there is a section for 'Permanent residence' with the following details: Country: United Kingdom, c/o: -, House Number and Street: 1 High Street, Address Line 2: (empty), Address Line 3: (empty), Town/City: City, County: (empty), Postcode: POSTCODE, Telephone 1: 1234, Type: ALTE, Telephone 2: 5678, and Valid from: 04/06/2018. At the bottom, there are three buttons: 'Previous Step', 'Save' (highlighted with a yellow box and a yellow arrow pointing down), and 'Exit'.



Step 6: Confirmation

HR Self Service

Inbox | **Employee Self-Service** | Manager Self-Service | Adobe Forms

Home | Personal Information | Working Time | Payslip | Expenses | Choices | Training | Career and Job | Employee Search

Addresses

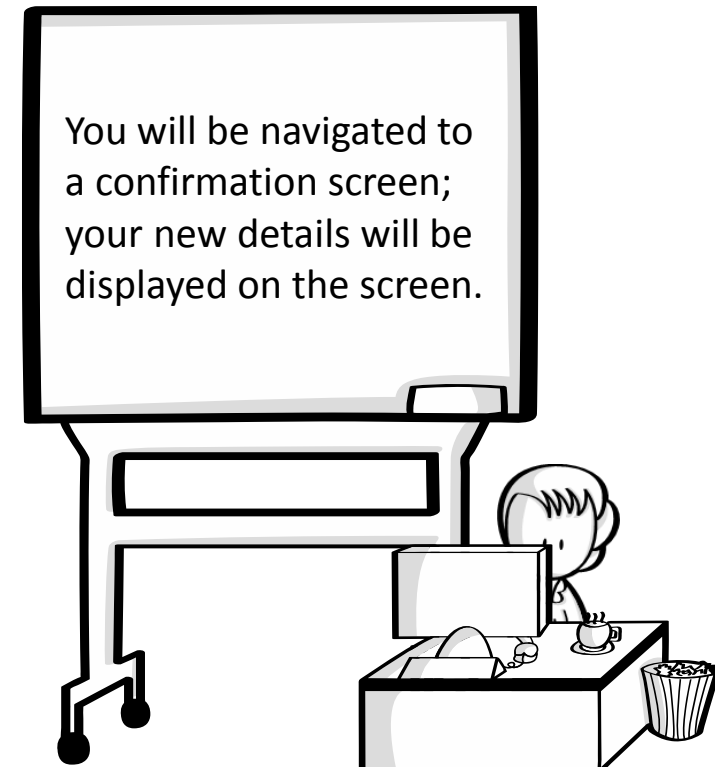
1 Overview — 2 Edit — 3 Review and Save — **4 Confirmation**

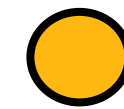
i The changes you made to your Address data were saved

What do you want to do next?
[Go to Addresses Overview](#)
[Go to Personal Information Homepage](#)
[Go to Employee Self-Service Homepage](#)

Country: United Kingdom
c/o: .
House Number and Street: 1 High Street
Address Line 2:
Address Line 3:
Town/City: City
County:
Postcode: POSTCODE
Telephone 1: 1234
Type: ALTE Telephone 2:: 5678

Valid from 04/06/2018





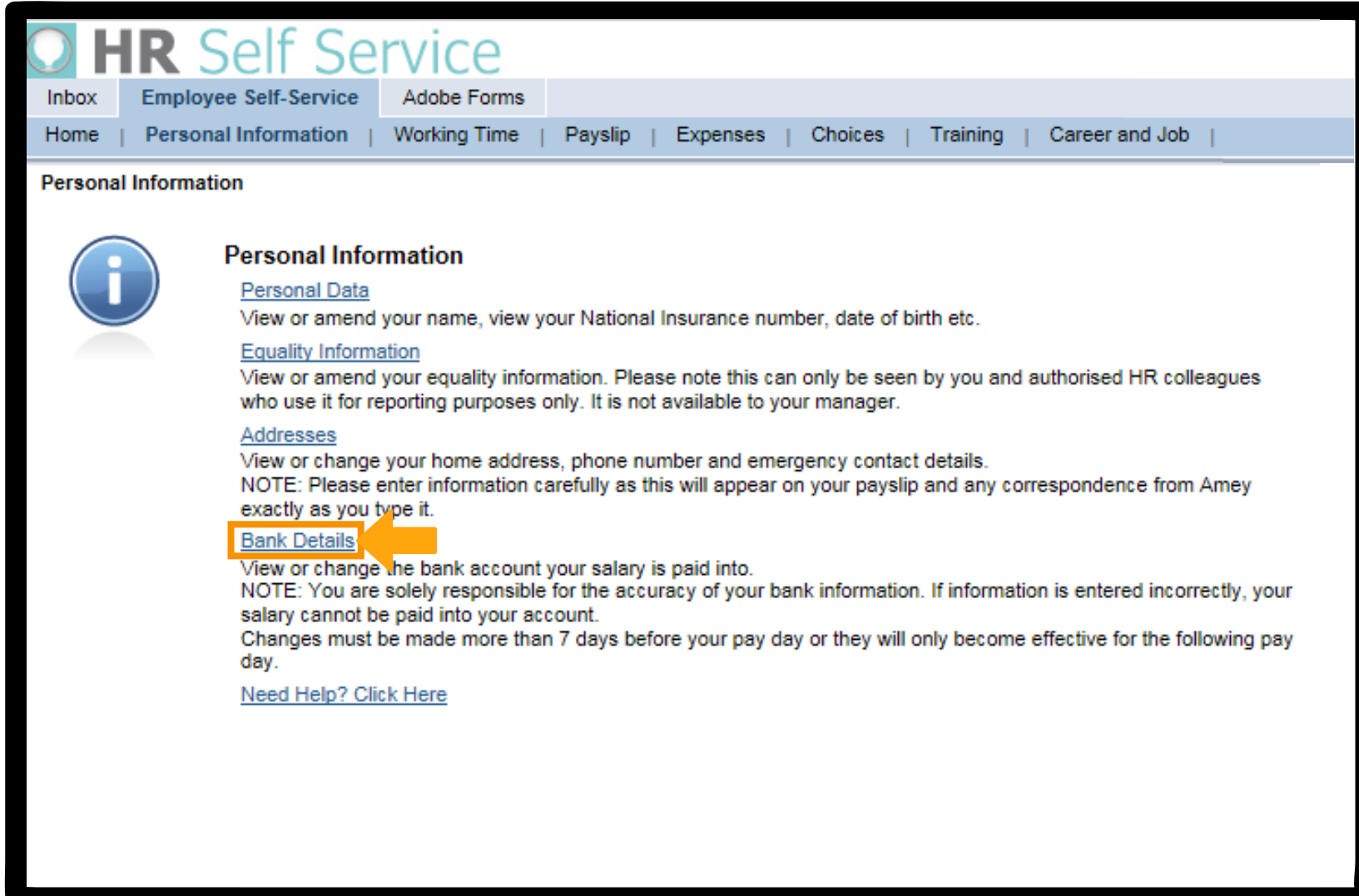
[Home Page](#) [Option Page](#) [Next](#)

You selected **update my Bank Details**.

Click **Next** to continue or click **Option Page** to return to the Type of Change required page.



Step 2: Navigating




HR Self Service

Inbox | **Employee Self-Service** | Adobe Forms

Home | Personal Information | Working Time | Payslip | Expenses | Choices | Training | Career and Job

Personal Information



Personal Information

[Personal Data](#)
View or amend your name, view your National Insurance number, date of birth etc.

[Equality Information](#)
View or amend your equality information. Please note this can only be seen by you and authorised HR colleagues who use it for reporting purposes only. It is not available to your manager.

[Addresses](#)
View or change your home address, phone number and emergency contact details.
NOTE: Please enter information carefully as this will appear on your payslip and any correspondence from Amey exactly as you type it.

[Bank Details](#) ←
View or change the bank account your salary is paid into.
NOTE: You are solely responsible for the accuracy of your bank information. If information is entered incorrectly, your salary cannot be paid into your account.
Changes must be made more than 7 days before your pay day or they will only become effective for the following pay day.

[Need Help? Click Here](#)



Step 3: Review Current Data

HR Self Service

Inbox | **Employee Self-Service** | Manager Self-Service | Adobe Forms

Home | Personal Information | Working Time | Payslip | Expenses | Choices | Training | Career and Job

Bank Details

1 Overview — 2 Edit — 3 Review and Save — 4 Confirmation

Main bank

Valid from Today

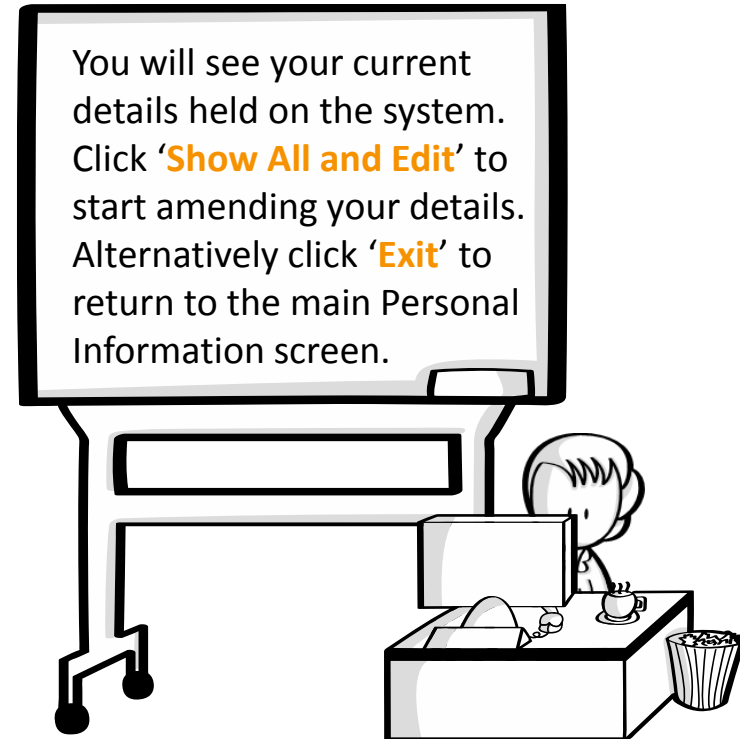
Sort Code: 000000

Bank Name: Alliance & Leicester

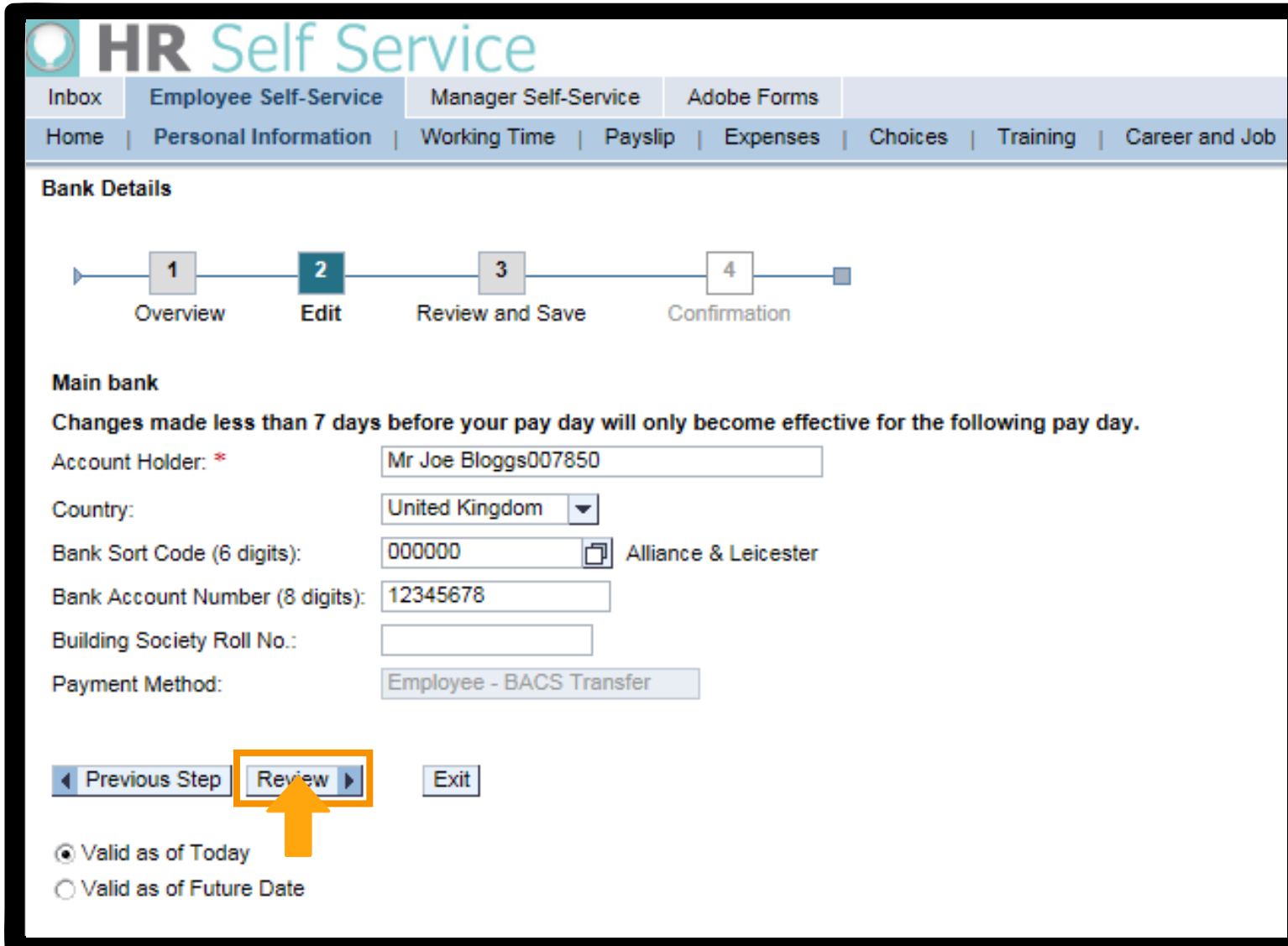
Account Number: 12345678

Show All and Edit

Exit



Step 4: Updating Your Information



HR Self Service

Inbox | **Employee Self-Service** | Manager Self-Service | Adobe Forms

Home | Personal Information | Working Time | Payslip | Expenses | Choices | Training | Career and Job

Bank Details

1 Overview | **2 Edit** | 3 Review and Save | 4 Confirmation

Main bank

Changes made less than 7 days before your pay day will only become effective for the following pay day.

Account Holder: * Mr Joe Bloggs007850

Country: United Kingdom

Bank Sort Code (6 digits): 000000 Alliance & Leicester

Bank Account Number (8 digits): 12345678

Building Society Roll No.:

Payment Method: Employee - BACS Transfer

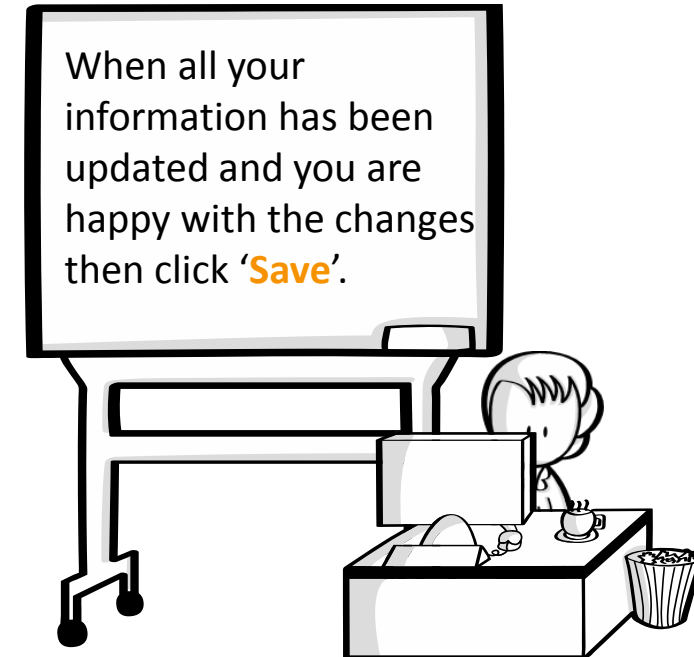
Previous Step | **Review** | Exit

Valid as of Today
 Valid as of Future Date



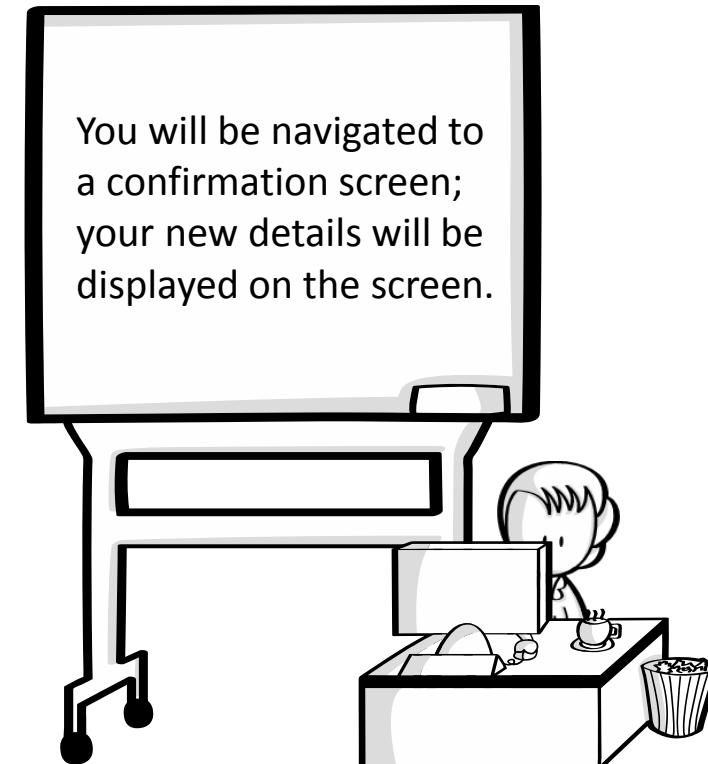
Step 5: Review & Save

The screenshot shows the 'HR Self Service' interface. At the top, there are navigation tabs: 'Inbox', 'Employee Self-Service', 'Manager Self-Service', and 'Adobe Forms'. Below these are sub-tabs: 'Home', 'Personal Information', 'Working Time', 'Payslip', 'Expenses', 'Choices', 'Training', and 'Career and Job'. The 'Bank Details' section is active, showing a progress bar with four steps: 1. Overview, 2. Edit, 3. Review and Save (highlighted in dark blue), and 4. Confirmation. Below the progress bar, the text reads 'Verify the Bank data below'. Under 'Main bank', the following details are listed: Payee: Mr Joe Bloggs007850, Country: United Kingdom, Bank Sort Code: 000000, Bank Account Number: 12345678, Building Society Roll No.: (blank), and Payment Method: Employee - BACS Transfer. At the bottom left, it says 'Valid from 04/06/2018'. At the bottom, there are three buttons: 'Previous Step', 'Save' (highlighted with a yellow box and a yellow arrow pointing down), and 'Exit'.



Step 6: Confirmation

The screenshot shows the HR Self Service interface. At the top, there are navigation tabs: 'Inbox', 'Employee Self-Service', 'Manager Self-Service', and 'Adobe Forms'. Below these are sub-tabs: 'Home', 'Personal Information', 'Working Time', 'Payslip', 'Expenses', 'Choices', 'Training', and 'Career and Job'. The main content area is titled 'Bank Details' and features a progress bar with four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation. Step 4 is highlighted in blue. Below the progress bar, a green information icon is followed by the text: 'The changes you made to your Bank data were saved'. Underneath, a section titled 'What do you want to do next?' contains three links: 'Go to Bank Information Overview', 'Go to Personal Information Homepage', and 'Go to Employee Self-Service Homepage'. A list of bank details follows: Payee: Mr Joe Bloggs007850, Country: United Kingdom, Bank Sort Code: 000000, Bank Account Number: 12345678, Building Society Roll No.: (blank), and Payment Method: Employee - BACS Transfer. At the bottom left, it says 'Valid from 04/06/2018'.



Missed Anything?



Use the links on the right to take you to any other sections relating to Personal Information changes or click **end**.



[Orange Header Bar]	
1.	<u>Personal Data</u>
2.	<u>Equality Information</u>
3.	<u>Addresses</u>
4.	<u>Bank Details</u>

The End



Remember to press 'Log off' in the top right-hand corner of your screen

[Help](#) | [Log off](#)



Home Page



Previous



Any queries or feedback?
Please [click here](#) to tell
the team.