

Changes to an individual's details, e.g. address, name, qualifications, teaching and/or research subjects, etc. can be made without requiring further approval.



Note: If relevant, evidence should be sought from the individual to support the request for change.

Navigate to: Personnel > Maintenance > Personal Profile

Change to Personal details (excluding address)

1. Search for the employee record and change the details as relevant.

Note: If changing **Surname**, ensure that the former surname is entered into the **Previous Surname** field for reference and change **Title** if required. Formal proof of the change will be required.

2. Click

3. Exit all windows back to the Personnel main screen.

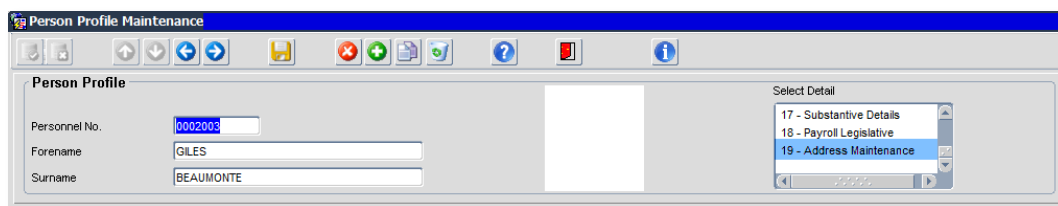


If required data in the following areas can be updated in a similar way:

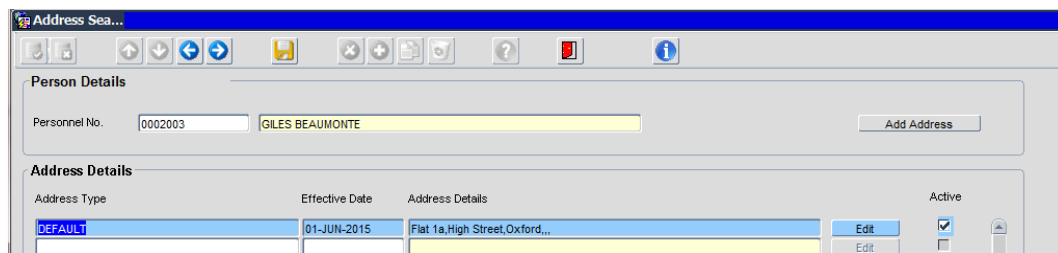
- Contact Details
- Next of Kin
- Bank Details
- Right to Work (refer to **QRG: PA10_Maintain right to work data**)
- Qualification Details, including teaching qualifications and current teaching and/or research disciplines

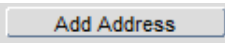
Change of Address

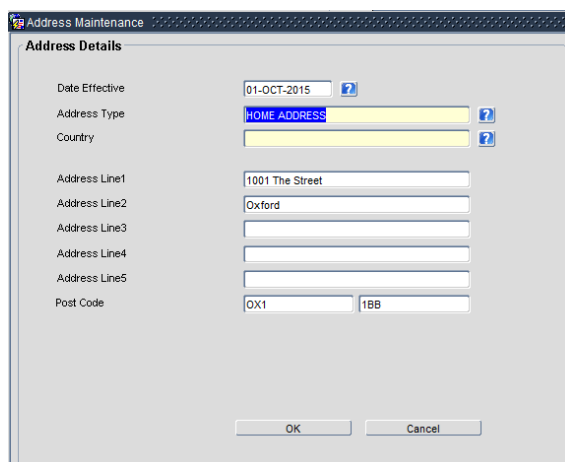
1. From the *Personal Profile Maintenance* window select '**Address Maintenance**':






The *Address Search* window opens:

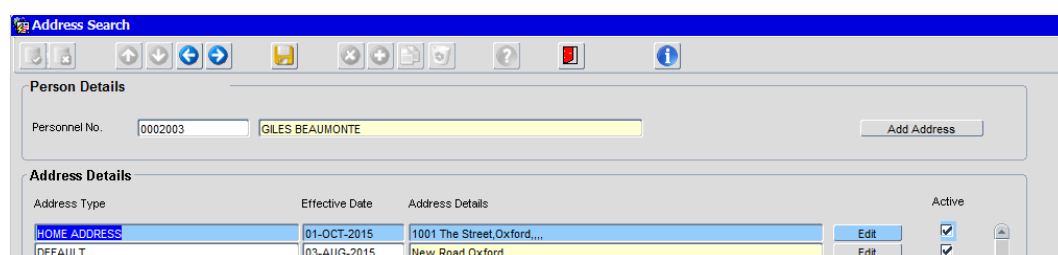


2. Click on . The *address maintenance* window opens:



Field Name (*mandatory)	Description
Date effective*	Enter the effective date of the change.
Address Type*	Select the relevant from the LoV  . (Do not leave as 'DEFAULT').  NB: even though this field is shaded yellow it can be edited.
Country	LEAVE BLANK
Address Line1 to 5*	Enter the new address details.
Post Code*	Enter across both fields in alpha numeric format as shown e.g. AA1 1AA.

3. Click . You will be returned to the *Address Search* window. The new address will appear at the top of the list.



4. Red door  to exit.