

How to access and amend your personal details in Employee Self Service

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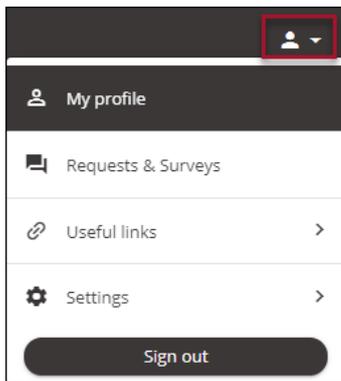
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1. Introduction

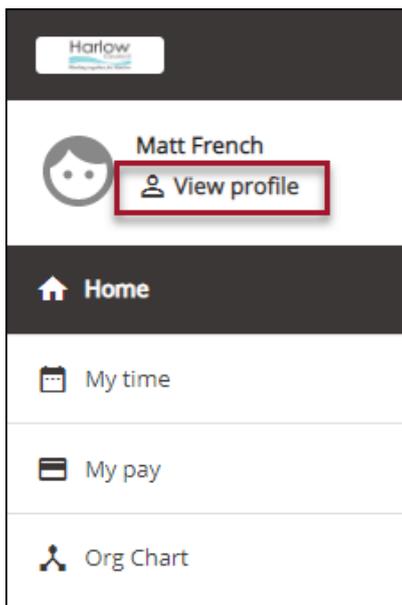
This guide provides you with information on how to access and amend your personal details as well as view your employment details within Employee Self Service.

2. My Profile

Your Personal Details can be accessed either from the **'My profile'** section in the **'Utility menu'**:

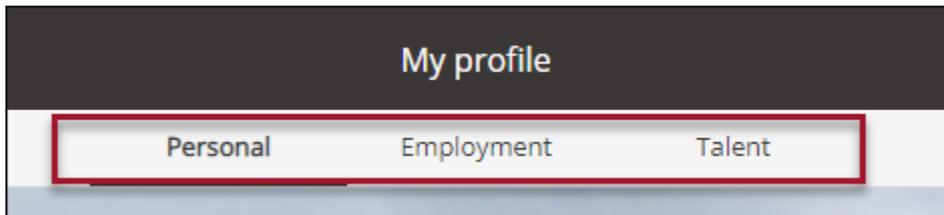


Or the **'View profile'** link at the top left of the screen:



Accessing and amending your personal details

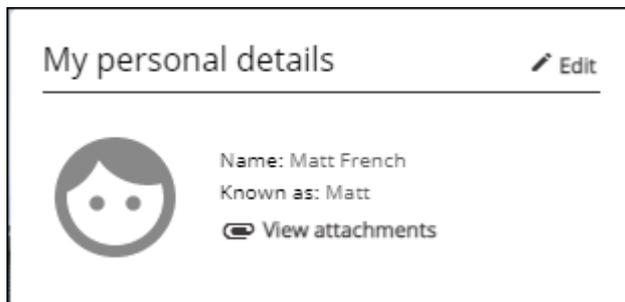
The **My profile** screen contains three tabs:



- Personal
- Employment
- Talent

NB. The Talent tab will be available on a future date.

My Personal details



1. To view your Personal details, select the '**Edit**' link



My personal details



* Surname (required)

* Forename (required)

Forename 2

Forename 3

* Title (required)

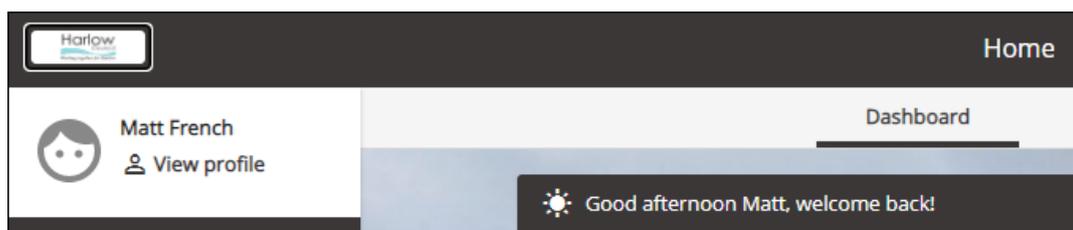
Preferred name

Previous surname

Marital status

* Date of birth (dd/mm/yyyy) (required)

2. If your personal information is incorrect, please contact Human Resources.
3. The Preferred name field on the Personal details page can be updated. All other fields are read only.
4. Make changes and press '**Save**'. The change will take affect when you next login to Employee Self Service.



The screenshot shows the top navigation bar with the Harlow Council logo and a 'Home' link. Below this, a user profile card for 'Matt French' is visible, including a profile icon and a 'View profile' link. To the right, a 'Dashboard' link is present. A dark notification box at the bottom right displays a sun icon and the text 'Good afternoon Matt, welcome back!'.

Amending your Sensitive information

1. Select the Sensitive information link in the 'Confidential information' section:

Confidential information

Select the links below to view or amend your information

[Sensitive information >](#)

[< Back to Personal](#)

Sensitive information

i The personal data that you enter into this form is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form.

Marital status

Married

Religion

Christian - Orthodox

Ethnic origin

White - British

Nationality

British (not Channel Islands or IOM)

Sex identifier

Please choose

Gender reassignment

Please choose

Sexual orientation

Please choose

Self-certified disabled

Please choose

Disability description

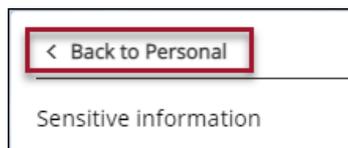
The following fields on the Sensitive information page can be updated:

- Marital status
- Religion
- Ethnic origin
- Nationality
- Sex identifier
- Gender reassignment
- Sexual orientation
- Self-certified disabled
- Disability description

2. Click on the relevant drop-down menu to update the information.

3. Click **'Save'**

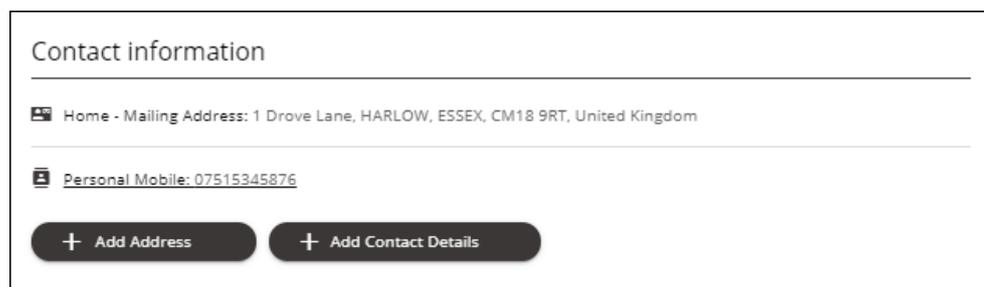
4. Select the link **'Back to Personal'** to return to the previous screen:



5. Once saved an automatic email will be sent to you from **noreply.hdc@webitrent.com** confirming your changes. A notification will also be sent to your reporting manager and Human Resources confirming that you have made changes to your sensitive information.

Contact information

This section allows you to access, update and add your Contact details:

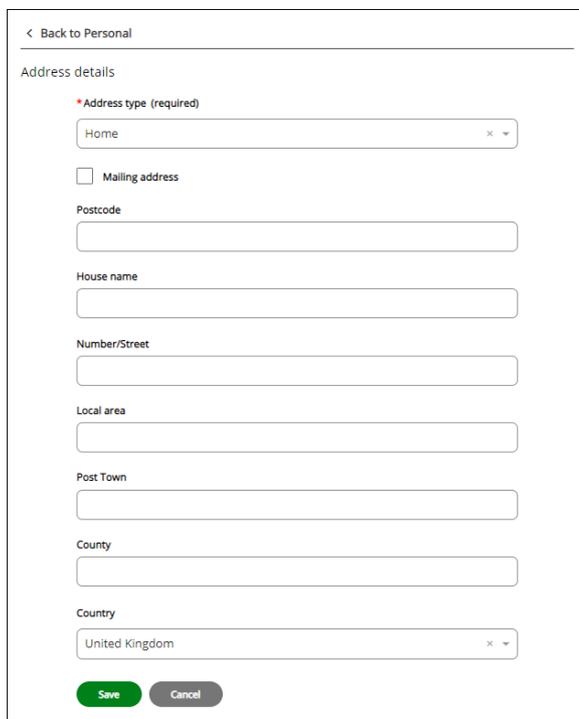
A screenshot of a "Contact information" form. The title "Contact information" is at the top. Below it, there are two entries: "Home - Mailing Address: 1 Drove Lane, HARLOW, ESSEX, CM18 9RT, United Kingdom" and "Personal Mobile: 07515345876". At the bottom of the form, there are two buttons: "+ Add Address" and "+ Add Contact Details".

Address Details

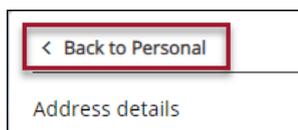
1. Navigate to the '**Contact information**' section
2. Click on the '**Add Address**' button:



3. Enter your new address in the fields provided and click 'Save':

A screenshot of a mobile application form titled "Address details". At the top left is a back arrow and the text "< Back to Personal". Below the title is a red asterisk and the text "Address type (required)". There is a dropdown menu with "Home" selected. Below that is a checkbox labeled "Mailing address". The form contains several text input fields: "Postcode", "House name", "Number/Street", "Local area", "Post Town", and "County". At the bottom is a dropdown menu for "Country" with "United Kingdom" selected. At the very bottom are two buttons: a green "Save" button and a grey "Cancel" button.

4. Click **Save**
5. Select the link '**Back to Personal**' to return to the previous screen:

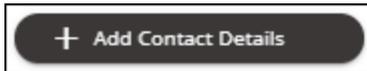


6. Once saved an automatic email will be sent to you and Human Resources from **noreply.hdc@webitrent.com** confirming your changes.

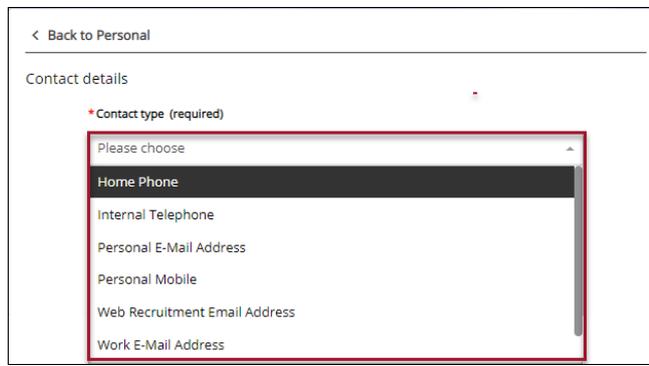
Contact Details

Within this section you can add your contact details

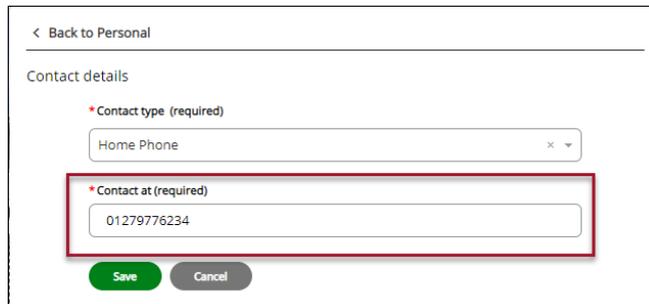
1. Navigate to the '**Contact information**' section
2. Click on the '**Add Contact Details**' button:



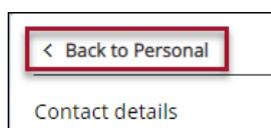
3. Select one of the options from the '**Contact type**' drop-down menu:

A screenshot of a mobile app interface. At the top, there is a back arrow and the text '< Back to Personal'. Below that is the section 'Contact details'. A red asterisk and the text '* Contact type (required)' are above a drop-down menu. The menu is open, showing a list of options: 'Please choose', 'Home Phone', 'Internal Telephone', 'Personal E-Mail Address', 'Personal Mobile', 'Web Recruitment Email Address', and 'Work E-Mail Address'. The 'Home Phone' option is highlighted with a dark background.

4. Enter your details in the '**Contact at**' field:

A screenshot of the same mobile app interface. The 'Contact type' drop-down menu is now closed and shows 'Home Phone' with a close 'x' icon. Below it, a red asterisk and the text '* Contact at (required)' are above a text input field. The input field contains the number '01279776234'. At the bottom of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

5. Click '**Save**'
6. Once saved an automatic email will be sent to you from **noreply.hdc@webitrent.com** confirming your changes
7. Select the link '**Back to Personal**' to return to the previous screen:

A screenshot of the mobile app interface showing a button with a back arrow and the text '< Back to Personal'. Below the button is the text 'Contact details'.

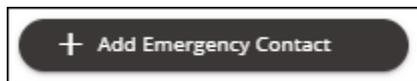
Friends & Family

This section holds your Emergency contact and Next of Kin details.

Adding a new Emergency Contact

To add a new emergency contact:

1. Navigate to the '**Friends and Family**' section
2. Click on the '**Add emergency contact**' button:



3. Enter the applicable information on the Emergency contact details page.
A description of each field can be found on the next page

< Back to Personal

Emergency contact

* Contact name (required)

Relationship to me

Contact at

Contact email

Primary contact

Use as next of kin

Use my home address

House name

Number/Street

Emergency Contact Details	
Field	Definition
Contact name	Enter the full name of your emergency contact
Relationship to me	Select one option from the drop-down menu
Contact at	Enter the contact number
Contact email	Enter an email address if required
Primary contact	You may only have one 'Primary contact'. If you create an additional Emergency Contact and tick the 'Primary Contact' box, the previous one will be unticked automatically.
Use my home address	<p>Tick this box if the address details are the same as yours. When this box is ticked the system will automatically complete the address details with your address once you click save.</p> <p>If the address is different, then leave the box un-ticked and enter the details in the address fields.</p>

4. Click **Save**
5. Once saved an automatic email will be sent to you from **noreply.hdc@webitrent.com** confirming your changes.

Amending an Emergency Contact

To amend an existing Emergency contact.....

1. Navigate to the 'Friends and Family' section:

Type	Contact name	Relationship ↑	Contact number	Primary contact
Emergency contact	Jane French	Wife	07515623987	Yes

+ Add Emergency Contact + Add Next of Kin

2. Select the emergency contact from the list:

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Jane French	Wife	07515623987	Yes

3. Enter the new details in the field (s) required to be updated:

< Back to Personal

Emergency contact

* Contact name (required)

Relationship to me

Contact at

Contact email

Primary contact
 Use my home address

4. Click Save
5. Once saved an automatic email will be sent to you from **noreply.hdc@webitrent.com** confirming your changes.

Adding a new Next of Kin

To add a new Next of Kin

1. Navigate to the **'Friends and Family'** section
2. Click on the **'Add Next of Kin'** button:

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Jane French	Wife	07515623987	Yes
Emergency contact	John French	Brother	07515448654	No

3. Enter the applicable information on the **'Next of Kin'** details page.
A description of each field can be found on the next page

< Back to Personal

Next of kin details

* Next of kin name (required)

Relationship to me

x v

Date of birth (dd/mm/yyyy)

Use as emergency contact

Use my home address

House name

Number/Street

Local area

Post Town

County

Next of Kin Details	
Field	Definition
Next of kin name	Enter the full name of your Next of Kin
Relationship to me	Select one option from the drop-down menu
Date of Birth	Enter a date of birth if relevant
Use as emergency contact	Ticking this box will automatically create this person as one of your Emergency Contacts
Use my home address	<p>Tick this box if the address details are the same as yours. When this box is ticked the system will automatically complete the address details with your address once you click save.</p> <p>If the address is different, then leave the box un-ticked and enter the details in the address fields.</p>

6. Click '**Save**'

7. Once saved an automatic email will be sent to you from **noreply.hdc@webitrent.com** confirming your changes.

Amending a Next of Kin

To amend an existing Next of Kin.....

1. Navigate to the 'Friends and Family' section:

Friends and family				
Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Jane French	Wife	07515623987	Yes
Emergency contact	John French	Brother	07515448654	No
Next of kin	Jane French	Wife	N/A	N/A

+ Add Emergency Contact + Add Next of Kin

2. Select the Next of Kin from the list:

Friends and family				
Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Jane French	Wife	07515623987	Yes
Emergency contact	John French	Brother	07515448654	No
Next of kin	Jane French	Wife	N/A	N/A

+ Add Emergency Contact + Add Next of Kin

3. Enter the new details in the field (s) required to be updated:

< Back to Personal

Next of kin details

* Next of kin name (required)

Relationship to me

Date of birth (dd/mm/yyyy)

Use my home address

House name

Number/Street

4. Click 'Save'
5. Once saved an automatic email will be sent to you from **noreply.hdc@webitrent.com** confirming your changes.

Changing your Bank account details

This section displays your current bank details held by Payroll. To change your bank details:

1. Navigate to the '**Bank details**' section:

Account name	Bank name	Sort code
Matthew French	Lloyds Tsb/Tsb	771318

2. Click on the link containing your bank details
3. Enter the Sort Code of your bank as a six-digit number (do not include the hyphens).

< Back to Personal

Bank details

i These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

* Sort code (required)
771318

Bank name
Lloyds Tsb/Tsb

Roll number

* Account number (required)
99984432

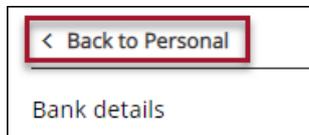
* Account name (required)
Matthew French

Save **Cancel**

4. The Bank Name will be populated once you click on the '**Save**' button, so do not enter any details in this field.
5. Enter a Roll Number if appropriate (for some Building Societies)
6. Enter your 8-digit bank account number - this field will only accept an 8-digit number.
7. Enter your Account Name
8. Click '**Save**'
9. Once saved an automatic email will be sent to you and Payroll from **noreply.hdc@webitrent.com** confirming your changes.

If you change your bank details after the payroll cut-off date (5th of every month), the change will not take place until the following month, and your pay will be paid into your old bank account for the current month. If you have any queries regarding this, please contact a member of the Payroll team.

10. Select the link '**Back to Personal**' to return to the previous screen:



3. Viewing your Employment Information

This section displays your current job details including:

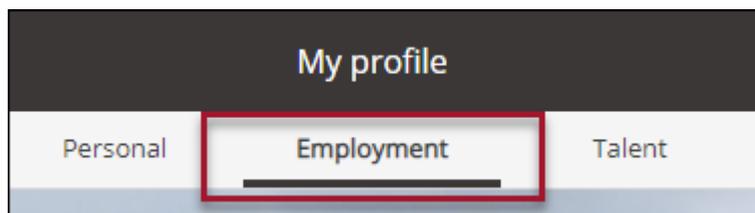
- Job details
- Manager
- Resignation information (if required)

This section provides **read only** details of your current role which include the following:

- Department
- Job Title
- Start Date
- Employee Number
- Contractual hours
- Salary
- Working Pattern
- Line Manager

Job & Manager details

1. Click on to the Employment tab



2. In the '**My employment**' section, select the link for your current job:

My employment		
Period of employment	Position	Department
06 Sept 2021 - present	Housing Officer	Housing Management

06 Sept 2021 - present

< Back to Employment

Current job details

Job details

Department	Housing Management	Position reference	POSN000905
Position name	Housing Officer	Personal reference	000832
Start date (dd/mm/yyyy)	06/09/2021	Payroll reference	000832

Contractual hours

37.00

Salary

Full Time Equivalent : £ 32234
Actual Salary : £ 32234
Grade : HDC Grade 11

Work pattern

37:30 M07:30 T07:30 W07:30 T07:30 F07:30 S00:00 S00:00x

Manager

Reporting manager and job title

Peter Smith - Estates and Tenancy Team Leader

- Once you have reviewed the details, select the link '**Back to Personal**' to return to the previous screen:

< Back to Employment

Current job details

Resignation details

The Resignation notification section allows you to enter an intention to resign from the position selected.

Resignation notification

After submission, you will have a 24 hour period to change your mind by pressing Withdraw.

* Last working day (dd/mm/yyyy) (required)

 Resign from all positions

* Resignation statement (required)

1. If you would like to Resign from all your positions, please select the '**Resign from all positions**' check box
2. Enter your Resignation statement
3. Press **Save**

Once saved an automatic email will be sent to you from **noreply.hdc@webitrent.com** confirming your resignation.

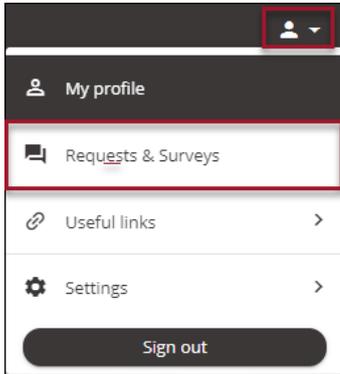
You will receive an email giving you a 24-hour cooling off period – you will be able to retract your resignation within this 24-hour period.

After the 24-hour cooling off period you will receive a second email advising that your resignation has been submitted to your line manager and Human Resources.

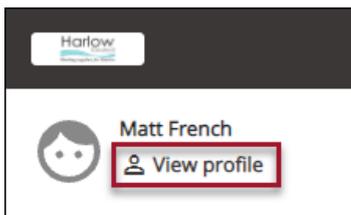
Once your resignation has been received by Human Resources you will receive an Acceptance of Resignation letter detailing your accrued annual leave and banked minutes (if applicable).

4. Requests and Surveys

Requests and Surveys can be accessed either from the **'Utilities menu'**:



Or by selecting the **'View Profile'** link at the top left:



Then selecting the **'Employment'** tab:



Requests & Surveys

All
 Current
 In Progress
 Completed

Title	Due date	Position(s)	Status
Driving at Work Annual Self Declaration		Housing Officer	New

Completing a Survey

Surveys will be sent to you to complete in Employee Self Service.

Once a survey has been sent it will appear in the 'Requests & Surveys' section and will show the status as 'New':

Requests & Surveys			
<input type="radio"/> All <input checked="" type="radio"/> Current <input type="radio"/> In Progress <input type="radio"/> Completed			
Title	Due date	Position(s)	Status
Driving at Work Annual Self Declaration		Housing Officer	New

This example shows the 'Driving at Work Annual Self Declaration' form

Other forms that may be available are:

- Return to Work Form
- Self Certification (sickness)
- Leavers Form

1. To open the form, click on the link
2. The 'Summary' page will be displayed:

Summary

Annual Declaration Form - Council Vehicle/Personal Driving at Work

< Back to Employment

Driving at Work Annual Self Declaration (1 of 2)

The Health and Safety at Work etc. Act 1974 places specific duties on employers to ensure, as reasonably practicable, the health, safety and welfare of employees, as well as the health and safety of other persons who may be affected by their work activities.

Under the Management of Health and Safety at Work Regulations 1999 employers must assess significant risks to the health and safety of both employees and other persons who may be affected by their work activities, including a responsibility to ensure that staff and others are not put at risk by work-related driving activities.

Therefore, Harlow Council employees, including contractors, apprentices, casual staff and any individuals who use their own vehicles to carry out Harlow Council work duties, (grey fleet), or alternatively drive a Council fleet vehicle, must annually complete a Driving at Work Declaration form. This ensures that Harlow Council is complying with its Driving at Work Policy, by including all vehicle users.

You must declare to DVLA any changes to your physical, medical or mental condition, that may affect your driving capabilities, in addition you must advise your Line Manager and Human Resources, as soon as you are aware, of any medical condition that may affect or restrict your ability to drive a vehicle safely.

False declarations will result in a formal investigation under the Council's disciplinary procedure. Any circumstances affecting your ability to drive for work purposes, or eligibility to hold necessary driving documents must be reported to your Line Manager immediately who will review your driving at work status. Declarations are requested in writing and will be kept on your personal record.

[Start](#) [Cancel](#)

3. Click **'Start'** to start the survey
4. Complete the fields on the form:

Summary

Annual Declaration Form - Council Vehicle/Personal Driving at Work

< Back to Employment

Driving at Work Annual Self Declaration (2 of 2)

Employee Details

Formatted name Matt French
Personal reference 000832
Job title Housing Officer

Confirmation of Documentation

I declare that I hold the following documentation, that I have read and understood the terms of this scheme and that I have met my declaration requirements:

Full driving licence

MOT document (if applicable)

NB your insurance must be fully comprehensive and include Business & Commuting Use for all employees, both essential and casual users, who are required to travel on business, visiting other sites including attending training courses, on behalf of the Authority.

Insurance certificate

I declare that I have informed the DVLA and my Line Manager of any medical conditions that may impede my ability to drive

* Endorsements/Penalty Points (required) Unexpired None to declare

I understand the Council may independently check license details and may require me to provide a license check code to verify these with the DVLA

If anything changes that may affect my ability to carry out driving duties for work, I will immediately cease driving and advise my Line Manager and Human Resources

Declaration

NB. Any fields with a red asterisk are mandatory and must be completed before you can submit your form.

5. Once the form has been completed, click **'Save'**
6. Click the **'Summary'** link at the top left to return to the Summary page:

Summary

Annual Declaration Form - Council Vehicle/Personal Driving at Work

< Back to Employment

Driving at Work Annual Self Declaration (2 of 2)

Employee Details

7. Click **'Submit'** to submit the form:

Summary

Annual Declaration Form - Council Vehicle/Personal Driving at Work ✓

< Back to Employment

Driving at Work Annual Self Declaration (1 of 2)

The Health and Safety at Work etc. Act 1974 places specific duties on employers to ensure, as reasonably practicable, the health, safety and welfare of employees, as well as the health and safety of other persons who may be affected by their work activities.

Under the Management of Health and Safety at Work Regulations 1999 employers must assess significant risks to the health and safety of both employees and other persons who may be affected by their work activities, including a responsibility to ensure that staff and others are not put at risk by work-related driving activities.

Therefore, Harlow Council employees, including contractors, apprentices, casual staff and any individuals who use their own vehicles to carry out Harlow Council work duties, (grey fleet), or alternatively drive a Council fleet vehicle, must annually complete a Driving at Work Declaration form. This ensures that Harlow Council is complying with its Driving at Work Policy, by including all vehicle users.

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False declarations will result in a formal investigation under the Council's disciplinary procedure. Any circumstances affecting your ability to drive for work purposes, or eligibility to hold necessary driving documents must be reported to your Line Manager immediately who will review your driving at work status. Declarations are requested in writing and will be kept on your personal record.

Submit Cancel

8. Only click **'Confirm'** if you are happy to submit the form, as once submitted the form cannot be modified:

Submit survey Close X

⚠ Are you sure you want to submit this survey. Your answers cannot be modified once submitted.

Confirm Cancel

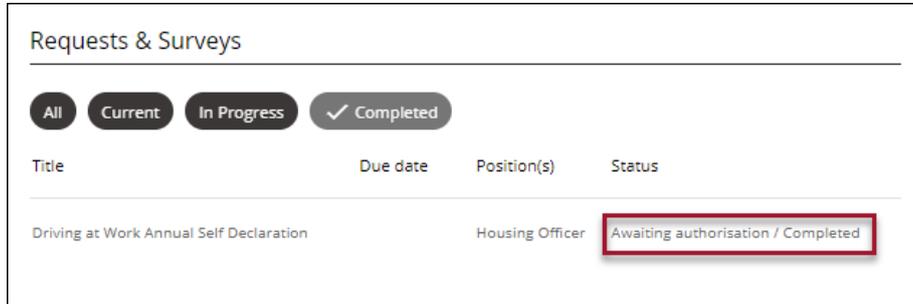
9. A message will confirm that the form has been submitted:

< Back to Employment

Driving at Work Annual Self Declaration (1 of 2)

🟢 Survey has been successfully submitted.

10. Once submitted the form will show as '**Awaiting authorisation / Completed**':



The screenshot shows a web interface titled 'Requests & Surveys'. At the top, there are four filter buttons: 'All', 'Current', 'In Progress', and 'Completed' (which has a checkmark). Below the filters is a table with the following columns: 'Title', 'Due date', 'Position(s)', and 'Status'. A single row is visible in the table with the following data: 'Driving at Work Annual Self Declaration' under Title, 'Housing Officer' under Position(s), and 'Awaiting authorisation / Completed' under Status. The status cell is highlighted with a red rectangular border.

Title	Due date	Position(s)	Status
Driving at Work Annual Self Declaration		Housing Officer	Awaiting authorisation / Completed

11. Once submitted an automatic email will be sent to you from **noreply.hdc@webitrent.com** confirming your submission
12. An authorisation request will be sent to your Reporting Manager and Human Resources will be notified
13. You will be notified by email when the form has been authorised or not authorised by your Reporting Manager