Update My Personal Details Guidance

To record or update your address, contact details (home, work and emergency), a record of your qualifications or your protected characteristics, please go to Pegasus, Human Resources, My Personal Details.

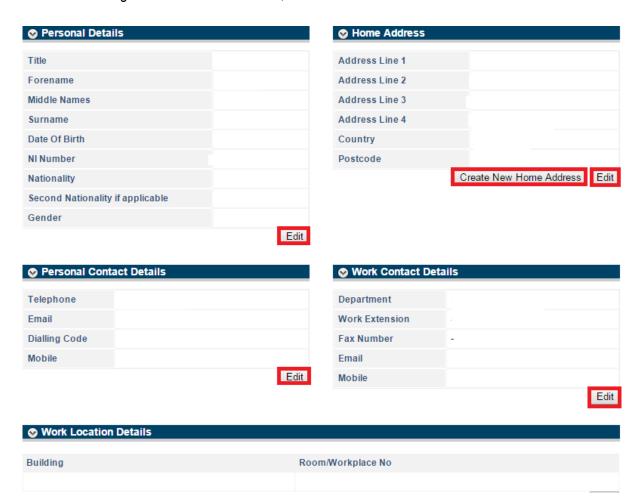


Address and other contact details

It is important that as your employer we have your current home address, as well as personal, work and emergency contact details.

To create a new home address, click on Create New Home Address.

To edit an existing address or contact details, click on Edit.



Qualifications

This information is used to demonstrate the expertise of staff across the institution when bidding for research contracts and to help complete the annual HESA return. As part of the international agenda, we are particularly interested in qualifications obtained overseas.

To add a new qualification click on Create New Qualification.

If possible, please bring a copy to HR to be included in your file.



Emergency Contact Details

The information provided is only ever used in the event of an emergency.

To edit and existing contact, click on Edit.

To create a new contact, click on Create New Emergency Contact.

If you have previously provided contact information it will be displayed.



Equal Opportunities Monitoring and Disability

Details given here are only used for anonymous monitoring purposes.

