

My Details

Personal Details & Contact Details (page 2) Bank Details (page 3) Emergency Contact Details (page 4) Equal Opportunities (page 7) Profile Picture (page 8) My Details - Personal Details & Contact Details

To edit personal details and contact details, simply type over the existing information. Then click **Submit**.

Personal Details	Complete	
Personal Detail		Help
* Title	Mrs v]
+ First Forename	Samantha]
- Surname	Reynolds]
Preferred Forename	Sam]
Preferred Surname	Reynolds]
- Date of Birth	02/06/1986]
Nat. Ins. No.	JN123456A]
Marital Status	V	
Previous		Next Submit

On clicking submit, you will be asked to confirm you wish to continue, click OK

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		OK Cancel		
	Post Code	TS12 3AB		

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My Pay	Cle	ose
My Details		

My Details - Bank Details

To edit bank details, click Edit to the right of the Account Number field.

Bank Account Details	Complete
Bank Details	
Bank Type	Bank Account Building Society Account Account Details not available
Account Number	Edit
Account Name	MRS S Reynolds
Sort Code	
Bank Name	
Branch	
Previous	Next Submit

Enter the new Account Number and Name. **NOTE:** *As a security measure, you must also re-enter your old account number*

Enter the new Sort Code. If the Sort Code is not recognised, please email <u>MyHR@xentrall.org.uk</u>.

When complete, click Submit.

On clicking submit, you will be asked to confirm you wish to continue, click OK

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	Please confirm	you want to submit these details for processing.			
		OK			
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	Post Code	TS12 3AB			

Your changes will be saved, when you see this screen (blank box with a green tick on the left hand side)

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My Pay		Close
My Details		

Note: Bank Detail changes must be submit by 15th of each month. For any changes after 15th, please contact the Payroll Team for advice (<u>payroll.department@xenrall.org.uk</u>)

My Details - Emergency Contact Details

To view existing details, click on the link under the Relation heading. This will open up the full contact details.

Emergency Contact	
Relation	
Mother	

To edit the contact details, simply type over the existing information and then click Save Contact. On return to the main screen, click **Submit**.

On clicking submit, you will be asked to confirm you wish to continue, click OK

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	Please confirm	you want to submit these details for processing.			
		OK Cancel			
	Post Code	TS12 3AB			



To add a new Contact, click Add Contact, complete the contact form and click Save Contact.

Add Contact		
- Relation	Select v	
Title	×	
+ Forename		
* Surname		
Home Telephone Number		
Mobile Telephone Number		
Work Telephone Number		
Emergency Cont	act Address	
Address		
Post Code		
	Cancel Add Contact	Save Contact

Fields marked with * are mandatory

After clicking Save Contact you will return to the Emergency Contact Summery. Click Submit on this screen – if you do not click submit your changes will not be saved.

Emergency Complete	-		
Emergency Contact			
Relation	Title	Forename	Surname
Mother	Mrs	Sharon	Hind
Brother	Lord	Thomas	Perk
			Add Contact
Previous			Next Submit

On clicking submit, you will be asked to confirm you wish to continue, click OK

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		Cancel			
	Post Code	TS12 3AB			

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Dashboard		
My Pay		Close
My Details		

My Details - Equal Opportunities

To edit the Equal Opportunities details, simply type over (or delete) the existing information and then click **Submit**.

Equal Opportunities	Complete	
Personal Detail		Help
Previous Surname		
- Legal Gender	Female V	
Transgender	No ~	
Marital Status	Single v	
Ethnic Origin	English V	
Country of birth	England v	
Religion	Christian v	
Nationality / Citizenship	British	
Sexual orientation	Heterosexual/Straight v	
Disability	O Yes O No O Undeclared O Prefer not to say	
Nature of Disability	~	
Previous	Next	Submit

On clicking submit, you will be asked to confirm you wish to continue, click OK

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		OK		
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Dashboard		
My Pay		Close
My Details		

Add or Change your Profile Picture

Your profile picture will be displayed in the top left-hand corner of your MyHR profile. It will also be visible to your manager.



To add your picture, click on the circle, a camera icon will appear



In the pop-up box, click on Chose File. Locate the picture from your computer/device

Upload Photo	×
File	Choose File maximum size - 10 MB
Comments	
	250 characters remaining
	Cancel

Your chosen picture will be displayed. If you want to change it at this point, click Choose File and select another picture. You cannot edit/adjust the picture from MyHR.

Change Photo	×
File	Choose File maximum size - 10 MB
	Pat.png
Comments	
	250 characters remaining
	Cancel Upload 🗸

Click Upload.

You may see an authorisation message in the top right-hand corner. You can ignore this message.

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		for your uploaded photo.						
			for your	uploaded	photo.			_
		_	for your	uploaded	ohoto.	-	-	
🖹 My Pay	^ ×		for your	uploaded (ohoto.			
My Pay View All Pay Documents	^ ×		for your	uploaded p	ohoto.			

Your picture will appear when you next log in.

Profile Picture Guidelines

Keep it simple:

Your photo should be of you. Do not include objects, pets, children or logos.

Keep it professional:

Whether you're a beach bum, party animal or sportsperson, keep your profile picture professional. We just need to see your face!

Keep it real:

Use a recent, un-edited photo. As fun and flattering as filters can be, we prefer the real you.