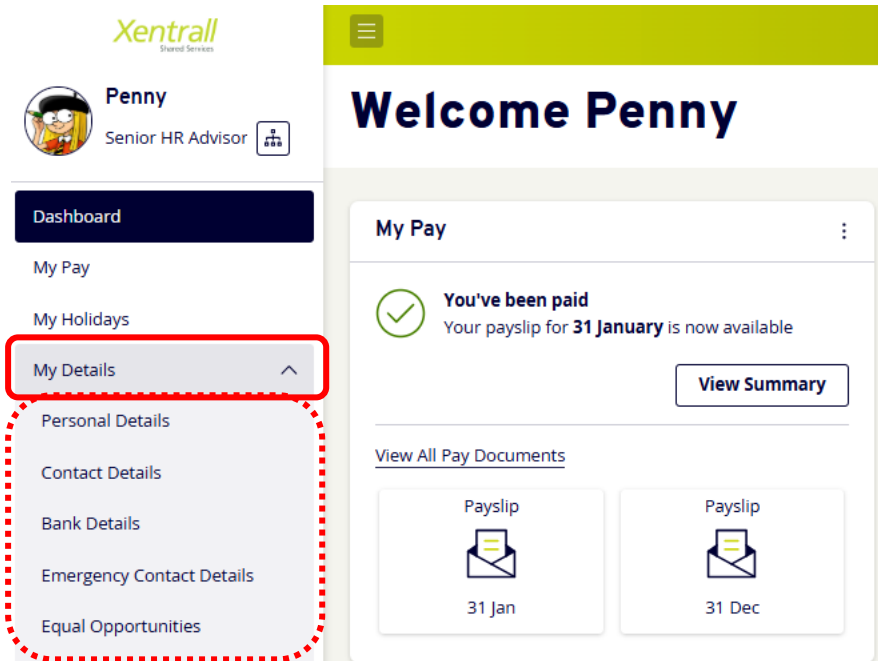


My Details: Personal Details, Contact Details, Emergency Contact & Equal Opportunities

You can view and edit your personal information using MyHR


- Click My Details, to display more options



Personal Details


You have access to edit your Title and Preferred Forename.

- To edit, type over the existing information
- Click Submit (bottom right corner)



Penny

Senior HR Advisor



Dashboard

My Pay

My Holidays

My Details

Personal Details

Contact Details

Bank Details

Emergency Contact Details

Equal Opportunities

*HELP - MyDetails

*HELP - View Salary Info

My Time & Attendance

Payment Deadlines 24/25

My Delegations

My Authorisations

Links here

Here you can view and amend your current contact and personal details to check that th

To update your personal details, delete the existing information and type in the new. W

Some details are view only and cannot be edited via MyHR. These fields are shade

Personal Details

Complete

Personal Detail

Title

Miss

First Forename

Penny

Surname

Crayon

Preferred Forename

Penny

Preferred Surname

Crayon

Date of Birth

27/03/1973

Nat. Ins. No.

NZ312185A

Marital Status


Divorced

- If you need to amend any other details on this screen, please email payroll.department@xentrall.org.uk with details of the change.

Contact Details


You have access to edit your home address and contact numbers. Please ensure this screen is kept up to date with any changes.

- To edit, type over the existing information
- Click Submit (bottom right corner)



Penny

Senior HR Advisor



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My Activity Log

Contact

Complete

Contact Detail

Contact Details

Address

3 Sunnyside Lane

Hartburn

Stockton-on-Tees

Post Code

TS12 3AB

Phone Number

01642 123456

Work Phone Number

01325 405476

Personal Mobile Phone Number

07777 654321

Work Email Address

Home Email Address

Email Address to use

☒ Work

☐ Home

- If you need to amend your Work Phone Number or Work Email Address, please email myhr@xentrall.org.uk with the details of the change.

Emergency Contact Details

Please ensure your Emergency Contact Details are kept up to date. This information is available to your Manager and HR Advisory.

- To edit, click the link under Relation
- Scroll down the page
- Type over the existing information

The image displays two screenshots of the Xentrall portal interface, illustrating the process of updating emergency contact details.

Top Screenshot: The user is logged in as Penny, Senior HR Advisor. The left sidebar shows the navigation menu with 'Emergency Contact Details' selected. The main content area shows the 'Emergency Contact' section with a table listing existing contacts. A red box highlights the 'Mother' relation, and a red arrow points to the 'Add Contact' button.

Relation	Title	Forename	Surname
Mother		Patty	Crayon


Bottom Screenshot: The 'Add Contact' form is displayed, showing fields for Relation, Title, Forename, Surname, Home Telephone Number, and Mobile Telephone Number. The 'Relation' field is set to 'Mother', and the 'Forename' and 'Surname' fields are set to 'Patty' and 'Crayon' respectively. The 'Home Telephone Number' is 01642 123456 and the 'Mobile Telephone Number' is 07777 888999.

- Click Save Contact (bottom right corner)

Equal Opportunities

Completing this section is voluntary. The information provided will be kept confidential and is for monitoring purposes only.

- To edit, type over the existing information
- Click Submit (bottom right corner)



Penny
Senior HR Advisor

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Here you can view and amend your current contact and personal details to check that t

Equal Opportunities

Complete

Personal Detail

Previous Surname

• Legal Gender

Female

Transgender

Marital Status

Single

Ethnic Origin

English Welsh Scottish Nor Irel British

Country of birth

Great Britain

Religion

Prefer not to say

Nationality / Citizenship

British

Sexual orientation

Prefer not to say

Disability

No

Nature of Disability