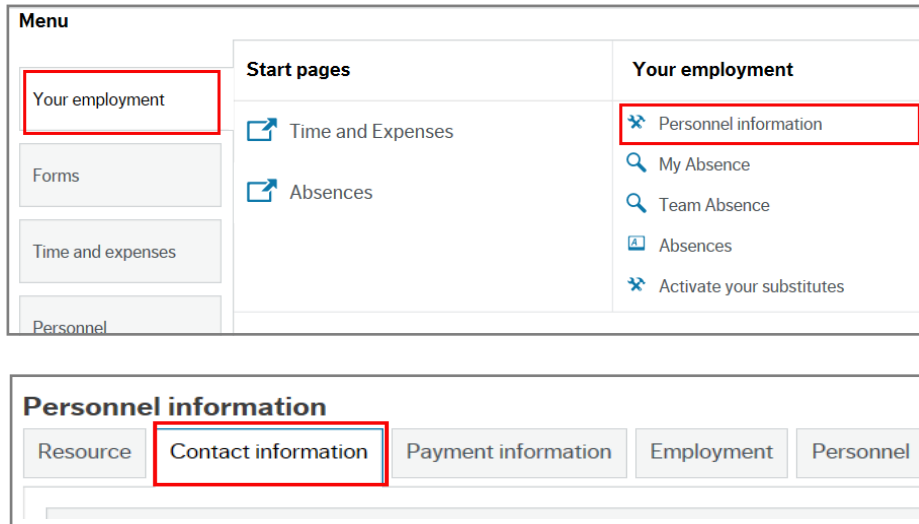


Updating Home Address & Contact Information

This guide will show step by step instructions on how to add your home address & contact details.

To access your contact information, navigate to Personnel Information from the Your Employment menu. Then click on the Contact Information tab:



Click on the home address line. This will expand a details section below the row which is split into:

1. Address information
2. Phone number(s)
3. Contact e-mail information

To update the information in these sections, click into the appropriate field and type in the relevant information. Then click the save button at the bottom of the screen.

The 'Address' form displays a table of address types and an expanded 'Address details' section. The table has columns for Address type, Street address, Post Code, Town, Telephone, Mobile, and Personal Mobile. The 'Home' address is highlighted in a red box. The 'Address details' section is expanded and contains three numbered callouts: 1. Address, 2. Phone numbers, and 3. E-mail and website.

Address type	Street address	Post Code	Town	Telephone	Mobile	Personal Mobile
General	Renfrewshire House Cotton Street	PA1 1HY	PAISLEY	0141 618 3500		
Home	123 Test Avenue	PA8 1AA	Paisley		0000 111 2222	

Address details

1 Address

Address type: Home
 Contact:
 Street address: 123 Test Avenue
 Country*: United Kingdom
 Post Code*: PA8 1AA
 Town: Paisley
 County: Renfrewshire

2 Phone numbers

Telephone:
 Mobile: 0000 111 2222
 Personal Mobile:
 Home:

3 E-mail and website

E-mail: testemployee111@hotmail.com
 E-mail cc:
 URL: