Our lives are always changing

As we move to the new payroll system, we need to transfer your details from the old system to the new one. Before we do this, it is really important that you check all your details are correct in the current system.
Playbook 1: Updating my personal details

Update ‘My EEO details’ (Coming soon - March 2018)
This information will be available for Release 2 in March 2018.

Update ‘My address’

Update ‘My family members/dependents’

TAKE ME THROUGH EVERYTHING

Update ‘My Emergency contact’

Update ‘My bank details’

Update ‘My personal email’
Q. How do I update my personal details in the new system? Will it be harder to do?

A. It will be much easier to update your personal details in the new HR Payroll system. We have compared the two systems side-by-side so you can see just how intuitive it is.
The left side shows you what is happening **NOW**

The right side shows you what will happen **AFTER GO LIVE**
**NOW** you access payroll by clicking on ‘ESS’.

**AFTER GO LIVE** you will access payroll by clicking on ‘SAP PORTAL (NEW)’.
NOW you update your details by going to either ‘My Details’ or ‘My Pay’.

AFTER GO LIVE you will update all your details by going to ‘Personal Information’.
Update my address
The left side shows you what is happening **NOW**

The right side shows you what will happen **AFTER GO LIVE**
STEP 1: **NOW** you click on ‘My Details’ and select ‘Update Address’.

STEP 1: **AFTER GO LIVE** you can:
1) EDIT your address by clicking the ‘pencil’ icon.
2) ADD a new address by clicking on the ‘Add’ button.
STEP 2:
**NOW** you select ‘modify’.

STEP 2:
**AFTER GO LIVE** you type immediately into the fields.
STEP 3:
You can now fill out your details
It will only take 2 steps in the new system.
Update my personal email
The left side shows you what is happening **NOW**

The right side shows you what will happen **AFTER GO LIVE**
STEP 1:  
**NOW** you click on ‘My Address’ then select ‘My Email’. Once you’re inside select ‘Modify’

STEP 1:  
**AFTER GO LIVE** you can: 
1) EDIT your email address by clicking the ‘pencil’ icon. 
2) ADD a new email address by clicking on the ‘Add’ button.
STEP 2:
**NOW** you type in your email address and then select ‘save’.

STEP 2:
**AFTER GO LIVE** the process is the same. Simply type in your email address and then select ‘save’.

Go on - have a try.
Update my bank details
The left side shows you what is happening **NOW**

The right side shows you what will happen **AFTER GO LIVE**
STEP 1:
**NOW** you go to ‘My Pay’. Then select ‘Bank Details’.

STEP 1:
**AFTER GO LIVE** you can update your bank details along with all your other personal details in ‘Personal Profile’.
STEP 2:
**NOW** you need to enter your password.

**STEP 2:**
**AFTER GO LIVE** you can enter in your bank details easily. You will not need to enter your password again. You can:

1) EDIT your bank account details by clicking the ‘pencil’ icon.
2) ADD a new bank account by clicking on the ‘Add’ button.
STEP 3:

**NOW** You will now be able to update your details

**AFTER GO LIVE** It will only take 2 steps in the new system.
Update my emergency contact details
NOW you click on ‘My Details’ and select ‘Emergency contact’.

AFTER GO LIVE you can ADD your emergency contact easily.
NOW you update your emergency contact by typing in the details.

AFTER GO LIVE you continue to update your emergency contact by typing in the details.
Update my family members/dependents
NOW you cannot update the details of your family members and/or dependents in ESS

AFTER GO LIVE you will be able to update the details of your family members and/or dependents