

Changes to an individual's details, e.g. address, name, qualifications, teaching and/or research subjects, etc. can be made without requiring further approval.

### What's changed?

Updated guidance on address maintenance

Sept 17



**Note:** If relevant, evidence should be sought from the individual to support the request for change.

**Navigate to: Personnel > Maintenance > Personal Profile**

## Change to Personal details (excluding address)

1. Search for the employee record and change the details as relevant.

**Note:** If changing **Surname**, ensure that the former surname is entered into the **Previous Surname** field for reference and change **Title** if required. Formal proof of the change will be required.

2. Click .

3. Exit all windows back to the Personnel main screen.

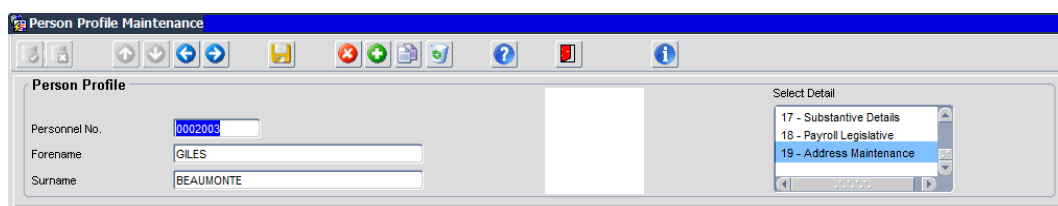


If required data in the following areas can be updated in a similar way:

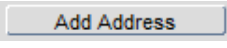
- Contact Details
- Next of Kin
- Bank Details
- Right to Work (refer to **QRG: PA10\_Maintain right to work data**)
- Qualification Details, including teaching qualifications and current teaching and/or research disciplines


## Change of Address





1. From the *Personal Profile Maintenance* window select '**Address Maintenance**':



The *Address Search* window opens:

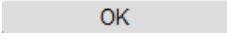
2. Click on . The *address maintenance* window opens:

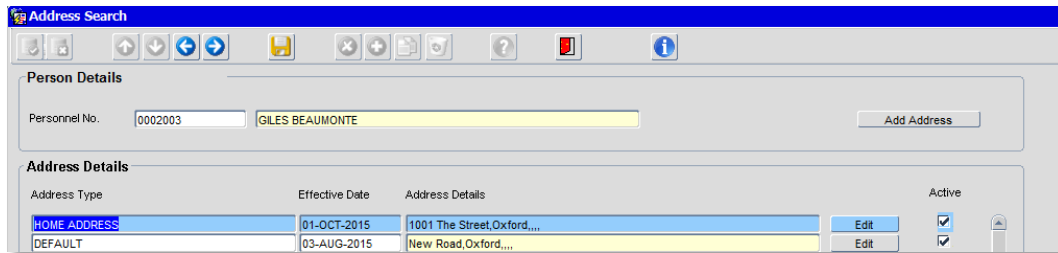
 **Note:** if you are entering an address outside the UK you must update the Country field FIRST then enter the Date Effective, Address Type and full address details.

Field Name (*mandatory)	Description
<b>Date effective*</b>	Enter the effective date of the change.
<b>Address Type*</b> 	Select the relevant from the LoV  . (Do not leave as 'DEFAULT'). <b>NB1:</b> even though this field is shaded yellow it must be updated. <b>NB2:</b> do not select <b>Forwarding Address</b> as there is an issue with pulling through to the payslip.
<b>Country*</b> 	Select from the LoV  in ALL cases including UK. <b>NB:</b> even though this field is shaded yellow it must be updated for HMRC (RTI) purposes.
<b>Address Line 1 to 5*</b>	Enter/check full address details. <b>NB:</b> If the address is outside the UK you must also enter the country in the last line of the address to ensure any correspondence is addressed correctly.
<b>Post Code*</b>	Enter across both fields in alpha numeric format as shown e.g. AA1 1AA.



**Note:** before saving check **Address Type** has not changed back to **Default**.

- Click . You will be returned to the *Address Search* window. The new address will appear at the top of the list.



The screenshot shows the 'Address Search' window. Under 'Person Details', the 'Personnel No.' is '0002003' and the name is 'GILES BEAUMONTE'. There is an 'Add Address' button. Under 'Address Details', there is a table with columns for 'Address Type', 'Effective Date', 'Address Details', and 'Active'.

Address Type	Effective Date	Address Details	Active
HOME ADDRESS	01-OCT-2015	1001 The Street,Oxford,...	<input checked="" type="checkbox"/>
DEFAULT	03-AUG-2015	New Road,Oxford,...	<input checked="" type="checkbox"/>

- Red door  to exit.