



How to...add or update your employee's private vehicle details

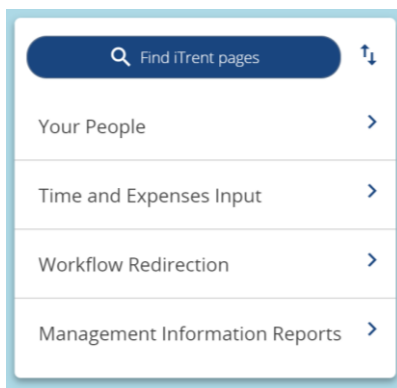
Purpose:

This guide will show you how to understand how to...add or update your employee's private vehicle details within **People Manager** in Your HR

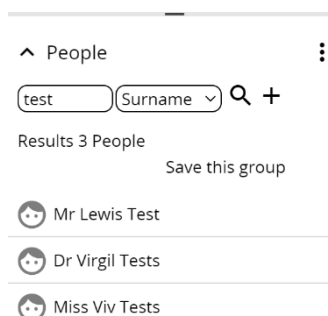
Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the **People Manager Homepage**

- Click on **Your People** in the menu



- Select the required employee from your list of direct reports which will be presented on the pane on the left hand side of the screen:



- Click **Personal Information** and then click on **Private Vehicles**

LINKS

Personal Information

Employment Details

Pre Employment Checks

Time and Expenses

Leave and Absence

Appraisal Records

Learning, Qualifications & Memberships

Disciplinary/Capability & Grievance

Process Chains

Make your Employee a Leaver

Personal Details

Key Date Details

Reckonable Service

Address

Contact Details

Emergency Contacts

Driving Licences

Private Vehicles

Miscellaneous Details

Teachers DfES Number

Additional information

Staff Photo

Nationality

Offices Held

Viewing private vehicle details

- If any private vehicles are logged, these will now be displayed, by registration number and 'shimmering' on the left hand pane of the screen.

Private vehicles

BD51 SMR

VV9 VV10

- If you hover over the registration number, brief details about the vehicle will be shown. To view more information click on the registration number.
- The **private vehicle details screen** will be displayed.

Private vehicle details Dr Adam Cook

MENU

Vehicle

Vehicle type *

Car

Vehicle registration *

BD51 SMR

Start date *

01/12/2023

End date

Make

Ariel

Engine size (cc) *

0

CO2 Emission

Fuel type *

Conversion or older bi-fuel

Default vehicle for expenses

☒

Insurance

Insurance checked

☐

Valid until

01/01/2024

Save

New

Updating private vehicle details

- Mandatory fields of information that you must complete are shown by the red star indicator.
- The fields with drop down arrows indicate there are a selection of responses you need to choose from.
- The default vehicle for expenses checkbox should be ticked if that is the employee's main vehicle for driving on work business.
- If an employee no longer has one of the vehicles, you need to add an **end date** to the record and add a new vehicle details record.

Insurance

- Insurance details should be checked annually. You should check the insurance is valid for the vehicle and enter the **valid until** date. This should then be updated annually when the insurance expires.
- Click **save** when you have updated the required details.

To enter new vehicle details.

- If no vehicles are registered, when you click on **Personal information > Private vehicles**, the below vehicle details screen will be displayed and you can enter the information as detailed above.

Private vehicle details New

▼ MENU ↺ 🖨️ 📎

Vehicle

Vehicle type *

Vehicle registration *

Start date *

End date

Make

Engine size (cc) *

CO2 Emission

Fuel type *

☐ Default vehicle for expenses

Insurance

Insurance checked ☐

Valid until

Save

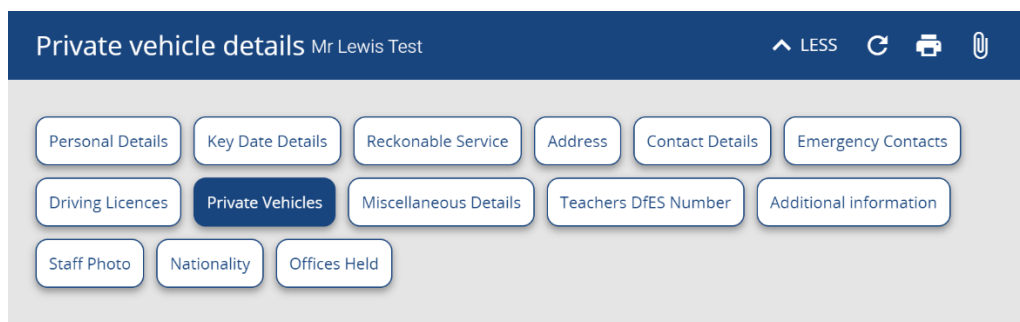
- **Note:** an employee must have a vehicle entered in order to claim mileage.

Notifications

- Neither you nor your employee will receive a system notification email when you update, amend or delete private vehicle details.
 - Manager and employee will however receive a notification 30 days prior to the expiry date of the insurance policy recorded
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Returning to People Manager Homepage

- Click the logo in the top left hand corner of the screen
- If you would like to stay in this employee's record to view other information, click the **Menu** option at the top of the screen and the short cuts to other pages within the employee's record are shown. Click on any of these to navigate to the page.



For further information or support please refer to Your HR on the [Intranet](#) or contact via email: hrendpayroll@warwickshire.gov.uk or phone on 01926 738444

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