



How to...update your Private Vehicle Information

Purpose:

This guide will show you how to update your **Private Vehicle Information** on the **Your HR** Employee Self-Service (ESS) system.

Logging in to Your HR:

To log into Your HR, please refer to the **ESS1 How to...Log in to Your HR Guide**. After login you will be presented with the **Employee Self Service Homepage**.

To add your private vehicle information:

- From the ESS homepage, click on **View profile** in the top left hand side of the screen:



- Scroll down to the **Private Vehicle** and click **Add vehicle**

Private vehicles

No private vehicle details have been added yet

[+ Add vehicle](#)

- A Vehicles details screen will appear, providing you with the option to add the following information fields:

Vehicle details

*Vehicle type (required)

*Vehicle registration (required)

* Start date (dd/mm/yyyy) (required)

 

End date (dd/mm/yyyy)

 

Make

*Engine size (cc) (required)

CO2 Emission

*Fuel type (required)

Default vehicle for expenses

- Most fields are free text entry options, however, there are also some fields where you need to click the arrow at the end to show the pre-populated options available and select the correct option
- Please fill in the below fields. Mandatory fields are denoted by red dots - you must complete these fields.
- - ***Vehicle type:** select from the list
 - ***Vehicle registration:** enter the vehicle registration
Please note - There should be no spaces when entering your vehicle registration number e.g. AA00AAA.
- Please also be aware of the difference between “0” (zero) and a O when entering your vehicle registration.
 - ***Start date:** you cannot claim mileage against the vehicle prior to this date
 - ***Engine size:** for Electric cars enter 0 otherwise enter the actual engine cc
 - ***Fuel type:** select ‘Electric’ for fully electric vehicles otherwise select ‘Not applicable’
- **Default vehicle for expenses:** click this box to set the vehicle as the default for mileage claims

Default vehicle for expenses

- As per the [Travel code of conduct](#) you should show your manager your insurance documentation on an annual basis. Your manager will need to check your insurance is valid and enter they have checked this in the insurance checked field. You will be unable to amend this field.
- You can enter the expiry date of your insurance policy

Insurance checked

No

Insurance expiry date (dd/mm/yyyy)

 

Save

Cancel

+ Add Vehicle

- Once you have added the required vehicle information, click **Save**
- You can add as many **Private Vehicles** as you require
- To return to the ESS homepage, click on the Back to Personal link at the top of the screen:

[< Back to Personal](#)

Bank details

 Changes have been saved.

Correcting existing Private Vehicle information

- To amend existing details should the details be inaccurate, click on **the vehicle details** i.e. registration number to edit the details

Note: if the **'Fuel type'** needs to be amended e.g. from Not applicable to 'Electric' for a fully electric vehicle, you can amend this as long as the vehicle has not been used for a previously authorised claim. If the vehicle has been used for a claim that has been authorised, you must first end date the existing vehicle and then set it up again from the following day with the correct Fuel type.

- After you have made the changes, click **Save**.

- If you have a new private vehicle, and no longer have access to a previous vehicle stored, you should add an end date to the vehicle.

End date (dd/mm/yyyy)

 

- Then if required, add a new vehicle by following the process above.
- **Please note** if you have a **Personalised Number Plate**, currently the system will not allow the same number plate to be entered into the system twice so as a workaround if the numberplate is transferred to another vehicle you will need to add a full stop after the numberplate details so that it differentiates from the original vehicle.

Notifications

- You will not receive an email notification when you update your vehicle details.
- Your manager will receive an email informing them that you have added a new vehicle and they are required to check your insurance and MOT documentation.

For further information or support please refer to [Your HR](#) on the Intranet or please log a request through the [HR Service Centre Desk](#).

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