

ESS 5



How to...add a new address and/or contact details

Purpose:

This guide will show you how to add a new address and contact information in the **Your HR** Employee Self-Service (ESS) system.

If you need to make corrections to your existing **address or contact details**, please refer to the ESS 4 *How to...update your address and/or contact details guide*.

Logging in to Your HR:

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

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



- The **Contact Information** section will be displayed:

Contact information

Home - Mailing Address: 1 Brook Lane, Warwick, Warwickshire, CV34 4RT, United Kingdom

Personal email address: hollysmith@yahoo.co.uk

Personal mobile telephone: 07841 123456

User e-mail address: amiatwal@warwickshire.gov.uk

Work email address: hollysmith@warwickshire.gov.uk

+ Add Address

+ Add Contact Details

To add a new address:

Please note that changes of address take effect immediately so you are advised to only add an address once you have actually moved.

- Click on **+ Add Address** (shown above)
- The **Address details** screen will appear
- You need to enter the following information fields:

- | |
|--|
| <ul style="list-style-type: none">● Address Type (default is Home)● Mailing Address● Postcode*● House Name● Number/Street*● Local Area● Post Town● County● Country |
|--|

- Red dots next to the field title indicate mandatory fields that you must complete. However, please note that the **Number/Street** field is not shown as being mandatory but this must be entered along with the **Postcode** as these are required for statutory payroll reporting
- You need to decide whether this new address will be your mailing address, if so - please click to select the mailing address checkbox
- Once you have entered the new address click on **Save**
- Your new address will now be saved. To go back to the ESS homepage, click on the **Back to Personal** link at the top of the screen.

To add new contact details:

- Click **Add Contact Details** button from **View profile > Contact information**
- You can choose to add the following **contact types**:

- Home telephone
- Pager
- Personal email address
- Personal mobile telephone
- Retained place of work
- Work mobile telephone
- Work telephone

- Select the required **contact type** and enter the details in the field provided e.g. phone number, email address.
- Once you have entered the new contact details click on **Save**
- Your new contact information will now be saved
- You are only able to store one of each contact type.

Notifications

- You will receive an email notification to confirm that you have added or updated your address details.

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

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