



How to...update your address and/or contact details

Purpose:

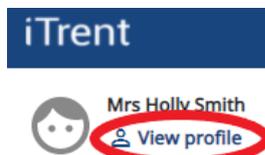
This guide will show you how to correct your **address** and how to amend your **contact details** in the **Your HR** Employee self-service (ESS) system.

If you have moved and need to add your **new address**, please refer to the ESS 5 *How to...add a new address and/or contact details guide*.

Logging in to Your HR:

To log into Your HR, please refer to the **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 correct your current address information:

- Click on the Address details link

Contact information

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

- The Address details screen will appear. Any fields marked with a red dot are mandatory
- You will then be able to amend any of the fields listed below. 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:
 - **Address Type**
 - **Postcode***
 - **House Name**
 - **Number/Street***
 - **Local Area**
 - **Post Town**
 - **County**
 - **Country**
- Once you have corrected any details as required, click on the **Save** button. The corrections will take effect immediately.

To correct your current contact information:

- Click on the contact information you need to amend, for example, personal email address, personal mobile telephone number. You can correct the following contact types. Changes to work email addresses are actioned by ICT to ensure that your access to ESS is not disrupted:

- | |
|--|
| <ul style="list-style-type: none">● Home Telephone● Pager● Personal email address● Personal mobile telephone● Retained place of work● Work mobile telephone● Work telephone |
|--|

- Amend the details as required and click **Save**.
- Repeat this process to amend all required details

- To go back 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.

Notifications

- When you correct your address information you will receive an email notification to confirm the change has been made.
 - When you correct your contact information you will not receive an email notification.
 - Your manager can also update your **address and contact information** on your behalf as required.
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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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