Updating a WCC User profile in WILMa

To update a WCC User's profile, you will need to go to the source of the data, which is stored on HRMS; this is where WILMa extracts its data from. If there are any alterations to be made to the list of information on the delegate's profile, as below, you will need to inform HR by emailing hrandpayroll@warwickshire.gov.uk, so they can make the alteration in HRMS:

- First Name
- Surname
- E-mail Address
- Position Known As
- Hierarchy Path
- Position
- Organisation
- Manager

Once HR has made the change (if necessary) in HRMS, the delegates profile will be updated when the next upload is extracted into WILMa. If you make any change to the fields listed above in WILMa, and do not inform HR, when the next daily extract upload is done from HRMS into WILMa, any alterations you would have made will revert back to what was originally there.