

Personal Details

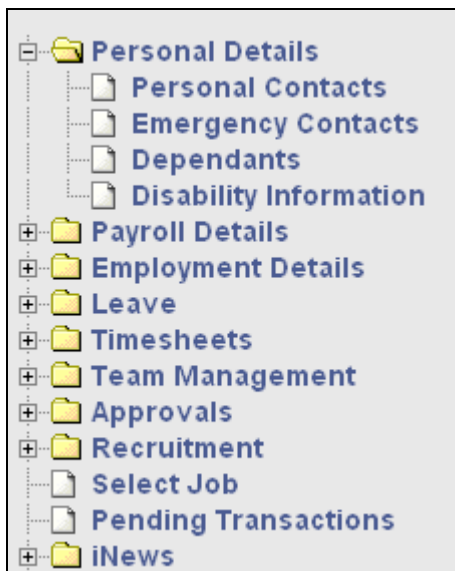
Overview

The Personal Details folder provides access to your information held in the HRIS (Human Resource Information System).

You can access this information at anytime and ensure that it is correct.

Only essential PMD staff can access your personal details, it is not available to any other staff within the University. PMD does not give out personal information.

To access your Personal Details login to StaffOnline and open the Personal Details folder.



Personal Contacts

To view and update your personal contact details click on the Personal Details folder then select Personal Contacts.

1. Your personal information is displayed in a condensed format as below.

Personal Contacts

Contact Details	Home Phone	Work Phone	Street Address 1	Post Code
Contact Details	1234567	9999	123 Smith St	0999

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2. To edit this information click on the **Contact Details** link. This will open the contact screen and you can edit as required.

Personal Contacts

Home Phone

Work Phone

Home Address

Street Address 1

Street Address 2

Suburb/Town

State ▼

Post Code ▼

Country

Postal Address

Street Address 1

Street Address 2

Suburb/Town

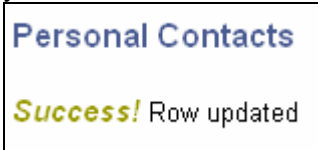
State ▼

Post Code ▼

Country

Personal Details

3. When you have made your changes click on the **Update** button and you will receive a Success message as shown.



Emergency Contacts

To view and update your emergency contact details click on the Personal Details folder then select Emergency Contacts.

- Your current emergency contacts are displayed as below.

Emergency Contacts

Contact Name	Priority	Relationship	Work Phone	Home Phone	Mobile Phone	Email
LADY Judy Smith	1	Friend	12345645	7869456	04090409049	judy.smith@home.com

[Add new Emergency Contact record](#)

- To edit a contact, click on the **Contact Name** link which will open the contact so you can make changes as required.
NOTE: You can set a priority on your emergency contacts if you prefer.

Emergency Contacts

Contact ID 3476

Priority

Title

Surname

First Name

Relationship

Work Phone

Home Phone

Mobile Phone

Email Address

Address

- When you have made the required changes click on the **Update** button and you will receive a success message.

Emergency Contacts

Success! Row updated

Personal Details

- To add a new contact click on **Add new Emergency Contact record**.

Emergency Contacts

Contact Name	Priority	Relationship	Work Phone	Home Phone	Mobile Phone	Email
MISS Judy Smith	1	Friend	555 4569	555 6596	04090409049	judy.smith@work.org.au

[Add new Emergency Contact record](#)

- Complete the details for the new contact and click on the **Insert** button when complete.

NOTE: You can set a priority on your emergency contacts if you prefer

Emergency Contacts

Priority

Title ▼

Surname

First Name

Relationship

Work Phone

Home Phone

Mobile Phone

Email Address

Address ▲ ▼

- You should receive a Success message as below.

Emergency Contacts

Success! Row inserted

Personal Details

Dependants

NOTE: This information is not required.

StaffOnline has the facility to record your dependants. To view and update your emergency contact details click on the Personal Details folder then select Emergency Contacts.

- Any current record of dependants will be displayed.

Dependants

Dependant	Title	Surname	First Name	Relationship	Birth Date
1. Dependant	MRS	Green	Jane	SB - Sibling	

[Add new Dependant record](#)

- To edit a dependant, click on the **Dependant** link which will open the contact so you can make changes as required.

Dependants

Title:


Surname:

First Name:

Second Name:

Third Name:

Relationship:

Birth Date: 

- When you have made the required changes click on the **Update** button and you will receive a success message.

Dependants

Success! Row updated

Personal Details

1. To add new dependants click on **Add new Dependant record.**

Dependants

Dependant	Title	Surname	First Name	Relationship	Birth Date
1. Dependant	MRS	Green	Jane	SB - Sibling	

[Add new Dependant record](#)

2. Complete the details for the new dependant and click on the Insert button when complete.

Dependants

Title

Surname

First Name

Second Name

Third Name

Relationship

Birth Date

3. You should receive a Success message as below.

Dependants

Success! Row inserted

Disability Information

To update your disability information, login to StaffOnline, open the Personal Details folder and select Disability Information.

1. The information PMD has currently for you will be displayed as below. To update this field click on the **Disability** link.

Disability Information

Disability	Type
Disability	014 - No

2. Select either Yes or No and click on the **Update** button.

Disability Information

Disability 014 - No ▼

Update

014 - No
013 - Yes

3. You will receive a Success message.

Disability Information

Success! Row updated

Disability 013 - Yes ▼