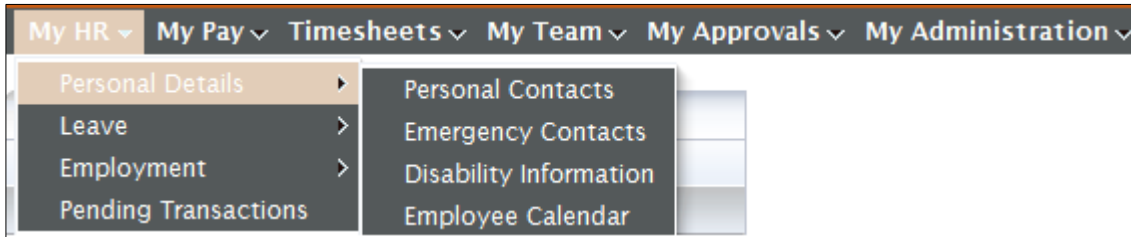


Personal Details Overview

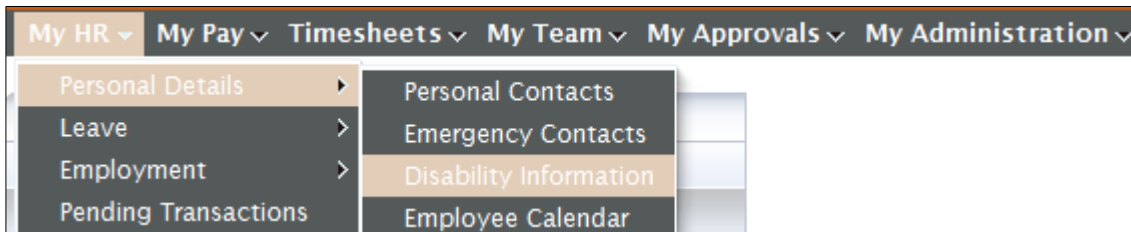


- Personal Details provides you with access to certain information stored in the HR System.
 - This information should be kept up to date at all times.
- Only HR has access to your personal details and will not give out personal information to anyone.

To access the Personal Details menu

- Login to StaffOnline
- Under the My HR
- Select Personal Details

Disability Information



- This allows you to update your Disability Information.
- Click on the Disability Information.
- You can change the status using the drop down box.

Disability Information

Disability

- When complete click on the Update button and a **Success!** message will be displayed.

Disability Information

Success! Row updated

- Inserted details will immediately update your Disability information in the HR system.