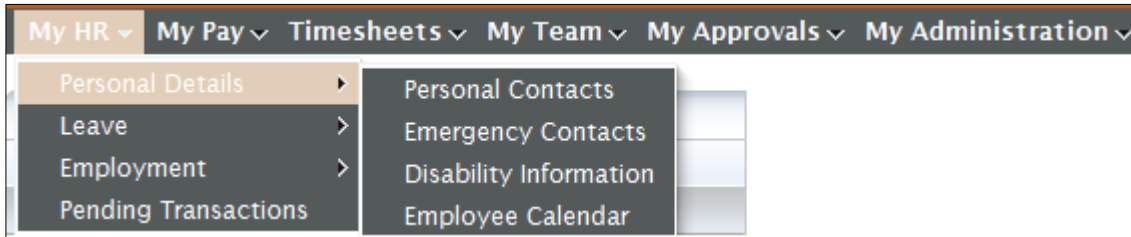


## Personal Details Overview

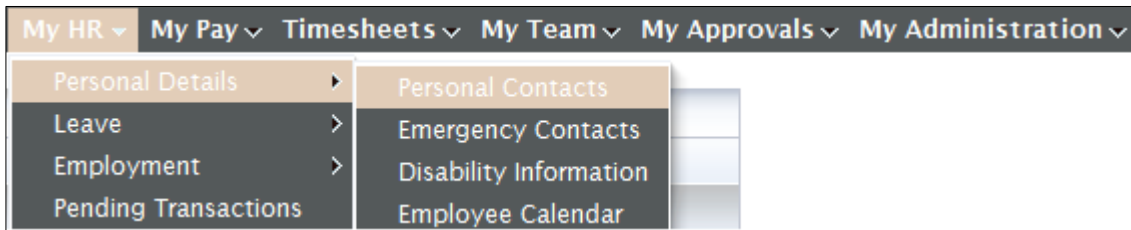


- Personal Details provides you with access to certain information stored in the HR System.
  - This information should be kept up to date at all times.
- Only HR has access to your personal details and will not give out personal information to anyone.

To access the Personal Details menu

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

## Personal Contacts



- This allows you to change your own Personal Contact details.
  - These contact details will be used for HR purposes.
- Click on the Personal Contacts.

### Personal Contacts

Contact Details	Home Phone	Work Phone	Mobile Phone	Street Address 1	Post Code
<a href="#">Contact Details</a>			9990574647	98 Darwin Drive	0810

- Click on the 'Contact Details' link.
- This will allow you to edit your details.
- Enter changes as necessary.

**Personal Contacts**

Home Phone

Work Phone

Mobile Phone

Work Mobile Phone

Pager#

Other 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

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

**Personal Contacts**

**Success!** Row updated

- This action will immediately update your personal details in the HR system.