

Staff Connect Self Service User Guide Employee Personal Details

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1. PERSONAL DETAILS

You can view and maintain your personal details such as contact, address and emergency contacts details.

Some personal details, such as your name, gender, and date of birth, cannot be modified in Staff Connect. If you wish to update these details please contact HR at hr@acu.edu.au

To alter your personal details, under the **Employee** drop down menu, select **Personal**.

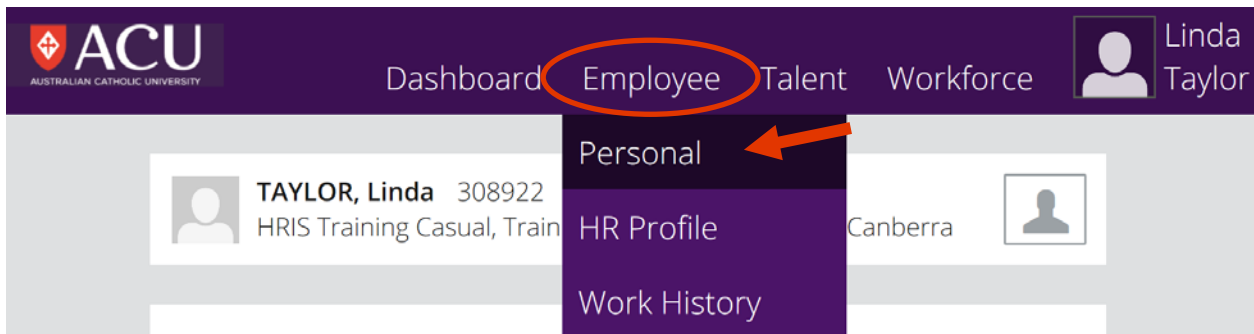


Figure 1.

Update Personal Details

1. Select **Personal** from the **Employee** dropdown menu. The Personal page is displayed.
2. Click the **Update** button.
3. The **Personal Details** page is displayed.
4. Update the fields in the screen. When you enter the **postcode** in the **Home Address** and **Postal Address** sections, Staff Connect will automatically populate the suburb, state and country for Australia and New Zealand. Enter the details manually if there is no match.
5. Click the **Save** button.



Postal Address



SAME AS HOME ADDRESS



SEND LETTERS TO

Home Address



STREET ADDRESS

23 Berry Street

POSTCODE

2060



SUBURB

North Sydney

STATE

NSW

COUNTRY

Australia (AU)



Other Details




Save

2. EMERGENCY CONTACTS

Add Emergency Contacts

1. On the **Personal** page under the **Employee** dropdown menu, scroll down to see **Emergency Contacts**.
2. Click on the **Add** button. The **Emergency Contact Details** page is displayed.
3. You must add a **Priority** number for ranking your contacts (e.g. '1' will be the first person contacted, '2' will be the person contacted if the first person cannot be contacted, and so on). The Priority cannot be changed after a record is saved. You must delete and recreate the record.
4. Enter the required fields in the screen and click **Save**.

Emergency Contacts


[+ Add](#)

No results found

Update an Emergency Contact

1. On the **Personal** page under the **Employee** dropdown menu, scroll down to see **Emergency Contacts**.
2. Click the record in the Emergency Contacts table that you wish to update. The **Emergency Contact Details** page is displayed.
3. Update the required fields in the screen and click **Save**.

Delete an Emergency Contact

1. On the **Personal** page under the **Employee** dropdown menu, scroll down to see **Emergency Contacts**.
2. Click the record in the Emergency Contacts table that you wish to delete. The **Emergency Contact Details** page is displayed.
3. Click **Delete**. The record is deleted.

Emergency Contacts



+ Add

PRIORITY	RELATIONSHIP	NAME	CONTACT NUMBER
1	Mother	Betty Jones	02 9999 9999

3. EQUITY AND DIVERSITY

'Equity and Diversity' records details on birthplace, language and ATSI Status.

1. On the **Personal** page under the **Employee** dropdown menu, scroll down to see **Equity and Diversity**.
2. Click on the **Add** or **Update** button. The Equity and Diversity screen appears.
3. Complete the required fields and click **Save**.

Equity And Diversity



Update

Birthplace *Australia*
First Language *English*
ATSI Status *No Information*