

Getting Started

A practical guide for HR Users

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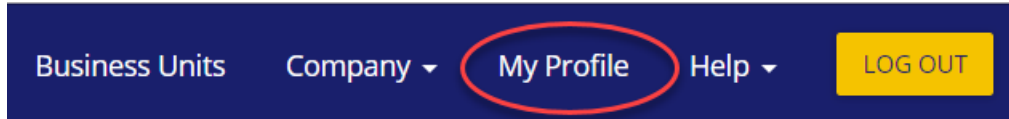
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EDIT MY PROFILE

11.01 Updating Your Details

HR Users can edit their profile.

1. To change your details select My Profile from the navigation bar



2. Select edit, at the top right of the screen

HR USER		Edit
Email	luby.lu@hotmail.com	
Name	HR User	
Employment type	Permanent	
Business unit	1234	
Cost centre	FRDT	
Legal residency		
Tax residency	Canada	
Nationality	Canada	
Current home country	Canada	
Permanent home country	Canada	
Customer ID		
Passport expiry date		
Second passport expiry date		

3. Add or edit details in the profile screen. Select Submit to save changes (partial screen, shown below).

Edit HR User

Companies

Zodiac Ltd x

Privacy policy acceptance date

2018-08-10 01:30:02 +0100

* Email

luby.lu@hotmail.com

* Password

Must be at least 8 characters long and include at least one lowercase letter, one uppercase letter and one digit. Leave blank to leave unchanged.

* First name

HR

* Last name

User

* Business unit

1234

* Cost centre

Search for location or cost centre...

* Nationality

* Tax residency

Canada x

The country where you are registered for Income Tax

Tax residency state

Select an Option

If a drop-down list appears please enter the State - otherwise leave blank

Legal residency

Select an Option

The country where you are currently legally resident. This may differ from your Permanent home country

* Current home country

Canada x

You may be on assignment - if so enter the country name

Current home country state

Select an Option

If a drop-down list appears please enter the State - otherwise leave blank

* Permanent home country

Canada x

The country you identify as your permanent home

Customer ID