Oracle Fusion
Employee Guide
How to view and manage identification documents
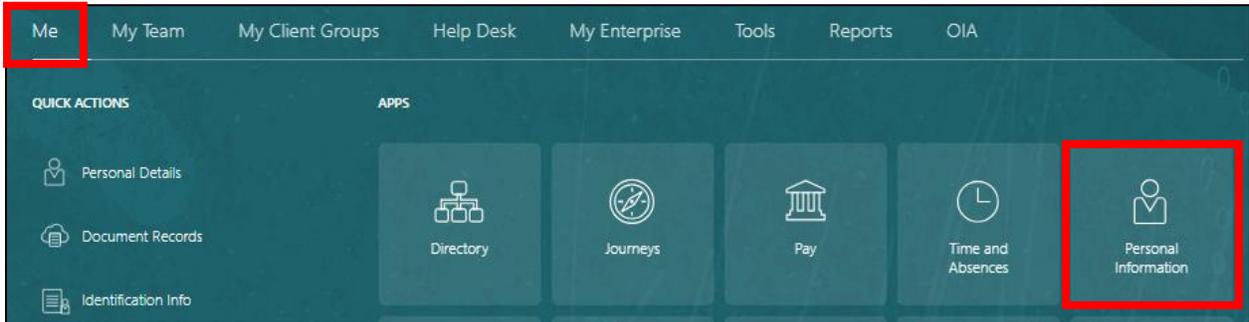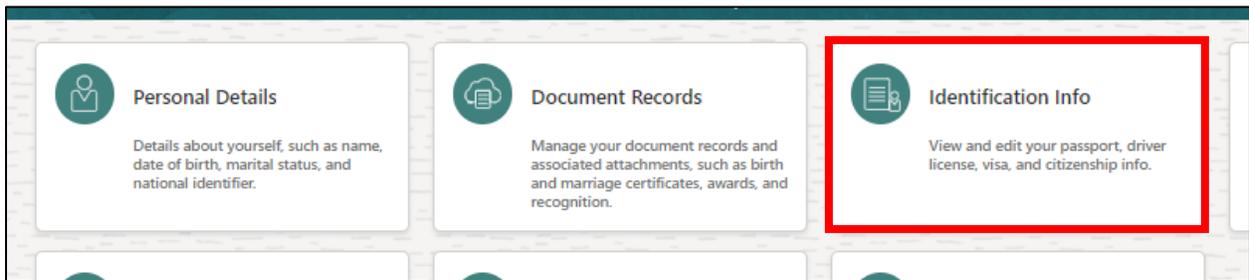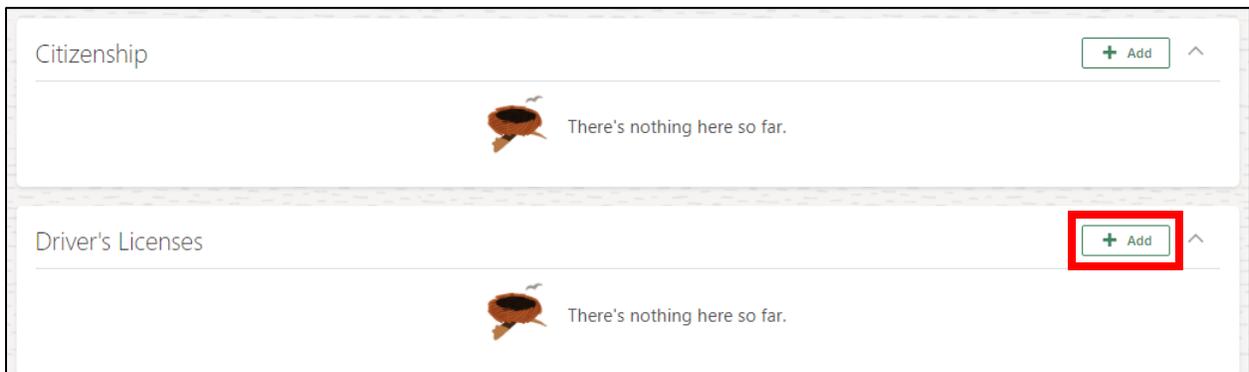
To update your identification ID, you should click on the "Me" tab and then "Personal Information".

Click on "Identification Info".

If you are a registered car user for council business this is where your driver's license details will be held. Click on "Add".

- Enter your driving license details.
- You will only need to input your insurance, MOT and road tax details if you use your personal vehicle for business use.
- Your manager will be required to verify the details therefore a code must be obtained from the gov website and added to the comments section.

Note: - Only one record can be held at a time so if you are updating your details, please overtype the current record with the new details which will be sent to your line manager for approval.

Driver's Licenses

Submit | Cancel

*Issuing Country
United Kingdom

License Type
B+E - Cat B + trailer (up to 3,500kgs)

License Number
TESTXXX123456X29

From Date
04-Jun-2023

To Date
03-Jun-2034

☐ Suspended

Suspended-from Date
dd-mmm-yyyy

Suspension-to Date
dd-mmm-yyyy

Number of Points

Violations

Following to be completed by users of own vehicle

Vehicle Registration Number
AB10 ABC

Motor Insurer
AA Insurance

Motor Insurance Policy Number
1234567

Motor Insurance Expiry Date
31-Dec-2024

Motor Insurance includes business use
Yes
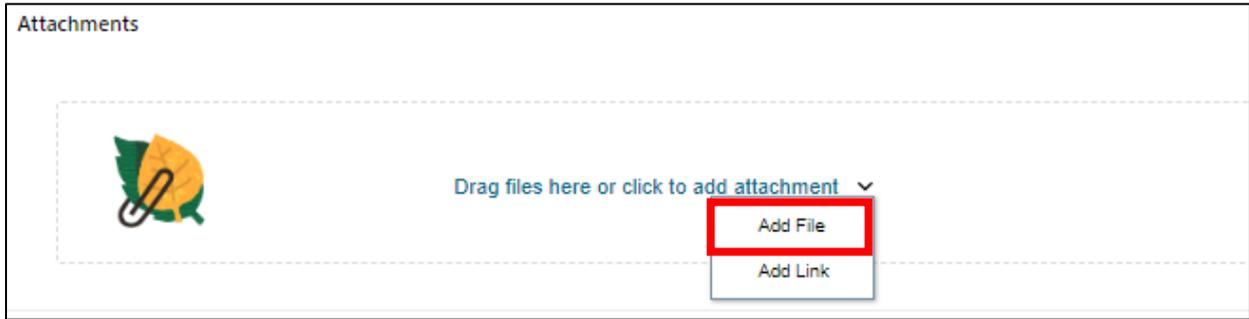
MOT Expiry Date
31-Dec-2024

Road Tax Expiry Date
31-Dec-2024

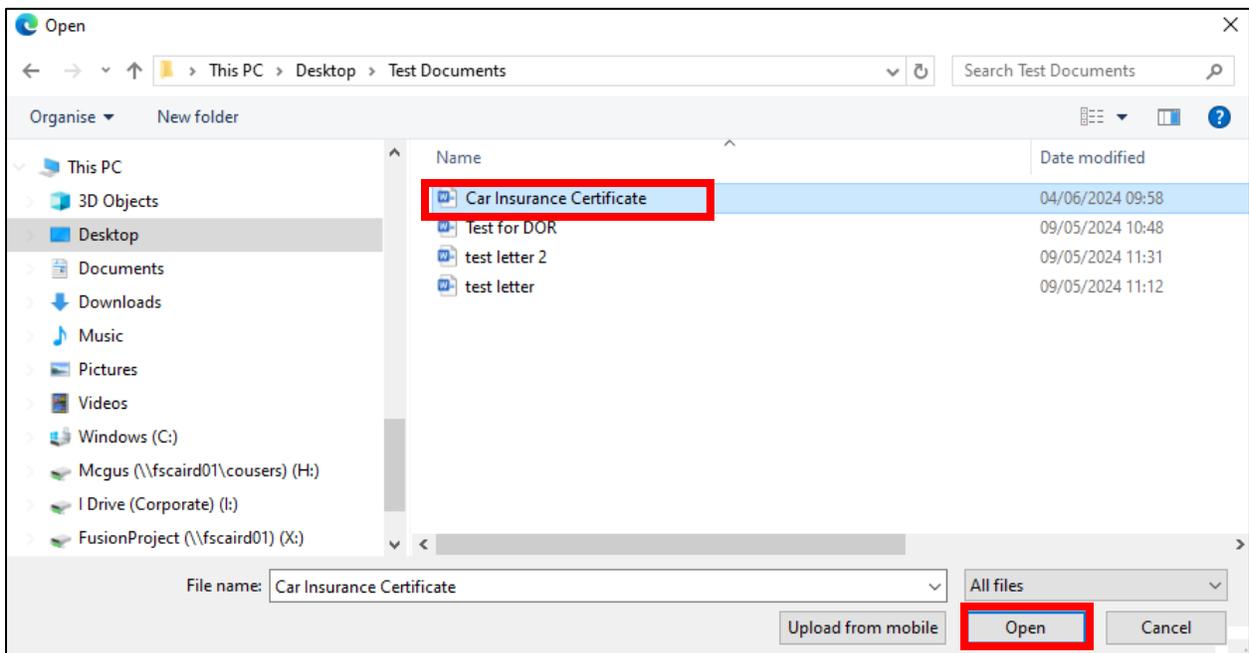Date Information Last Checked
04-Jun-2024

Comments

You must add any supporting documentation (i.e. insurance certificate) in the "Attachments" section.
Click on the drop-down arrow and click "Add File".

Navigate to the document you want to attach and click "Open".

If you need to delete the attachment click on the pencil icon.

Once complete click "Submit". This will now be submitted to your line manager for approval.

Citizenship details can be added and edited in the same way, but these do not require approval from your line manager. Any information you provide on this will automatically update.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk