

Oracle Fusion

Employee Guide - How to view and amend personal details



| | Q Search | | | | | | |
|------------------------|------------------|----------------|--------------------|----------------------------|--------------------------|-------------------------|---|
| Good mor | ning, | | | | | | |
| Me My Team | My Client Groups | Knowledge | Help Desk E | xpenses My En | terprise Tools | Configuration | > |
| QUICK ACTIONS | APPS | ; | | | | | |
| Personal Details | | <u> </u> | (-3 -) | Â | G | 8 | |
| Document Records | | Directory | Journeys | Pay | Time and Absences | Personal Information | |
| B Identification Info | | | | | | | |
| Contact Info | | (ଦିଂସମ୍ବି) | \bigcirc | | 02 <u> </u> | ē | |
| 0 🖓 Family and Emerger | icy Contacts | My Spotlight | Learning | Opportunity Marketplace | Roles and Delegations | Expenses | |
| B My Organization Ch | lart | ر م | | | | | |
| 🖺 My Spotlight | | Salary Report | + | | | | |
| 🖺 My Public Info | | | | | | | |
| Show More | | | | | | | |

To view your personal details on Oracle Fusion, select the "Me" tab then Personal Information".



Once on the personal info screen, select "Personal Details."

| Personal Details | | | | |
|------------------|---|---|---|--|
| | Name | | ^ | |
| | Start Date 12-Mar-2018 | First Name | 1 | |
| | Last Name | Last Updated Date 03-Jun-2024 | | |
| | Title Mr. | Last Updated By T004 | | |
| | 2월 28일 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 199 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - | | | |
| | Demographic Info | | ^ | |
| | Country United Kingdom | Sexual Orientation Heterosexual/Straight | / | |
| | Religion None | National Identity Scottish | | |
| | Ethnicity White - Scottish | Caring responsibilities | | |
| | Marital Status Single | GTC Number | | |
| | Marital Status Change Date | Teacher Previous Service Scotland | | |
| | Start Date 12-Mar-2018 | Last Updated Date 05-Oct-2023 | | |
| | Gender Male | Last Updated By FUSION_APPS_HCM_ESS_LOADER_APPID | | |
| | | | | |
| | National Identifiers | | ~ | |
| | Biographical Info | | ~ | |
| | Disability Info | | ~ | |

Your Personal Details will show as above, to edit a section of your information click on the "pen" icon at the right-hand corner of the relevant section.

| lame | | | |
|--|-------------|------------------------------|-----|
| | | Sub <u>m</u> it <u>C</u> anc | el. |
| *When does this name change start? | Title | | |
| dd-mmm-yyyy | Mr. | ~ | |
| Enter 12-Mar-2018 if you're correcting a mistake in your name. | *First Name | | |
| *Last Name | | | |
| Bloggs | Middle Name | | |
| | | | |

Once you have made the changes to your information, click "submit".

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