**Introduction**

This guide explains how to view and update your personnel information in Business World.

The information has been made available to you, to give you greater visibility of the details the College holds on you. The majority of the information is read-only and for your reference only, but you can update some aspects yourself, either directly on screen or by submitting changes to HR for validation.

The following details will continue to be updated via [My Birkbeck for Staff](https://my.birkbeck.ac.uk) and are therefore read-only on Business World:

- Home address
- Phone numbers
- Personal email address

**Audience**

All staff

**Steps to view and update your personnel information**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>From the main menu select <strong>Your employment</strong>, then <strong>Your employment &gt; Personnel information</strong>. The <strong>Personnel information</strong> window opens.</td>
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<tr>
<td></td>
<td><img src="image" alt="Screenshot of the Personnel information window" /></td>
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<tr>
<td></td>
<td>The information is split across a number of tabs:</td>
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<td></td>
<td><img src="image" alt="Screenshot of the Personnel information tabs" /></td>
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<tr>
<td>2.</td>
<td>On the <strong>Person</strong> tab, in the <strong>Name</strong> section you will see what we have recorded from your passport as your legally held first name, surname and title. Any changes to these details require validation by HR, who will need to see your passport, change of name by deed poll or qualification certificate etc.</td>
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<td></td>
<td>To <strong>request</strong> changes:</td>
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<td></td>
<td>a. Over-type the information.</td>
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<td></td>
<td>b. Click the paperclip icon in the menu bar to attach the relevant documentation (e.g. proof of right to work, qualification certificates). Make sure the images are clear and legible.</td>
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<tr>
<td></td>
<td>c. Click <strong>Save</strong>. The changes are routed to HR for validation.</td>
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Alternatively you can email the documentation to humanresources@bbk.ac.uk, or bring it over to the Egmont House office in person (please do not put this documentation in the internal mail as it isn’t sufficiently secure). However, attaching documents within Business World is the preferred method as it is easier for HR to read and action the changes from there.

3. In the Name details section, you can update your 'known as' name. Any changes you make here will take effect immediately on saving.

4. The Personal information section is read-only.

- Date from is your continuous start date with the College i.e. the date you began without a break in service.
- Date to is your leaving date if known. Otherwise the system defaults to 31/12/2099.
5. On the **Contact information** tab you can edit your **Personal contacts**:
   a. Click **Add**.
   b. Enter the contact’s name, select a **Relationship** then enter the contact’s details.
   c. Use the check boxes to specify the type of contact.

6. Click **Save**.
   - Note the **Address** section is read only. **General** address is always Malet Street. **Home address**, phone numbers and personal e-mail details are updated and pulled in from **My Birkbeck for Staff** which is where you go if you wish to edit them.

7. On the **Payroll** tab you can view the last payroll period processed and your tax details.

8. On the **Employment** tab you can view information (read-only) about your current (or future dated) position(s). Click anywhere on the relevant position line to open the **Employment details** section below.

9. The **Show history** button allows you to view any changes in your employment record since **August 2016**. Similarly, click the lines to view the details.

   Over time we will work to provide a summary of full employment history elsewhere in the system.
10. On the Diversity tab review your diversity information and add more details if required to provide a complete and accurate record.

11. Use the menu options at the bottom to view your:
   - Current Payroll Rates (e.g. season ticket loan, childcare voucher)
   - Pension contribution rates where applicable
   - Balances (e.g. how much of a bike loan or season ticket loan is remaining to be paid).

12. When you have finished making your changes click Save.

What happens next?
For changes which require HR approval you will see a message informing you as such. All other changes will take effect immediately on saving.

Where to go for help
If you have any queries about the information held, email HR at humanresources@bbk.ac.uk.