

LCC Oracle guidance

Employee Self Service – Updating Personal Information

www.lancashire.gov.uk



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Overview

The following guide runs through the steps required for viewing and updating personal information on Oracle.


Please note the following:

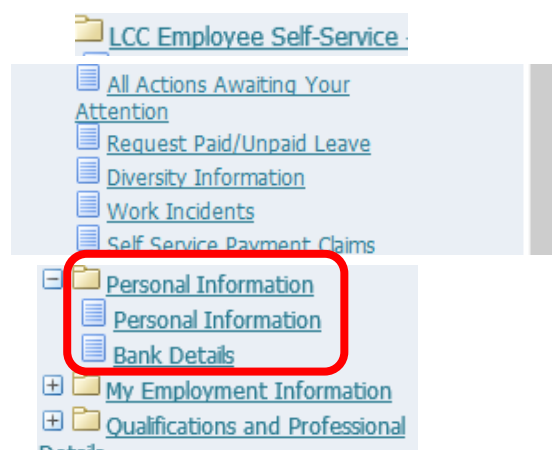
Bank Details – there is a deadline for changing bank details for each month. Any bank detail changes after the deadline will come into effect the following month.

[Click here for Payroll Deadlines](#)

Email Address – by having an upto date email address on Oracle notifications can be received regarding leave, claims etc.

Viewing Personal Information

| | |
|----|---|
| 1. | Login into Oracle then click Expand  next to LCC – Employee Self Service – Personal Information you can now see all the functions available to use within this responsibility |
|----|---|



| | |
|----|---|
| 2. | Click on Personal Information this will display more detailed information. You will be able to Add or Update information if necessary. |
|----|---|

Basic Details

Full Name **Tester, Mr. John**
 Marital Status **Single**
 Date of Birth **24-Sep-1967**
 NI Number **NP150697D**
 Employee Number **5186288**
 Organisation Email Address **John.Tester@btlancaire.co.uk**

Phone Numbers

Home **01772469353**
 Work/DDI **01695 587226** Update

Main Address

Address Line 1 **999 Letsby Avenue**
 Address Line 2 **Penwortham**
 Address Line 3
 Town **Preston**
 County **Lancashire**
 Post Code **PR1 1XX**
 Country **United Kingdom**
 Type **Home Address** Update

Other Address Add

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Add 

3. For example, to input a row in the **Emergency Contacts**, click **Add** in the relevant section.

Emergency Contact: Update

Employee Name **Tester, Mr. John** Employee Number **5186288** Organization Email Address **John.Tester@btlancaire.co.uk** Cancel Save For Later Next
 Business Group **Lancashire County Council**

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.
 * Indicates required field

General Information

Title **Mrs.**
 First Name **Employee**
 Middle Name
 * Last Name **Orade**
 Suffix ⓘ
 Prefix ⓘ
 Email Address **employee@testme.com**
 * Relationship **Wife**
 Record Created Date **20-Feb-2017** Primary Contact ⓘ

Main Address

Use my address for this person.

Phone Numbers

| Type | Number | Delete |
|--|---|---------------------------------------|
| Personal Mobile | <input type="text" value="07806 667788"/> | <input type="button" value="Delete"/> |
| <input type="button" value="Add Another Row"/> | | |

Next Cancel Save For Later

4. Complete all the necessary fields and click **Next** to move onto the review screen.

5. Review the details and click **Submit** to action the changes

Personal Information: Review

Employee Name **Employee, Mr. Oracle** Employee Number **6029027**
Business Group **Lancashire County Council**

Review your changes and, if applicable, attach supporting documents.
● Indicates Changed Items.

Maintain Contact

Contact

| | Proposed |
|-----------------------|-------------|
| Relationship Type | Wife |
| Title | Mrs. |
| First Name | Oracle |
| Last Name | Employee |
| Primary Contact | Yes |
| Relationship Began On | 23-Aug-2016 |
| Emergency Contact | Yes |
| Resides With Me | Yes |

Phone

| | Proposed |
|------|-------------|
| Home | 12345 67890 |

Additional Information

Cancel Printable Page Save For Later Back **Submit**

6. You will receive confirmation that the changes have been made

Confirmation

Your changes have been applied.

Return to Overview

Home Logout Preferences Help

Return to Overview

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7. Click the **Return to Overview** button to return to the employees personal information screen.

Update Personal Information

Employee Name **Tester, Mr. John** Organization Email Address John.Tester@btlancaire.co.uk
 Employee Number **5186288**

Basic Details

Full Name **Tester, Mr. John**
 Marital Status **Single**
 Date of Birth **24-Sep-1967**
 NI Number **NP150697D**
 Employee Number **5186288**
 Organisation Email Address **John.Tester@btlancaire.co.uk**

Phone Numbers

Home **01772 123456**
 Work/DCI **01695 123123** Update

Main Address

Address Line 1 **999 Letsby Avenue**
 Address Line 2 **Penwortham**
 Address Line 3
 Town **Preston**
 County **Lancashire**
 Post Code **PR1 1XX**
 Country **United Kingdom**
 Type **Home Address** Update

Other Address Add

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

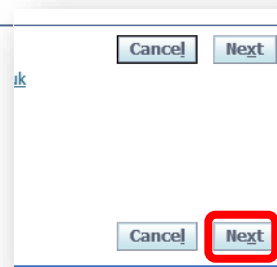
1. To update the **Main Address**, click **Update** in the relevant section. Choose either to **correct** the existing information or **enter** a new address if you have moved.

Main Address: Choose Option

Employee Name **Tester, Mr. John**
 Employee Number **5186288**

Select the type of change you want to make: correct if details of the address are incorrect, or enter a new address.

Correct or amend this address.
 Enter a new address if you have moved.



2. Click **Next**

N.B There is a TIP on this page providing advisory additional information.

BT Lancashire Services **Personal Information** Navigator Favorites Home Logout Preferences Help

Main Address: Enter New Address Cancel Save For Later Back Next

Employee Name
Employee Number
Organization Email Address
Business Group

* Indicates required field
Except for Post Code, Please enter details in title case.
Enter the date your change takes effect. Select your country and enter your address.

* Effective Date Calendar Info

Type

Country Dropdown

[UK Address Style](#)

* Address Line 1

Address Line 2

Address Line 3

* Town

* County Search

* Post Code

Cancel Save For Later Back Next

[Home](#) [Logout](#) [Preferences](#) [Help](#)

3. Enter all the necessary fields and click **Next**.
Review the details and click **Submit**.

SSS Group Lancashire County Council
Documents.

| Current | Proposed |
|----------------------------------|-------------------|
| Effective Date 31-Mar-2008 | 16-Jan-2019 |
| Country United Kingdom | United Kingdom |
| Address Line 1 999 Letsby Avenue | 911 Letsby Avenue |
| Address Line 2 Penwortham | Penwortham |
| Town Preston | Preston |
| County Lancashire | Lancashire |
| Post Code PR1 1XX | PR1 1XX |
| Type Home Address | Home Address |

Cancel Printable Page Save For Later Back Submit

Navigator Favorites Home Logout Preferences Help

Confirmation

Your changes have been applied.


Return to Overview

[Home](#) [Logout](#) [Preferences](#) [Help](#)

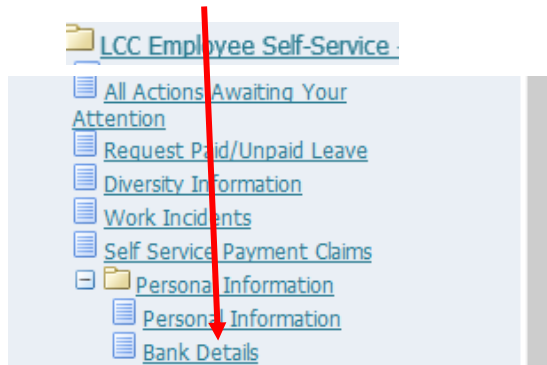
Copyright (c) 2011 BT Group Limited. All rights reserved. Return to Overview

4. You will receive confirmation that the changes have been made. Click the **Return to Overview** button to return to the employees personal information screen.
The information has now been updated with your changes.

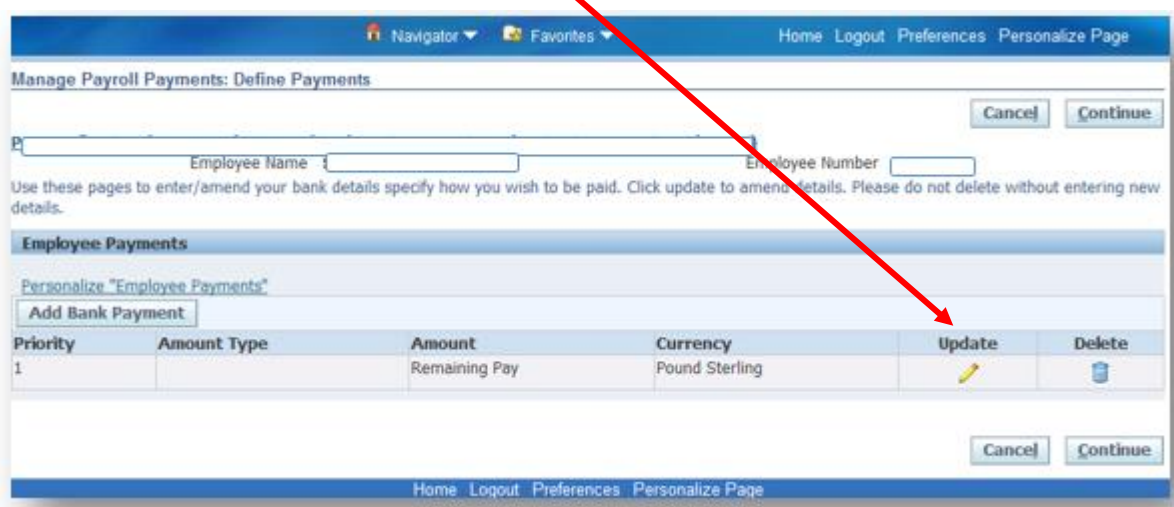
Bank Details

1. Click **Expand**  next to **LCC – Employee Self Service – Personal Information** you can now see all the functions available to use within this responsibility

Click on **Bank Details**



2. To update bank details, click **Update** on the existing line



3. As with many screens there is a TIP on the page to assist with completion of the form

Update Bank Payment

Employee Name: **Manager, Mrs. Oracle** Employee Number: **6029028** Cancel Apply

* Indicates required field

Payment Method: **BACS**

* Sort Code: * Account Number:

* Bank Name: * Account Name:

Bank Branch: Bld Society Account Number:

TIP In order to amend the bank name (if required). Click the magnify glass, next to Bank Name. Search and Select: Bank Name screen appears, put % in place of the bank name, select go and a full list of banks will appear. **You cannot abbreviate bank names.**
N.B. If you input incorrect details, there may be a delay in receiving your salary.

Cancel Apply

4. Amend all the necessary fields, then click **Apply**. Click **Continue** from the original bank details screen.

Manage Payroll Payments: Define Payments

Employee Name: Employee Number: Cancel Continue

Use these pages to enter/amend your bank details specify how you wish to be paid. Click update to amend details. Please do not delete without entering new details.

Employee Payments

Personalize "Employee Payments"

Add Bank Payment

| Priority | Amount Type | Amount | Currency | Update | Delete |
|----------|-------------|---------------|----------------|--------|--------|
| 1 | | Remaining Pay | Pound Sterling | | |

Cancel Continue

5. The changes made will be highlighted with a blue circle.

| Current | Proposed |
|-------------------------|----------------|
| Priority 1 | 1 |
| Payment Type Deposit | Deposit |
| Currency Pound Sterling | Pound Sterling |
| Amount Remaining Pay | Remaining Pay |
| Sort Code 111111 | 111111 |
| Bank Name ALCB PLC | ALCB PLC |
| Account Number 11111111 | 11111112 |
| Account Name O MANAGER | O MANAGER |
| Account Type 1 | 1 |

Cancel Printable Page Back Submit

6. Review the changes made, then click **Submit**.
You will receive confirmation that the change has been made. Click **Home** to return to the homepage.

