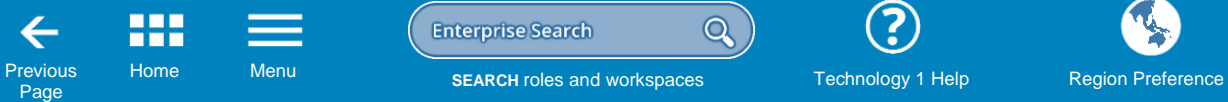
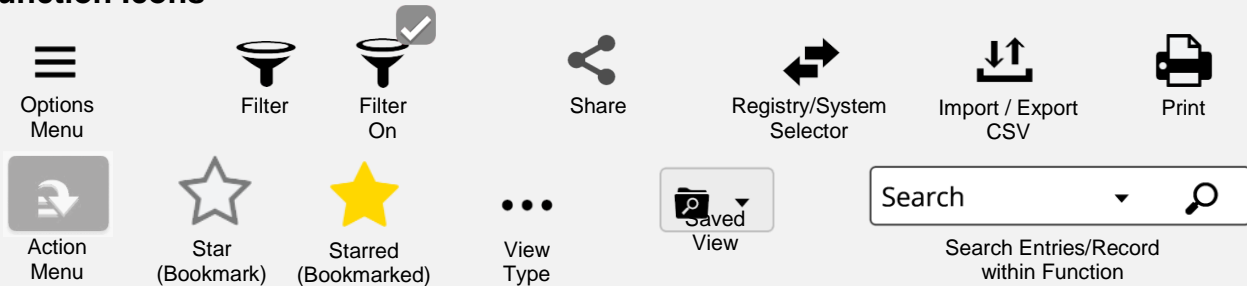


Navigation Icons



Function Icons

Note: The colour of the icons depends on the selected theme.



Launch My Details

1. Select the **My HR and Pay** tile or:
2. Use Enterprise Search.
 - Search for **My HR and Pay** and launch.
 - The **My > My Details** screen displays.

2. Select **Edit**.
3. Update details where necessary.

Desktop Display

Sections

Use the tabs on the left to navigate to the different sections as follows:

- **Personal Details**
- **Contact Details**
- **Emergency Contacts**
- **Positions**
- **Banking**
- **Right to Work**
- **Accreditations**

NOTE: The Name, Date of Birth and Gender fields will not be available for editing. If you have recently changed your name, notify Human Resources.

Natural View

A natural view of your details displays on the right of the screen. Click the double arrows to hide this view.

4. When complete, select **Save**.

Personal Details

Update Details

1. Select the **Personal Details** tab.
- 4.
5. Update the details where necessary.
6. Select **Save**.

Contact Details

1. Select the **Contact Details** tab.
2. Select **Edit**.
3. Update details where necessary.
4. When complete, select **Save**.

Add a Contact

1. Select the **+Add** function.
2. Complete the relevant fields.
3. When complete, select **Save**.

Emergency Contacts

Update Existing Contact

1. Select the **Emergency Contacts** tab.
2. Navigate to the relevant contact.
3. Select **Edit**

Delete a Contact

1. Navigate to the relevant contact.
2. Select the **Action Menu** and then **Delete**.

To update your Banking details, contact payroll@kwinana.wa.gov.au.

To update your Right to Work or Accreditations, contact Human Resources.