



Finance and Corporate Resources
Personnel Services

Looking at your personal details

On this screen choose the People Connect button (highlighted in red).

A screenshot of a web browser displaying the "People Connect" page. The page has a dark blue header with the South Lanarkshire Council logo and navigation links. Below the header, there's a main content area with the heading "People Connect" and a list of actions users can perform after logging in. A red rectangular box highlights the "People Connect" button, and a yellow arrow points to it. To the right, there's a "Related content" section with links to various user-related functions. At the bottom, there's a search bar and footer information including accessibility and language options.

People Connect

Once you have logged on you can:

- look at your payslip
- change your personal details
- apply for leave
- book a place on a training course
- submit expenses

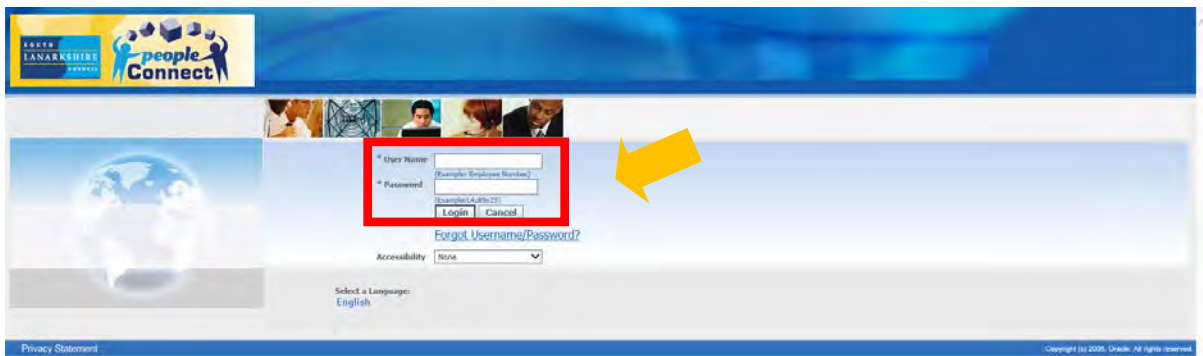
People Connect

By using People Connect you are helping the council meet our sustainability targets by reducing printing and paper transactions.

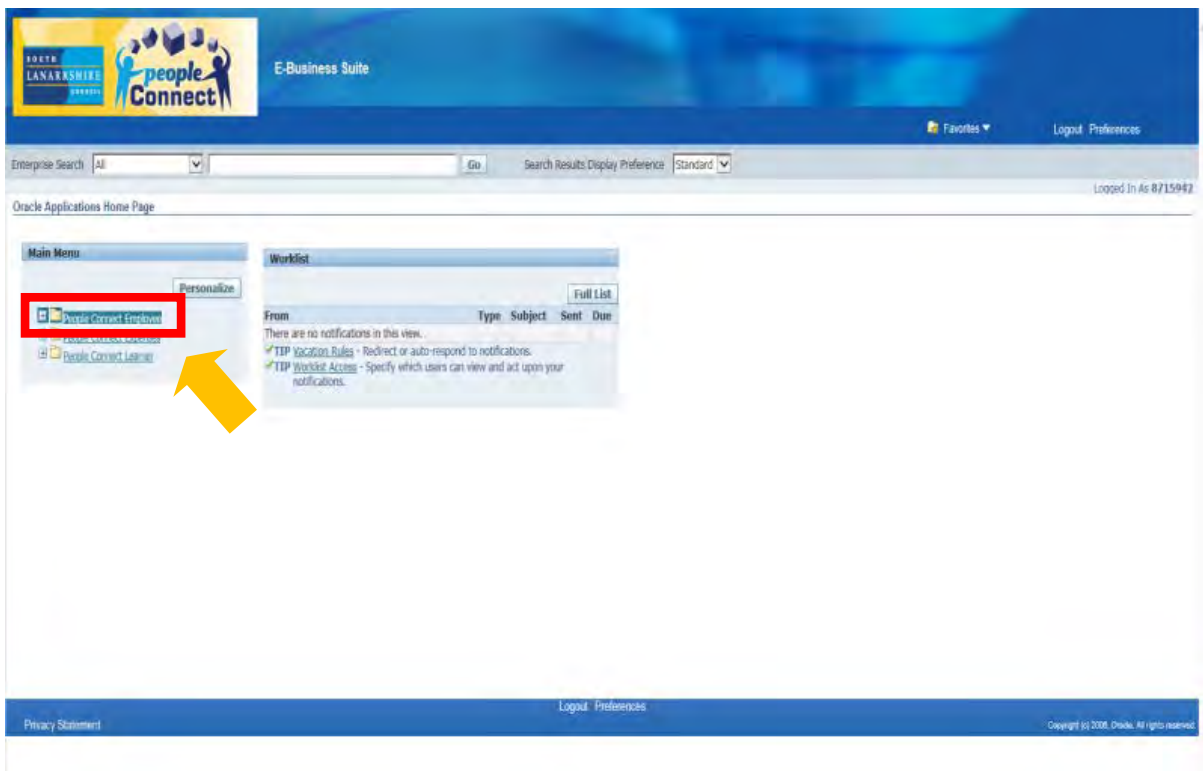
Did you find...

Accessibility Cookies Other Languages

Type your user name and password in the boxes and then choose Login.



On this screen choose people Connect Employee from the list.



Another list opens - choose Personal information.

Oracle Applications Home Page

Enterprise Search: All [Go] Search Results Display Preference: Standard [v] Logged In As: B715942

Main Menu

- People Connect Employees
- Personal Information**
- My Information
- Leave of Absence
- Absence Calendar
- Manage Payroll Payments
- Employee Disciplinary
- Time Managers
- Electronic PPO
- Performance Development
- People Connect Expenses
- People Connect Learner

Worklist

From	Type	Subject	Sent	Due
There are no notifications in this view.				
TIP Vacation Rules		Redirect or auto-respond to notifications.		
TIP Worklist Access		Specify which users can view and act upon your notifications.		

On this screen you can change your personal and contact details. You can also add information that's not already on the system. There are four sections: basic details, main address, additional phone number and emergency contact. Let's change the phone number. To do this, choose the Update button.

People Connect Employee

Navigator Favorites Home Logout Preferences

Personal Information

Employee Name: **Smith, Mr. John**
Employee Number: **8715942**
Cont. Serv (Stat):
Cont Serv (PSPD):

Organization Email Address: john.smith@test.gov.uk
Business Group: **South Lanarkshire Council**
Cont. Serv (Red):
[For Further Info, click here](#)

Basic Details

Full Name: **Smith, Mr. John**
Marital Status:
Date of Birth: **08-Jan-1947**
NI Number: **NM334455D**
Employee Number: **8715942**
Organization Email Address: john.smith@test.gov.uk

Main Address

Address Line 1: **1 Almada Street**
Address Line 2:
Address Line 3:
Town: **Hamilton**
County:
Post Code: **ML3 0AA**
Country: **United Kingdom**
Telephone: **01698 555566**
Telephone2:
Type: **Home Address**

Additional Phone Numbers

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

Select Name: **Relationship Primary Contact Home Number Work Number Mobile Work Mobile**

http://almadab15.southlanarkshire.gov.uk:8006/OA_HTML/OA.jsp?_ics=HR_OVERVIEW_TOP_S58_nu=800&nfffyDetails=Y&OAFuncs=HR_PPRINFO_S58_nu

To make a correction, choose the 'correct or amend this address' option. Then choose Next.

South Lanarkshire Council **people Connect** **People Connect Employee**

Navigator Favorites Home Logout Preferences

Main Address: Choose Option

Employee Name **Smith, Mr. John**
Employee Number **8715942**
Cont Serv (Stat)
Cont Serv (PSPO)

Organization Email Address john.smith@scot.nhs.uk
Business Group **South Lanarkshire Council**
Cont Serv (Red)
[For Further Info, click here](#)

Select the type of address 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 moved.

Cancel Next

Home Logout Preferences

Privacy Statement All rights reserved.

Choose the box for Telephone and enter the details. Now, choose Next.

South Lanarkshire Council **people Connect** **People Connect Employee**

Navigator Favorites Home Logout Preferences

Main Address: Correct Address

Employee Name **Smith, Mr. John**
Employee Number **8715942**
Cont Serv (Stat)
Cont Serv (PSPO)

Organization Email Address john.smith@scot.nhs.uk
Business Group **South Lanarkshire Council**
Cont Serv (Red)
[For Further Info, click here](#)

Type

Country

* Address Line 1

Address Line 2

Address Line 3

* Town

County

* Post Code

* Telephone

* Indicates required field

Cancel Save For Later Back Next

Privacy Statement All rights reserved.

Check that the details are correct. If they are wrong, choose Cancel to change them. If you are happy with the change, choose Submit.

People Connect Employee

Personal Information: Review

Employee Name: **Smith, Mr. John**
Employee Number: **8715942**

Organization Email Address: **john.smith@scot.gov.uk**
Business Group: **South Lanarkshire Council**

Please review your changes. If you are satisfied that the proposed changes are correct, please click submit.
Indicates Changed Items.

Main Address	
Current	Proposed
Country: United Kingdom	United Kingdom
Address Line 1: 1 Almadia Street	1 Almadia Street
Town: Hamilton	Hamilton
Post Code: ML3 0AA	ML3 0AA
Telephone: 01698 555566	01698 555567
Type: Home Address	Home Address

Buttons: **Cancel**, **Printable Page**, **Save For Later**, **Back**, **Submit**

You can now see that your changes have been sent to your manager to be approved. Now, choose Return to overview.

People Connect Employee

Confirmation

Your changes have been submitted for manager approval.

If you are a member of the Strathclyde Pension Fund, Scottish Agency or you subscribe to a corporate benefit, it is your responsibility to contact the service provider to keep your details updated.

Buttons: **Return to Overview**

The change has now been made. Choose Home to continue using People Connect, or, choose Logout to exit the system.

People Connect Employee

Navigator Favorites **Home** Logout References

Personal Information

Employee Name: **Smith, Mr. John**
Employee Number: **8715942**
Cont. Serv (Stat):
Cont. Serv (PSPO):

Organization Email Address: **john.smith@test.gov.uk**
Business Group: **South Lanarkshire Council**
Cont. Serv (Red):
For Further Info, click here

Basic Details

Full Name: **Smith, Mr. John**
Marital Status:
Date of Birth: **08-Jan-1947**
NI Number: **NM334455D**
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Organization Email Address: **john.smith@test.gov.uk**

Main Address

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Address Line 2:
Address Line 3:
Town: **Hamilton**
County:
Post Code: **ML3 0AA**
Country: **United Kingdom**
Telephone: **01698 553567**
Type: **Home Address**

Additional Phone Numbers

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

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile Work	Mobile
No results found.						

If you have any problems, please phone the IT Help Centre on 01698 455656 during office hours. Please have the following details to hand when you phone:

- your employee number
- your Resource, service and section
- the exact text of the error message you received

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