

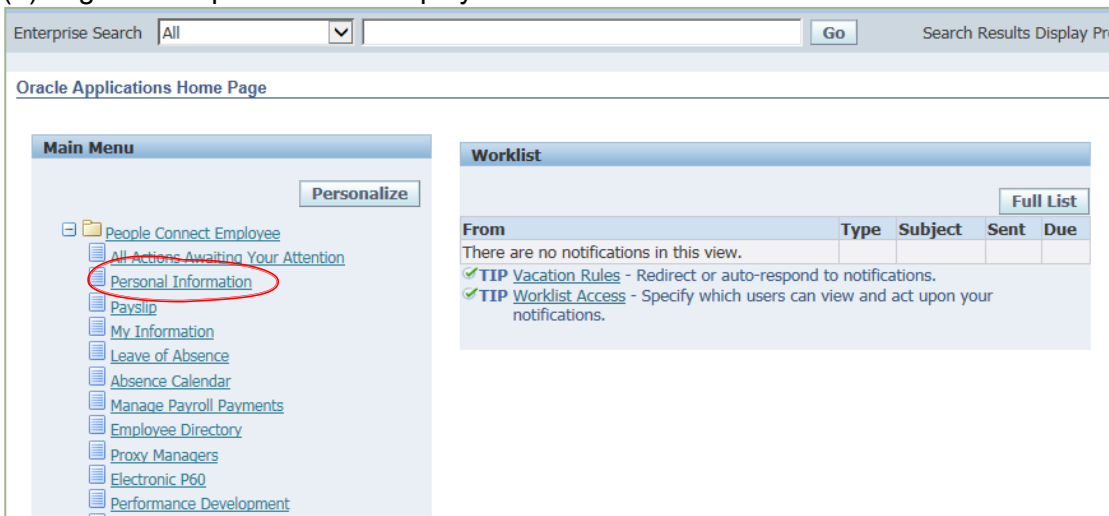


**South Lanarkshire Council
Finance and Corporate Resources
Personnel Services**

**Update your Nationality
January 2020**

Step by step guide for employees on how to update your nationality on People Connect. The information you provide about your nationality is confidential and cannot be viewed by your line manager.

(1) Login to People Connect Employee and select 'Personal Information' from the menu



(2) The following screen will be displayed. Select the 'Update' button next to Basic Details



(3 – the following screen is displayed and you should then select 'Next' to proceed.

Basic Details: Choose Option

Employee Name **Evans, Mr. Chris** Organization Email Address chris.evans@southlanark.gov.uk
 Employee Number **8791265** Business Group **South Lanarkshire Council**
 Cont Serv (Stat)
 Cont Serv (PSPO) [For Further Info, click here](#)

Select the type of change you want to make.

Correct or complete the current details.
 Enter new information because of a real change to the current details (e.g. because of a change in marital status)

[Cancel](#) [Next](#)

(4) Please scroll down to the 'Other' Section. This contains the **nationality field** which you must complete.

(5) Choose your nationality from the drop down list provided, then click 'Next'

* Effective Date Title

First Name
 Middle Name
 * Last Name
 Preferred Name
 Previous Last Name

Other

Employee Number **8791265**
 NI Number **NM737373D**
 Date of Birth **01-Jan-1950**
 Marital Status

Organization Email Address chris.evans@southlanark.gov.uk
 Nationality
 * Gender
 Ethnic Origin

Do you consider yourself a trans person?
 What is your Religion or Belief?
 What is your National Identity?
 What is your Sexual Orientation?
 Do you consider yourself disabled under the Equality Act 2010?
 Verified

[Cancel](#) [Save For Later](#) [Back](#) [Next](#)

(8) When you have completed the exercise you should select 'Next'. The following screen will be displayed

Personal Information: Review

Employee Name **Evans, Mr. Chris** Organization Email Address chris.evans@southlanark.gov.uk
 Employee Number **8791265** 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.

Basic Details	
Current	Proposed
Effective Date	04-Jul-2018
Title	Mr.
Full Name	Evans, Mr. Chris
First Name	Chris
Last Name	Evans
Preferred Name	Chris
Employee Number	8791265
NI Number	NM737373D
Date of Birth	01-Jan-1950
Organization Email Address	chris.evans@southlanark.gov.uk
Gender	Male

[Cancel](#) [Printable Page](#) [Save For Later](#) [Back](#) [Submit](#)

This screen contains the main fields and shows the entries that have been amended with a blue dot. Please note that some of the fields do not appear on this screen but the updates will be saved when you select 'Submit'.

Confirmation

Your changes have been submitted for manager approval.

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

[Return to Overview](#)

Basic Details

Full Name **Evans, Mr. Christopher (Chris)**

Marital Status

Date of Birth **01-Jan-1960**

NI Number **NA675645D**

Employee Number **8412104**

Organization Email Address **chris.evans@southlanarkshire.gov.uk**

Main Address

Address Line 1 **Almada Street**

Address Line 2

Address Line 3

Town **Hamilton**

County

Post Code **ML3**

Country **United Kingdom**

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.

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

Once you have checked and updated the information held you should update the 'Verified' field in the 'Basic Information' section with a 'Y'. This is confirmation that you have checked all the details and are agree that they are correct.

For more information or if you want this information in a different format or language, please phone 01698 454667 (Option 1) or email Personnel@southlanarkshire.gov.uk