



## My Details: Contact Details

Applicable to the following Staff Groups:

- ✓ University of Nottingham staff
- ✓ University of Nottingham casuals / associates
- ✓ Non University of Nottingham staff (e.g. Unitemps, Nottingham Scientific Ltd)

This contains details of your current Home Address, Home Phone Number and Personal Mobile Phone Number.

- Any change made will be subject to authorisation by Payroll Services so your change will not be reflected in MyView immediately.
- You will be sent an email when your change has been approved or rejected.
- Home Address is mandatory.

### How Do I Submit a Change to this Data?

1. Enter your home address and post code by typing in the relevant fields:

Address	ROSE COTTAGE
	LENTON LANE
	NOTTINGHAM
Post Code	NG7 2NR

2. Enter your Home Phone Number and / or Personal Mobile Phone Number by typing in the relevant fields:

Home Phone Number	0115 1234567
Personal Mobile Phone Number	12345678912

3. Check that the details you have entered are correct.
4. Click 'Submit' (bottom, right) to submit your change to Payroll Services for authorisation: