



My Details: Nationality and Date of Birth

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) (however, no authorisation/documentation is required – any change will be reflected in your MyView record immediately)

This contains your Nationality and Date of Birth. These two fields are separate from the other Equality Monitoring Data as any amendment requires authorisation.

- Any change made will be subject to authorisation by Human Resources so your change will not be reflected in MyView immediately.
- You will be sent an email when your change has been approved or rejected.
- Both fields are mandatory.



Information

After you have submitted a change, please make sure you send a copy of the formal document confirming this change within two weeks to either HR@nottingham.ac.uk or via post to Human Resources, King's Meadow Campus. If this is not received, your change will be rejected and you will need to re-submit.

How Do I Submit a Change to this Data?

1. Select a Date of Birth using the calendar icon or by overtyping the existing entry in the format dd/mm/yyyy:

Unfortunately, you will experience a system error if you press return in the Date of Birth field. If this happens, navigate to a different area e.g. Personal Details, navigate back to 'Nationality and Date of Birth', re-enter / select your Date of Birth but do not press return.

2. Select a Nationality by clicking on the down arrow at the end of the field:

3. Check that the details you have entered are correct.



4. Click 'Submit' (bottom, right) to submit your change to Human Resources for authorisation:



5. Remember to send a copy of the formal document confirming this change within two weeks to either HR@nottingham.ac.uk or via post to Human Resources, King's Meadow Campus. If this is not received, your change will be rejected and you will need to re-submit.