



My Details: Personal 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) (however, no authorisation/documentation is required – any change will be reflected in the University of Nottingham’s Human Resources System immediately)

This contains your Title, First Forename, Other Forenames, Surname and National Insurance Number.

- 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.
- Title, First Forename and Surname are mandatory fields.
- In particular circumstances where you have changed your Title, Human Resources may contact you to provide supporting evidence.
- You are unable to amend your National Insurance Number. If you are a new member of staff, this field may be blank for a short period of time. If this is incorrect, please email Payroll@nottingham.ac.uk



Information

After you have submitted a change to your **name**, 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 Title by clicking on the down arrow at the end of the field:

2. Enter your First Forename, Other Forenames and Surname by typing in the relevant fields:



* First Forename	TEST
Other Forenames	TEST
* Surname	TEST

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 any change to your name 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.