

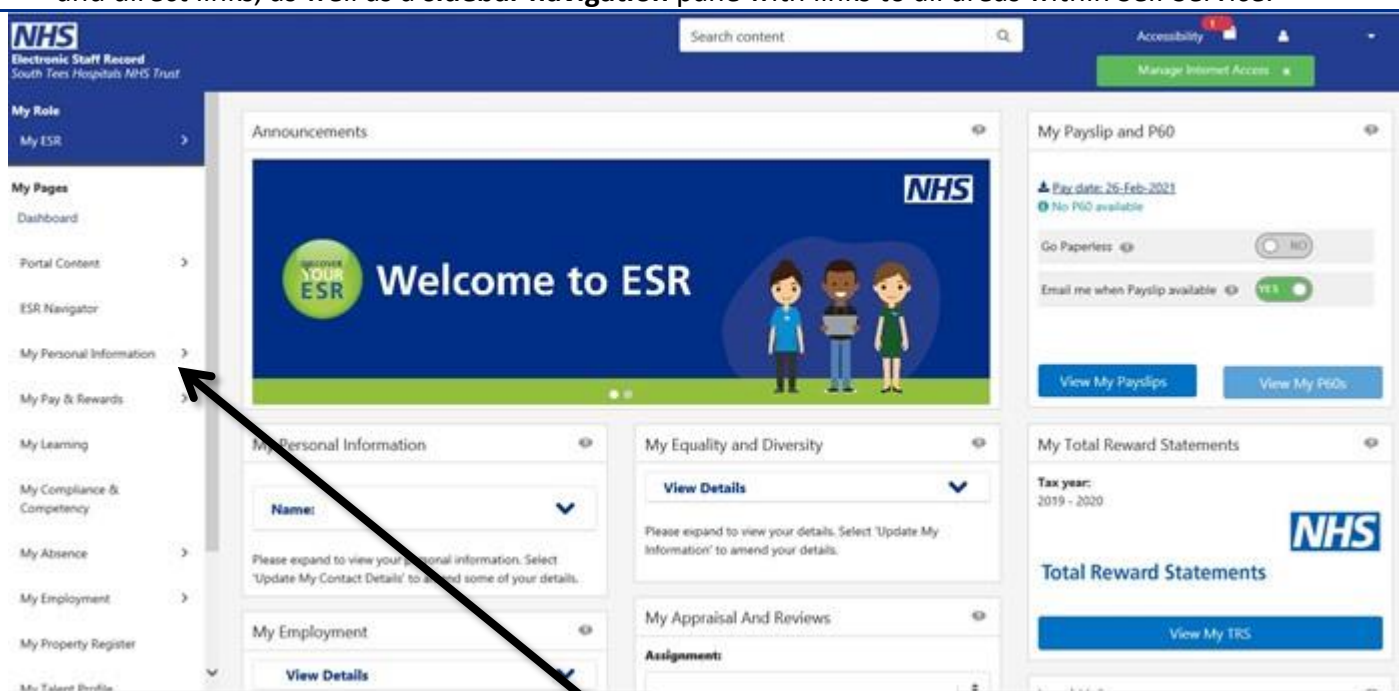
How do I update my nationality in ESR?

You are able to update your personal data in ESR.

The change **does** require Manager **Approval** before you ESR record is updated.

This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and is available to view for users of the Employee Self Service (Limited Access) URP. At a later date the limited access will be changed or removed.

- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service.



- Select the **My Personal Information** tab on the side-bar to your left-hand side.

<p>Basic Details</p> <p>Full Name Lane, Miss Sarah Marital Status Single Date of Birth 12-May-1986 NI Number AB123456A Employee Number 20000237 Work Email Address</p> <p>View and Update</p> <p><small>TIP To view further basic details including e-mail address, gender and nationality, click the 'View and Update' button.</small></p>	<ul style="list-style-type: none">• To update the Nationality, click the View and Update button in the Basic Details section.
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- Select the **Correct or complete the current details** radio button to update the current details, keeping the history of the previous information.
- Click the **Next** button to continue.
- Click the **dropdown arrow** in the **Nationality** field; scroll down to find the correct nationality.
- Other information can be added such as, country of birth and preferred name.

* Indicates required field

Name

Effective Date

Title

First Name

Middle Name

Last Name

Preferred Name

Previous Last Name

Other

Employee Number

Hire Date

NI Number

Marital Status

Date of Birth

Gender

Ethnic Origin

Work Email Address

NHS CRS Preferred Smartcard Display Name

Maiden Name

Country of Birth

Nationality

Show Additional Information

Cancel Back Next

- Click the **Next** button to continue.
- The **Review** page is displayed for you to review the proposed changes, which are highlighted with a blue dot. Use the **scrollbar** to move up and down the page.
- You can enter a message to the approver to accompany the change.
- Click the **Submit** button to send the changes for Manager Approval.
- A confirmation message is displayed to indicate that the changes have been submitted for Manager Approval.
- Click the **Return to Overview** button to return to the main **Personal Information** page.

The Nationality change is now pending Managers approval.


- Click **View Pending Approval** to see pending approval

Basic Details

Full Name Lane, Miss Sarah
 Marital Status Single
 Date of Birth 12-May-1986
 NI Number AB123456A
 Employee Number 20000237
 Work Email Address

View Pending Approval

TIP To view further basic details including e-mail address, gender and nationality, click the 'View and Update' button.

- Click the **Portal** icon  in the top right-hand corner of the page to return to the **My ESR Dashboard**.