

The steps for how to view and maintain your personal details within Oracle Fusion will be outlined in this guide.



01

Personal details such as your name, date of birth, marital status and disability information are held in Oracle Fusion. To access your personal details, navigate to the **Me** tab on the homepage and select the **Personal Information** tile.



02

You will now see the Personal Info homepage. From here, select the Personal Details tile.



ACLE			Ć) ☆ ᄆ 🖓
C Perso Clarence	nal Details			
Clarence				-
	Name		*	
	Start Date 11/03/2024	First Name Clarence		
	Last Name Julies	Last Updated Date 13/03/2024		
	Title Mr.	Last Updated By homuser		
	Demographic Info			
		Sexual Orientation		
	Country United Kingdom			
	Religion	Gender Identity		
	Ethnicity White - Any other White background	Unique Taxpayer Reference		
	Marital Status Married	Last Marital Status Change Date Prior to Hire		
	Marital Status Change Date	Employee age verified		
	Start Date 24/07/2000	Multiple Civil Service Assignments		
	Gender Male	 Civil Service Joining Date		
	NINO Verified			

By using the scroll bar, you can scroll down the page to reveal the following sections:

Section Title	Description
Name	Name and title information.
Demographic Info	This section includes a range of information including religion, marital status, gender, ethnicity and start date.
National Identifiers	Any national identifiers such as your National Insurance number are recorded in the section. Note this section is view only.
Biographical Info	Here you can see limited biographical information including age and date of birth. This section is also view only and is not editable.
Disability Info	This section contains details of any recorded disabilities.

03

We will look at each section in turn. Let's begin with the **Name** section. Select the Pencil icon next to the name section to open the edit page.

ACLE			
	nal Details		
CJ Clarence J			
	Name		^
	Start Date	First Name	
	11/03/2024	Clarence	
	Last Name Jules	Last Updated Date 13/03/2024	
	Title	Last Updated By	
	Mr.	hcmuser	
	Demographic Info		^
	Country United Kingdom	Sexual Orientation	1
	Religion	Gender Identity	
	Ethnicity	Unique Taxpayer Reference	
	White - Any other White background		
	Marital Status Married	Last Marital Status Change Date Prior to Hire	
	Marital Status Change Date	Employee age verified	
		_	
	Start Date 24/07/2000	Multiple Civil Service Assignments	
	Gender	Civil Service Joining Date	
	Male	civil service Johning Date	



The edit name screen is now displayed. To change the details, firstly select an effective date for the change of name. Next, edit any fields as necessary. A comment may also be added.

				습 수 ㅁ 🐢 💿
/ Personal I	Details			
Clarence Jules	Details			
	Name			
	Nume			
			Sub <u>m</u> it <u>C</u> ancel	
	*When does this name change start? dd/mm/yŋyy	Title Mr. ~		
	Enter 11/03/2024 if you're correcting a mistake in your name.	* First Name	-	
	*Last Name	Clarence	-	0
	Jules	Middle Name		
	Enter local name			
	Comments			
	Attachments	B		
	Drag files here or click to add attachment 🗸			

You can add any supporting documentation relating to the change of name request, for example a marriage certificate or change of name by deed poll documentation.

To do this, click on the link to **Add Attachment**. A file explore window will open. Select the document you wish to attach, and then select the **Open** button.

Once all the details have been completed, select the **Submit** button. The request to change name will now be forwarded for approval.

Clarence Jules	← → * ↑ ♣ > ħ	is PC > Downloads	~ C	Search Downloads ,P		
	Organize - New fold	er .		iii • 🖬 🔞		
	★ Quick access	Name	Date modified	Туре		
		Illustration - Wellbeing 3	27/11/2023 09:49	PNG File Microsoft Excel Works		
Name	Desktop 🖈	Example_receipt_template	21/11/2023 15:23	Microsoft Excel Works Microsoft Excel Works		
	🕹 Downloads 💉	Simple invoice that calculates total	21/11/2023 10:27	PNG File		
	Documents #	QRCode for Oracle Fusion Training Course Evaluation student-849825_1280	14/11/2023 10:06	JPG File	Submit Cancel	
	Pictures 🖈	 student-849825_1280 SMBC_Oracle_Fusion_Implementation_L&D_Plan_and_Pathways_v1.0. fin 	07/11/2023 09:15			
"When	Procurement an	SivibC_Oracle_Pusion_Implementation_LocU_Plan_and_Pathways_VI.0_tin	24/10/2023 10:13 10/10/2023 15:24	Adobe Acrobat Docun Adobe Acrobat Docun		
09/04/	Quick Ref Guide	Sandwell Council Overview - Environment Plan OGL	05/10/2023 15:24	Adobe Acrobat Docun Microsoft PowerPoint		
Enter 11/0	Sandwell	CVERVIEW - Environment Plan_UGL SMPC Suppliers Training Manual VI.0	03/10/2023 10:36	Missona Wand Decur		
Enter Inte		97z69Rbnc	02/10/2023 12:23	PNG File	-	
*Last N	Voiceov	HLD HK001 Recruitment for Recruitment learns v0.1 June25 Draft	14/09/2023 11:10	Microsoft word Docur		
Jules	 OneDrive - Socitn 	BLD_Inkor[McCatiment for Necrotiment learns_00.1_June25_01art Sandwell_MBC_Fusion_L&D_Strategy_v2.0_Final_Aug2023	25/08/2023 14:45	Adobe Acrobat Docun		
Juics	Apps	 Sandwell_MBC_Fusion_L&D_Strategy_v2.0_Final_Mag2023 (2) 	24/08/2023 10:50	Microsoft PowerPoint		
	Attachments	 Changes for you as a manager (SAC)-720p-230810 	10/08/2023 14:58	MP4 File		
	Desktop	Changes for you as an employee-720p-230810 Changes for you as an employee-720p-230810	10/08/2023 14:54	MP4 File		
	Documents	Welcome to Oracle Fusion-720p-230810 (1)	10/08/2023 14:52	MP4 File		
Ente		 South Ayrshire introduces Oracle Fusion-720p-230810 (1) 	10/08/2023 14:52	MP4 File		
	3 1228 - L and D G	Oracle Fusion For Managers-720p-230810 (1)	10/08/2023 14:52	MP4 File		
Comme	Microsoft Team:	Ist time access-720p-230810	10/08/2023 14:51	MP4 File		
Comme	Notebooks	BCC Employee - Accessible Everywhere-720p-230810	10/08/2023 14:51	MP4 File		
Added	👃 Pen Potrait's - N	BCC Welcome Module - Your learning Journey-720p-230810	10/08/2023 14:46	MP4 File		
	E Pictures	Copy of BCC Welcome module -Intro to OF-720p-230810 (1)	10/08/2023 14:46	MP4 File		
	Recordings v			>	1	
	File n			All files		
			Upload from mobile	Open Cancel		



Next let's look at the **Demographic Info** section. Select the **Pencil** icon to open the demographic info edit page.

CITIE Demographic Info Country Security Securi	^	
Start Date 1//03/2024 First Name Charence Last Name Jules Last Updated Date 1//03/2024 Title Mr. Last Updated By hcmuser	<u>^</u>	
11/03/2024 Clarence Last Name Last Updated Date Jaiss 13/03/2024 Trite Last Updated By Mr. hcmuser		
Country Sexual Orientation		@
	^	
Religion Gender identity		
Ethnicity Unique Taxpayer Reference White - Any other White background Mital Status Married Last Marital Status Change Date Prior to Hire		
Marital Status Change Date Employee age verified		
Gender Civil Service Joining Date		

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This section contains lots of fields that can be edited / amended. In some cases, selecting the **Arrow** next to a field will open a drop-down options list. Simply select the required option. Other fields require free format data input.

Examples of a drop-down options list and a free format data input field are highlighted below.

CJ Personal De Clarence Jules	etails		
C	Demographic Info		
		2	sub <u>m</u> it <u>Cancel</u>
방송은 것이 같은 것이 같이 같이 같이 같이 같이 같이 같이 않는 것이 없다. 나는 것이 없는 것이 않는 것이 없는 것이 없이 않이	Country	Sexual Orientation	
	United Kingdom Religion	Gender Identity	
	Select a value		
네는 말 모양 소문 것이다.	Ethnicity		
	White - Any other White background \checkmark	Male	0
	Marital Status	Female Intersex	
	Married ~	Other	
	Gender Male	Prefer not to say	
	NINO Verified	Non-binary Search	
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	Verified Date	Civil Service Joining Date	
	dd/mm/yyyy 📬	dd/mm/yyyy 🛍	
영영 방법 영영 영영	v v	Teacher Reference Number	
	Verification Type	TPS Temporary NI Number	
	×		
(승규는) 가격을 받고	Correlation ID	Off-payroll worker subject to 2020 rules	
8267286848686	Last Update Process Sequence	National Identity	

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Once all the required changes have been made, select the Submit button.

ersonal Details			
Demographic Info			
		Submit Cancel	
Country	Sexual Orientation		
United Kingdom		~	
Religion	Gender Identity		
Select a value V	Male	~	
Ethnicity	Unique Taxpayer Reference		
White - Any other White background			
Marital Status	Last Marital Status Change Date Prior to Hire		
Married	dd/mm/yyyyy		
Gender	Employee age verified		
Male			
NINO Verified	Multiple Civil Service Assignments		
×			
Verified Date	Civil Service Joining Date		
dd/mm/yyyy	dd/mm/yyyy	00	
Response Status Returned	Teacher Reference Number		
×	1234567		
Verification Type	TPS Temporary NI Number		
×			
Correlation ID	Off-payroll worker subject to 2020 rules		
Last Update Process Sequence	National Identity		

The next section is **National Identifiers**. This section is not editable. To view the information, select the **Arrow.** Your National Insurance number is initially hidden, however selecting the **Eye** icon will reveal the details.

ORACLE			
CJ Clarence Ju	al Details		
	Name		
	Demographic Info		~
	National Identifiers		
	Country United Kingdom	Expiration Date	
	National Insurance Number	Place of Issue	
	Issue Date 19/02/2024	Last Updated Date 19/02/2024	
		Last Updated By Alan.Confeeg	

The next section is Biographical Info. This section is view only. To open the section and view the biographical information, select the **Arrow**.

Name	~	
Demographic Info	~	
National Identifiers	~	٢
Biographical Info		
Date of Birth 03/04/963 Place of Birth Age 61 Years 0 Months 6 Days Date of Death	Correspondence Language Last Updated Date 28/02/2024 Last Updated By FUSION_APPS_HCM_ESS_APPID	
Disability Info	~	

The final section within the Personal Details page is the **Disability Info** section. Selecting the **Arrow** will open the section to reveal any disabilities that have been previously recorded.

You may add details of a disability to your record. To do this firstly select the Add button.

Person: Clarence Ju	al Details			
	Disability Info		+ Add	
	United Kingdom			
	Disability Code 300000020488109	Valid 01/01/2020		
	Category Learning Disability	Reasonable Adjustment Some details here		
	Do you have a disability? Yes	Last Updated Date 10/02/2024		
	Disclosure Date 10/02/2024	Last Updated By Clarence Jules		
	United Kingdom			
	Disability Code 300000020488093	Valid 01/01/2020	\$	
	Category Visual impairment (not corrected by spectacles or contact lenses)	Reasonable Adjustment Not discussed		
	Do you have a disability? Yes	Last Updated Date 10/02/2024		
	Disclosure Date 10/02/2024	Last Updated By Clarence Jules		

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The disability information page will now be displayed. Complete the fields in the top half of this section as described in the table on the following page.

Disability Info			Entral Court
Disability Illio			Sub <u>m</u> it <u>Cancel</u>
D	isability Info		
	*Country		
	United Kingdom		
	Disability		
	(1) A person (P) has a disability if-		
	(a) P has a physical or mental impairment, and		
	(b) the impairment has a substantial and long-term adverse effect on P's ability to carry out no		
	Do you have a disability?	*Category	
2	Yes ~ 5	Deaf or Hearing Impaired V Select a value	
	"Effective Start Date	Arthritic or Rhuematic	
3	09/04/2024	Blind or Partially sighted	
	Description	Deaf or Hearing Impaired	
	I have a hearing impairment and I have a cochlear implant.	Diabetes	
	r nave a hearing impairment and r nave a cochiear implant.	Dyslexia	
(4)		Hearing Impairment	
		Injury or Disease of Spine	
	Voluntary Shar	Learning Difficulties	
	Why are you being asked to complete this form?		
	To help us know how many disabled people work in the organisation and what their needs are s	o that we can:	
	Measure engagement		
	Establish a benchmark for assessing improvements Learn about barriers		
	 Provide adequate support 		

Step number	Description
1	Select the Country from the drop-down menu.
2	Select a response to the question Do you have a disability? from the drop-down menu. The options are Yes, No or Prefer not to say.
3	Select an Effective Start Date . This could be today's date, or the date that the disability was diagnosed.
4	Add a Description of the disability in the free-format text box.
5	Select the type of disability from the Category drop down list.

Once the top half of the section has been completed, scroll further down to the bottom of the section.

Here you can add details of any reasonable adjustments that will enable you to work more effectively in the workplace.

Any relevant documents such as doctor's letters can also be attached. To attach a document, follow the steps as described in section six of this guide.

Once all relevant details of the disability have been recorded, select the submit button. The amendment will then be forwarded to HR for review and approval.

Disability Info	
	t <u>C</u> ancel
Organization O	e
Context Value v Disability Attachments Drag files here or click to add attachment v	

That brings this Quick Reference Guide to an end.

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