

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				습 추 년 🎲
Perso	onal Details			
	Name		^	
	Start Date 11/03/2024	First Name Clarence	1	
	Last Name	Last Updated Date		
	Title	Last Updated By		
		TMTM##		
	Domographic Info			
	Country United Kingdom	Sexual Orientation		
	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	 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.

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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				ם ל <mark>א</mark> ל
Per	sonal Details			
Clarer	nce Jules			
	Name		 Image: A second s	
	Start Date 11/03/2024	First Name Clarence	1	
	Last Name Jules	Last Updated Date 13/03/2024		
	Title Mr.	Last Updated By homuser		
	Demographic Info		^	
	Country United Kingdom	Sexual Orientation	/	
	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 Varified			



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.

. Dersonal l	Details			
Clarence Jules				
	Name			
			Colored Council	
	*When does this name change start?	Title	Sub <u>mit</u>	
	dd/mm/yyyyy	Mr. V	1	
장 모양 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전 전	Enter 11/03/2024 if you're correcting a mistake in your name.	*First Name	7	
	Last Name Jules	Clarence		\mathbb{O}
		Middle Name		
	Enter local name			
	Comments			
		h		
	Attachments			
	Drag files here or click to add attachment 🗸			
	Ø ™			
전학교 대학원 전학				문화관리 가지 않는 것이 같이 많이

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.

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	0	rganize 👻 New fold	ler		iii • 💷 📀		
	-	^	Name	Date modified	Туре		
		Cuick access	Illustration - Wellbeing 3	27/11/2023 09:49	PNG File		
P	Vame	Desktop 🖈	Example_receipt_template	21/11/2023 15:23	Microsoft Excel Works		
	-	Downloads *	Simple invoice that calculates total	21/11/2023 10:27	Microsoft Excel Works		
		Documents #	QRCode for Uracle Fusion Training Course Evaluation	14/11/2023 10:08	PNG File	Submit Cancel	
		E Pictures 🖈	student-649625_1280 Student-649625_1280	07/11/2023 09:15	JPG File		
	When	Procurement an	Style_Oracle_Pusion_Implementation_LocU_Plan_and_Pathways_V1.0_bin	24/10/2023 10:13	Adobe Acrobat Docum		
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	Enter 11.00	Sandwall	SARC Supplier Training Manual V1.0	03/10/2023 10:36	Microsoft PowerPoint		
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		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	10/08/2023 14:54	MP4 File		
		R Documents	Welcome to Oracle Fusion-720p-230810 (1)	10/08/2023 14:52	MP4 File		
	Ente	1228 Land D.G	South Ayrshire introduces Oracle Fusion-720p-230810 (1)	10/08/2023 14:52	MP4 File		
		1220 - L and D G	Oracle Fusion For Managers-720p-230810 (1)	10/08/2023 14:52	MP4 File		
	Comme	Microsoft learn:	Ist time access-720p-230810	10/08/2023 14:51	MP4 File		
		Notebooks	BCC Employee - Accessible Everywhere-720p-230810	10/08/2023 14:51	MP4 File	1	
	Added	3 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	<		>		
		Filer	ame:		 ✓ All files ✓ 		
	Attachr			Upload from m	obile Open Cancel		



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

Crowcele Personal Details Clarence Jules Start Date 10/3/224 First Name Clarence 10/3/224 Start Date 10/3/224 First Name Clarence Last Updated Date 13/3/204 Mes 13/3/204 Title Mr. Last Updated Date 13/3/204 Demographic Info Sexual Orientation	^	
Start Date TU/3/2024 First Name Clarence Last Name Jules Last Updated Date 13/03/2024 Trile Mr. Last Updated By homuser	<u>^</u>	
Start Date TU/03/2024 First Name Clarence Last Updated Date Jales Last Updated Date 13/03/2024 Title Last Updated By homuser Demographic Info Sexual Orientation		
Demographic Info		0
	^	
Religion Gender Identity		
Ethnicity Unique Laxpayer Neterence White - Any other White background Marital Status Marital Status Last Marital Status Change Date Prior to Hire Married		
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		
[Demographic Info		
		Subm	it <u>C</u> ancel
	Country	Sexual Orientation	
	United Kingdom	×	
1993년 1993년 1983년 19	Select a value	Gender Identity	
Ser File Ser Ser Ser Ser Ser Ser Ser Ser Ser Se	Ethnicity		
	White - Any other White background V	Male	0
	Marital Status	Female	
김 국의에 관계는 것 같아요. 것	Married ~	Other	
	Gender Male	Prefer not to say	
	NINO Verified	Non-binary	
	×	Search	
	Verified Date	Civil Service Joining Date	
동안 무료 문문문	dd/mm/yyyy	dd/mm/yyyy	
그는 것을 가 같은 것을 했다.	Response Status Returned	Teacher Reference Number	
22:22:22:22:22	Varification Type		
	v	TPS Temporary NI Number	
(공대) 공동 문화	Correlation ID	Off-payroll worker subject to 2020 rules	
	Last Update Process Sequence	National Identity	

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

CJ Pe	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	ά ³ θ	
	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				g Cl
CJ Clarence Jules	etails			
N	ame		×	
D	emographic Info		~	
Ν	lational 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		
1996년 1996년 1996년				

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

CJ Clarence Jule	l Details		
	Name	······································	
	Demographic Info	~	
	National Identifiers	~	٢
	Biographical Info		
	Date of Birth 03/04/1963 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.

Persona Clarence Jul	al Details			
	Disability Info		+ Add	
	United Kingdom			
	Disability Code 30000020488109	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 ClarenceJules		

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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				Submit
D	isability Info			
0	*Country			
	Disability (1) A narran (2) bas 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 o	arry out normal day-to-day activities.		Ø
6	Do you have a disability?	*Category		
	res	Select a value		
9	*Effective Start Date	Arthritic or Rhuematic	1	
9	09/04/2024	Blind or Partially sighted		지는 김 선수의 가격 일 권리로 영화
	Description	Deaf or Hearing Impaired	•	
문화 관람은 감독을 통하는 것을	I have a hearing impairment and I have a cochlear implant.	Diabetes		
		Dyslexia		
		Hearing Impairment		
	h	Injury or Disease of Spine		김 비용도 기억을 가지?
	Volu	ntary Sharing of	-	이동도가는 친구들이 당기로 못
	Why are you being asked to complete this form?			이가 무너무도 가는 것 같아요.
	To help us know how many disabled people work in the organisation and what their	needs are so that we can:		
				아름네 동네와 안동 동국 (
	Measure engagement Establish a benchmark for assessing improvements			
	Learn about barriers Provide adequate support			인지 공기에는 그것 모두 것

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		Submit	Cancel
	Public Paysia Pysiaia Pysiaia Eplepsy Eplepsy Insparments requiring use of a wheelchait HUVADS HUVADS Insparments requiring use of a wheelchait Insparments requiring use of a wheelchait Insparments requiring use of a wheelchait Insparments requires the second of the s		•
	Context Value Disability Attachments Drag files here or click to add attachment v		
	£		

That brings this Quick Reference Guide to an end.

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