


Personal Details


The **Personal** tab enables you to view and update some of your personal information, such as contact information, marital status, home address, emergency contacts and next of kin. We would encourage you to keep all personal information up to date using Employee Self-Service.

Amend your Surname, Preferred name or marital status


1. Click on the **Personal** tab at the top of the page
2. Click on the card icon **Personal details**.
3. Amend respective details and select 

Please note that surname changes will result in your employment file contained within HR being amended and your Aberdeenshire email address changed (if applicable).

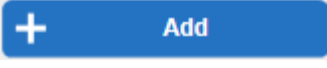

Update your Home Address

- Click on the **Update my Address** quick link
- Amend fields as required
- Select 

Update telephone number and/or correspondence email address

- Click on the **Personal** tab at the top of the page
- Click on the relevant card under **Contact information**
- Amend fields as required
- Select 

Add or Update Emergency Contact or Next Of Kin Details

- Click on the **Personal** tab at the top of the page
- Click on the relevant card under **Friends & Family**
- To add emergency contact details or next of kin details, click on  and select as appropriate
- To update emergency contact details click on the information card titled Emergency contact. Update details and select save.
- To update your next of kin details, click on the information card icon titled Next of Kin.
- Update details and select 

View your Bank Details

- Click on the **Personal** tab at the top of the page
- Click on the relevant card under **Bank Details**. These details are used to pay your salary.

Change your Bank Details

Employees who require to amend their bank details should log a request through the [askHR Portal](#) or by emailing askHR@aberdeenshire.gov.uk

Alternatively you can complete the detachable 'authority for payment of salary through a bank/building society' slip on your payslip and return it in a sealed envelope marked 'Confidential' to askHR, Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen AB16 5GB

Change requests for local government and permanent teachers received in askHR after the 17th of the month will be applied in the following month. Change requests for supply teachers received in askHR after the 6th of the month will be applied in the following month.

The change to the current online process is due to ongoing security improvement developments, which are designed to keep employee's personal information secure and confidential.