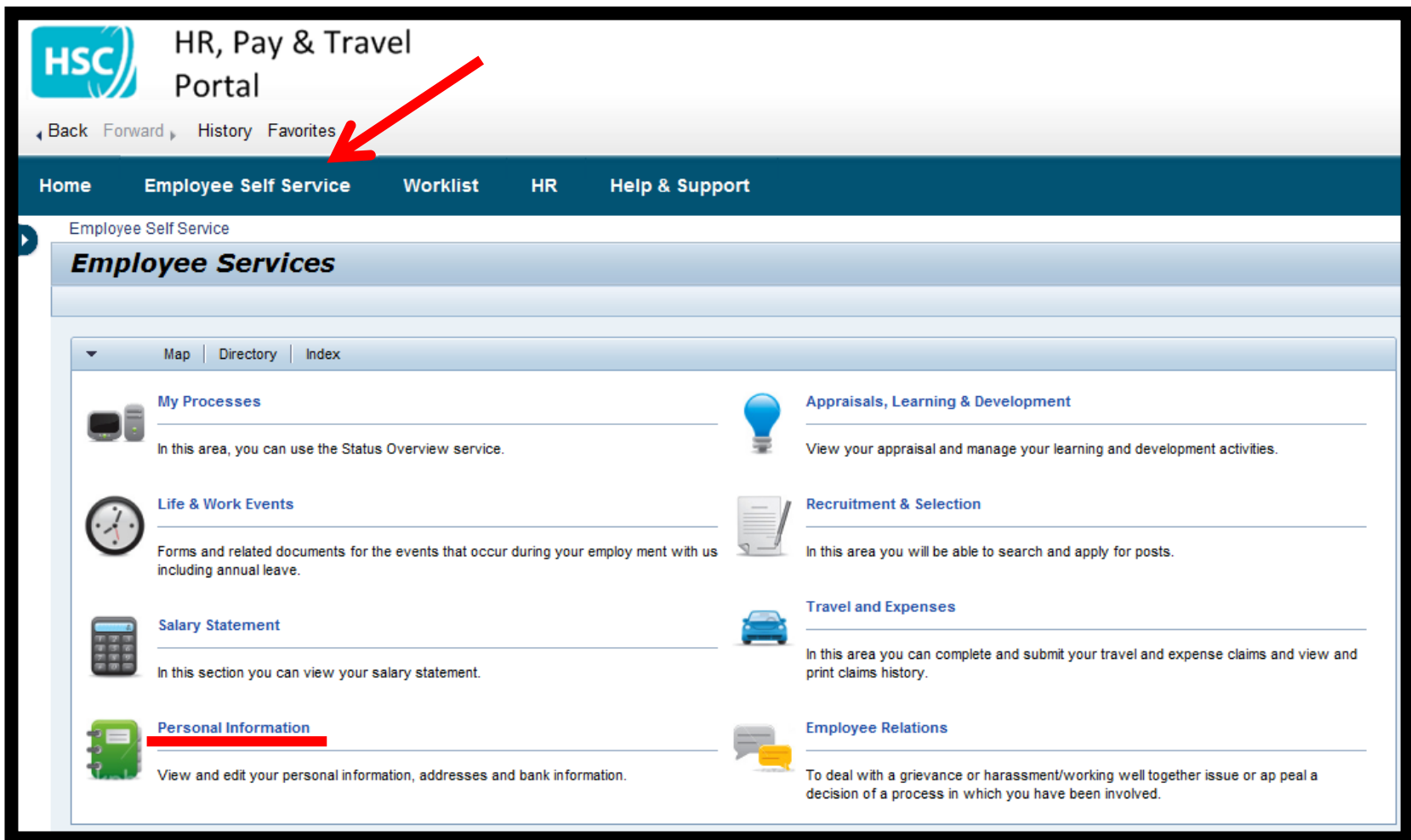


How to update your Next of Kin information



Business Services
Organisation

After entering HRPTS, open **Employee Self Service** and click on **Personal Information**



The screenshot displays the HSC HR, Pay & Travel Portal. At the top left is the HSC logo. The main header reads "HR, Pay & Travel Portal". Below this is a navigation bar with links for "Home", "Employee Self Service", "Worklist", "HR", and "Help & Support". A red arrow points to the "Employee Self Service" link. Underneath, the "Employee Self Service" section is active, showing a sub-header "Employee Services". A secondary navigation bar includes "Map", "Directory", and "Index". The main content area is a grid of service tiles:

- My Processes**: In this area, you can use the Status Overview service.
- Life & Work Events**: Forms and related documents for the events that occur during your employment with us including annual leave.
- Salary Statement**: In this section you can view your salary statement.
- Personal Information**: View and edit your personal information, addresses and bank information. (This tile is highlighted with a red underline.)
- Appraisals, Learning & Development**: View your appraisal and manage your learning and development activities.
- Recruitment & Selection**: In this area you will be able to search and apply for posts.
- Travel and Expenses**: In this area you can complete and submit your travel and expense claims and view and print claims history.
- Employee Relations**: To deal with a grievance or harassment/working well together issue or appeal a decision of a process in which you have been involved.

On the next screen, click **Personal Profile**

The screenshot displays the HSC HR, Pay & Travel Portal. At the top left is the HSC logo. The main header reads "HR, Pay & Travel Portal". Below the header is a navigation bar with links for "Home", "Employee Self Service", "Worklist", "HR", and "Help & Support". The "Employee Self Service" section is active, showing a "Personal Information" heading and a "Back" link. A "Service Map" section is expanded, listing several options: "Personal Information" (with a green folder icon), "Personal Profile" (highlighted with a red arrow), "Equality and Diversity", and "Change PIN and Security Ques".

HSC HR, Pay & Travel Portal

Back Forward History Favorites


Home Employee Self Service Worklist HR Help & Support

Employee Self Service

Personal Information

Back

Service Map

 **Personal Information**

[Personal Profile](#)

You can enter, change, or delete your personal data here (for example, addresses or bank details).

[Equality and Diversity](#)

View your personal equality and diversity information.

[Change PIN and Security Ques](#)

Maintain PIN and Security Questions for Password Reset

In your Personal Profile, click **Next of Kin Address** under the Addresses banner

The screenshot shows the HSC HR, Pay & Travel Portal. The user is logged in as Mr Lee Brady. The page is titled "Personal Profile" and contains several sections:

- Personal Data:** Name: Mr Lee Brady, Date of Birth, Marital Status: Single.
- Addresses:** Temporary Address, **Next of Kin Address** (highlighted in red), Emergency Contact Address.
- Home Address:** Street Name, City, Telephone Number.
- Communication:** Work E-Mail Address, Work Tel Number, Work Mobile, Private E-Mail Address.
- Bank Information:** Main bank, No data available.
- Family Members / Dependents:** No data available.
- Internal Data:** No data available.

Enter your Next of Kin's details in the boxes provided. Ensure to enter a means to contacting them under **Communications** on the right

HSC HR, Pay & Travel Portal

Search: Accessibility

Back Forward History Favorites

Home Employee Self Service Worklist HR Help & Support

Employee Self Service

Create Next of Kin Address

Address

* Country:

* House Number and Street:

Address Line 2:

District:

City:

County:

Postal Code:

Validity

Valid as of Today

Valid From

Valid From/To

Communication

Telephone Number:

Communications:

Click 'Save and Back' when finished

Please insert a Mobile Number for your Next of Kin

From your Personal Profile, please also enter the name of your Next of Kin. Select your relationship from the options below.

Personal Profile

▼ Personal Data

Name: Mr Lee Brady
Date of Birth: 09.08.1992
Marital Status: Single

▼ Bank Information Main bank

No data available

▼ Family Members / Dependents Spouse Divorced spouse Father Mother Domestic Partner **>>**

No data available

▼ Addresses Temporary Address Emergency Contact Address

Home Address

Street Name: 26 Milford Mews
City: Belfast
Telephone Number: 07739909046
Valid From: Today

Next of Kin Address

▼ Internal Data

No data available

**For more options,
click this arrow**

Enter your Next of Kin's details in the options below,
and click **'Save and Back'** when complete.

The screenshot shows the HSC HR, Pay & Travel Portal interface. At the top left is the HSC logo. The page title is "HR, Pay & Travel Portal". Below the title is a navigation bar with "Home", "Employee Self Service", "Worklist", "HR", and "Help & Support". The "Employee Self Service" section is active, showing "Employee Self Service" and "Create Father". The "Create Father" form has three main sections: "Name", "Birth Data", and "Gender".

HSC HR, Pay & Travel Portal

Back Forward History Favorites

Home Employee Self Service Worklist HR Help & Support

Employee Self Service

Create Father

Save and Back Save Cancel

Name

* Last Name:

* First Name:

Initials:

Nationality:

Birth Data

* Date of Birth:

Name at Birth:

Place of Birth:

Country of Birth:

Gender: Female
 Male
 unknown