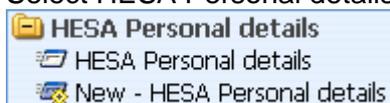


1.11 HESA Personal Details

HESA details will only need to be completed for employees of the University who are deemed to be HESA returnable. The source of this information is part 3 of the Certificate of Acceptance CHRIS/20 form.

1. Use the search facility to locate the person whose address details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.
2. Select HESA Personal details, HESA Personal Details



3. The HESA Personal Details screen will be displayed

HESA Personal details: New		Name: Miss Libby Bush Job title: Clerk	
		Social security number: NH904568A Pers ref: 30000018	
Staff identifier	<input type="text" value="0611140000300"/>		
Nationality	<input type="text" value="British (not Channel Islands or IOM)"/>		
Previous employment	<input type="text" value="Private industry/commerce in UK"/>		
Previous HEI	<input type="text"/>		
Destination on leaving	<input type="text"/>		
Highest qualification held	<input type="text" value="Other qualification"/>		
Regulatory body	<input type="text"/>		
Academic discipline 1	<input type="text"/>		
Academic discipline 2	<input type="text"/>		
Active in 2001 RAE	<input type="text" value="Not employed by this HEI"/>		
RAE Unit of assessment	<input type="text"/>		



4. Edit the details as required. For detailed instructions on completing HESA Personal Details see the HESA Fields Reference Guide.

5. Click the  button.