

1.1 Introduction

The purpose of the user guide is to provide information, procedures and instructions to help you maintain an employee's personal details information within the Trent HR system, including:

- Address details
- Contact details
- Social Security Details
- Emergency Contact Details
- Key Date details
- Passport, Residency and Work Permit details
- HESA details
- Employee checks
- Probation details

Personal details are obtained in the first instance from the New Appointment Request Form CHRIS/20 and the Certificate of Acceptance CHRIS/10. Changes to these details can then subsequently be made as necessary. In phase 2 of the CHRIS project some of these changes can be actioned by the Departmental Administrator or by the employee themselves through ESS (Employee Self Service).