

## SmartPay Training – SAP SuccessFactors Mobile App

## **Updating your name & personal details**

You can make changes to your name and personal details; however, some will need to be approved by your manager before they will take effect. Changes are shown only once approved and are based on the effective date, not the date you made the change.







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- 5. Select the Date the changes will take effect from.
- 6. Update your Personal Information (e.g. name, title, gender, nationality, disability status).
- 7. Where applicable, some changes will require additional documentation (e.g. a marriage certificate if you are changing your last name).

Tap **Upload** to select the relevant document/photo to attach from your device.

8. Once you have updated your details and uploaded any attachments, tap Save.

> (Optional) add a Comment to explain the change.

(Optional) tap Show Workflow Participants to see who will see the change request and who will need to approve the change.

9. Once you are ready, tap Submit.







