

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.

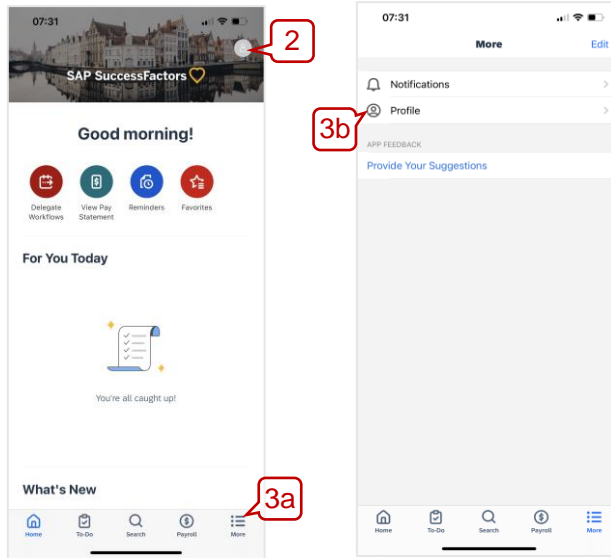
1. Open **SAP SuccessFactors** on your mobile device.



2. Tap **Profile** image from home page

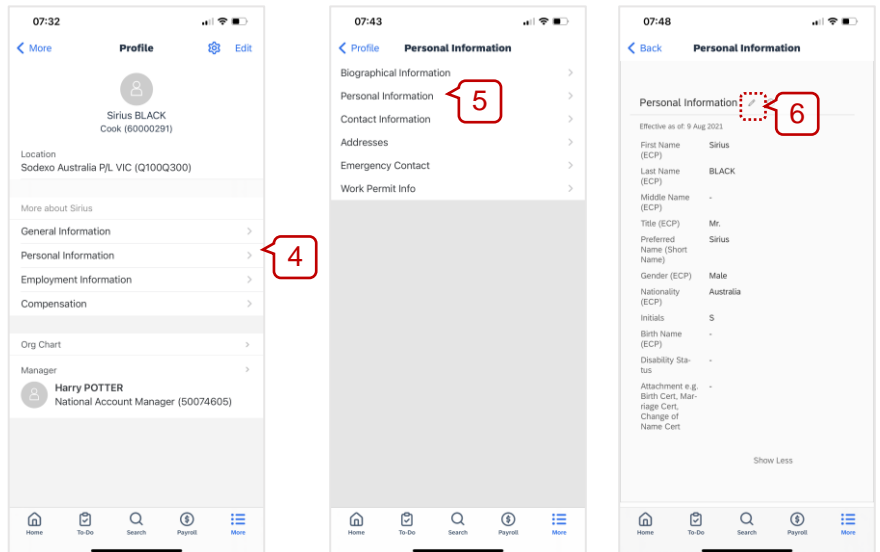
OR

3. Tap **More** and then tap **Profile**



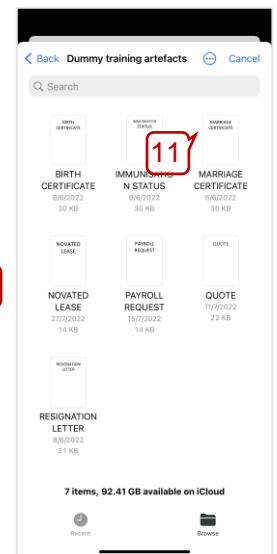
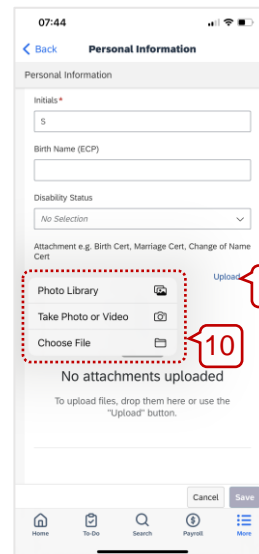
Your employee profile will display

4. Tap **Personal Information** and then...
5. **Personal Information** and then...
6. Tap the **Edit** icon.



SmartPay Training – SAP SuccessFactors Mobile App

7. Select the **date** the changes will take effect from.
8. Update your **personal details** (e.g. name, title, gender, nationality, disability status).
9. Some changes will require additional documentation (e.g. a marriage certificate if you are changing your last name). Tap **Upload**.
10. Select where the attachment can be found on your device, navigate to it and,
11. Tap on it.



12. Once you have updated your details and uploaded any attachments, tap **Save**.
13. You can add a **comment** to explain the change.
14. You can tap **Show workflow participants** to see who will see the change request and who will need to approve the change.
15. Once you are ready, tap **Confirm**.

