



HELP GUIDE

UPDATE MY PERSONAL DETAILS

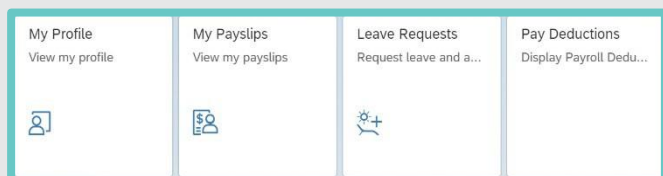
This guide will cover:

1. The purpose of the **My Profile** tile.
2. Updating your personal information including **addresses, emergency contacts** and **bank account details**.
3. Adding your **qualifications** and **skills**.

The purpose of the **My Profile** tile is to keep your personal information up to date, including:

- Work location
- Home/postal address and mobile
- Emergency contact details
- Equity and diversity information
- Bank details
- Qualifications/skills

***NOTE:** Ensure your bank account details are up to date (to avoid payment issues), and that you have added emergency contact details for emergency situations.



Updating your address or bank details

To update your home/postal address or bank details, click on the arrow (>) next to the relevant heading, enter the details and then press the save icon (located next to each heading). If you need to update your **Standard Workbase**, you will need to contact the MaPS Help Desk.

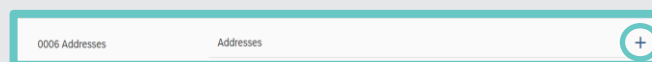
***NOTE:** For parliamentarians, bank account details are used to reimburse travel and office expenses

***NOTE:** MOP(S) Act employees can nominate two bank accounts – one for wages and one for travel and office expenses reimbursement.

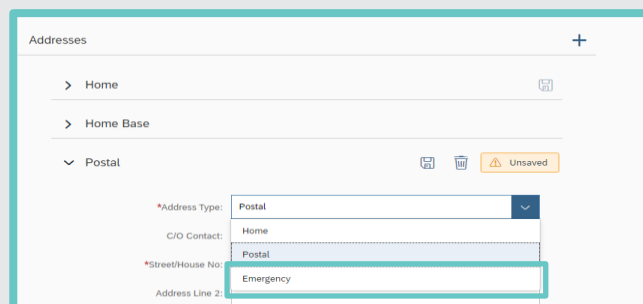
How to update emergency contact details

Please ensure your emergency contact details are saved in PEMS.

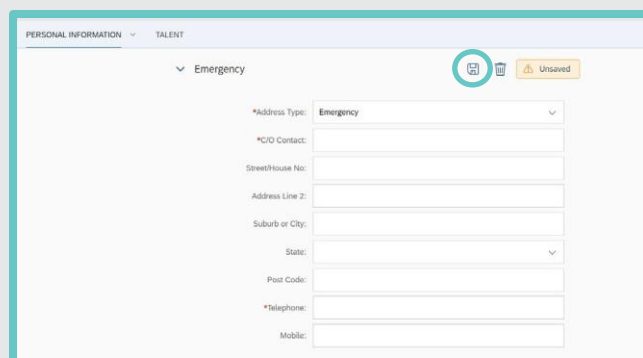
To add this information, click on the plus (+) icon located to the right of the **Addresses** heading.



Change the **Address Type** to **Emergency**.



Add details to each field, and then click on the save icon at the top of the section.



For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.

www maps.finance.gov.au

IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.

www ipea.gov.au



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Equity and diversity information

MOP(S) Act employees can choose to record additional information in the **Equity & Diversity** section within the **My Profile** tile.

Providing equity and diversity information is optional.

To add this information, click on the plus (+) icon to the left of the **Equity & Diversity** heading. Update the fields you would like to include in your profile noting that these fields are all **non-mandatory** (you can select 'Choose not to give this information' in the fields you do not want to provide). Click the save icon at the top of the section to save the details entered.

How to add qualifications and skills

The **My Profile** tile also includes 2 areas to capture qualifications you may wish to record.

The **Qualification** section under "Personal Information" is used to add educational qualifications such as tertiary education. To add, click the plus (+) icon to the right of "Educational Qualifications", enter the details and then click the save icon at the top of the section.

The **Qualifications & Skills** section under "Talent" shows any certifications held for a particular role such as WHS site officer, first aid or emergency officer.

This will also host information about a security clearance if the staff member holds one.

***NOTE:** This section is read-only, and the data is managed by MaPS.

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