



MYHUB – MANAGING YOUR PERSONAL DETAILS VIA DESKTOP

NOTES:

**You can only update items with the "Edit"  button next to it. Contact HR peple@winslow.com.au to organise other changes.

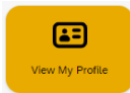
Where there is a  next to an item you can click on this to view the "Change History" for that item.

The different sections can be accessed by scrolling down the page or using the short cut tabs.

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Accessing Your Employee Profile


1. Open the SAP SuccessFactors (MyHub) Desktop app on your computer and log in to your account using your credentials.



2. Click on



or use drop down from  Home and select "My Employee File".

3. To Update - Locate the information you want to update and click on the "Edit"  button next to it.
4. Make the necessary changes to your personal details.
5. Click on the "Save" button to save your changes.

What information is held in my "Employee Profile"?

PERSONAL INFORMATION

- Personal Information: This includes your name, gender, nationality and preferred language.
- Biographical Information: Person ID, Date of Birth.
- Contact & Addresses: Contact information, addresses, phone numbers and email addresses.
- Emergency Contact: Details of your nominated emergency contact.
- Tax File No. / Work Eligibility: TFN / Work Permit Info
 - Certain TFN related changes require the completion of forms. Contact HR.
- Bank Details: You can nominate to have your payment split between several accounts.

NOTE: Superannuation related changes may require the completion of forms. Contact HR.

Continued next page.



EMPLOYMENT INFORMATION

- Employment Details: Key employment related dates ie Original Start Date.
- Job Information: This includes employee status, your manager, Working days per week and standard weekly hours. If applicable Probationary Period End Date or Contract End Date.

ORGANISATION INFORMATION

- Position Information: Position Title, Time in position,
- Organisation Information: Who you are employed by.

REWARDS & COMPENSATION

- Compensation Information: This includes your salary, payroll area, and other compensation-related details.

TIME MANAGEMENT

- Time Sheet, Upcoming Time Off, Time Off Balances

QUALIFICATIONS & LICENCES

- Certification of skills and competencies. Mandatory and non-mandatory.

GENERAL INFORMATION

- User Info – Name, Username, Employee ID, Email address, Manager
- Notes

TALENT PROFILE

- Formal Education, courses, workshops and seminars.
- Language & Mobility: Language skills and Geographic mobility.

Should you have any issues or concerns related to your Personal Information, that you are unable to resolve by updating yourself, please contact HR via people@winslow.com.au.