

Personal changes step to step guide

IFS is used to submit any personal changes, these are changes to address, name, contact information, emergency contact and bank details. Changes to your address, emergency contact and your personal contact information will be submitted to your line manager for approval, once approved it will become live on the system. Once you submit your bank details, these will be live straight away.

For Managers approving any changes please go to page 7.

How to make changes to your Address

To check your current personal information held on the system, please click 'My IFS' Links heading, select the option "My personal information" – You wont be able to make any amendments this is a view only. To access IFS <u>Click here.</u>

To make any changes please follow the steps below

Under 'My IFS' Links heading, select "Change Personal Information"

In ord addre need	ler to update you ss your old addre to be ended.	ır new ess will	My Personal (« @ Add (Person Info Person @ Gurpreet Private Address	Vodify Remove Private Phone	ange Gurpreet	Private Mobile	Private Email mailto	_
2	Click Address	Select Area Four: Cancel	Personal	Contact Fernors	Documents.	Iodify Existing Informati	Contact Methods.	Dependions C
3	Click edit	Select Area Address Current Addr i Reputeded i Address Type i Address Type i Correspt i Home i Residence	sses See Bot Address ID 4 of Address ID : 4 See Default ndence MS e MS	Country Validity Per UNITED KINSDOM 02/07/20 Remove	10d Address1 121 - 31/12/9999	Modify E	xisting Information	Sar



Enter the end date (When you left the address) and press 'Modify and Confirm. If you press modify this wont be submitted for approval.

×		Modify Address
Country		
Old Value	New Value	
UNITED KINGDOM	UNITED KINGDOM	•
Address 1		
Old Value		
115 Hamilton Road		
Address 2		
Old Value	New Value	
Radford Semele		
Post Code		
Did Value	New Yolke	
CV31 1TJ		
City		
Old Value	New Value	
Leamington Spa	Learnington Spa	-
County		
Old Value	New Value	
Warwickshire	Warwickshire	-
Validity Period		
Did Value	New Value	
02/07/2021 - 31/12/9999	02/07/2021 05/03/2025	Modification
Confirmation Comment		
Comment		
	_	

Adding your new address	
5 Press Add	6 Click Address
My Personal Information Change Gurpree Carpenee Add Modify Remove Person Info	Modify Existing Information
Penson Private Phone Private Mobile G Curpree Private Address Private Address	Documents Address Contact Methods
Open Map	



Enter the next corresponding number for the address ID, i.e. if your address ID was 4, input 5.

Next enter the validity period for your new address. This will need to be in sync with your last address's validity period ended. Ie if you left your address on the 05/03/2025, your new validity period would be 06/03/2025. The end date would need to be entered as '31/12/9999'.

Select Area										
Address										
Current Addresses										
	<i>B</i> ~									24 ~ 📃 📼 ~
Requested Change	Address ID	Country	Validity Period	Address1	Address2	Post Code	City	State		
Modification	4	UNITED KINGDOM	02/07/2021 05/03/202	5			Learnington Spa			
Address Types of Address	ID : 4									
	8 ×									24 ∨ ≡ ∨
Address Type	Default									
Correspondence	Yes									
: Home	Yes									
Residence	Yes									
: Tax	Yes									
Visit	Yes									
Add New Address										
			Country			Validity Period				
5			GB			▼ 06/03/2025	- 31/12/9999		8	
Address Details										
Address1			Address2			Post Code			City	
										-
County										
			•							





Enter your new address details

Address Details			
Address1	Address2	Post Code	City
13 Yellow Brick Road	Kansas	CV34 6DA	•
lounty			
WARWICKSHIRE -			

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Select Address Type as 'Home' click the default slider, press done and finally 'Save and Confirm'.



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You will be able to see your pending changes, once approved by your manager they will disappear and be live on the system.

My Requested Changes						
Show Pending Clear Q Settings						
, i Area Changed Information	Old Information	New information	Requested Change	Request Date	Status	Comment
Address Modified Address information	4; GB; 02-JUL-2021; 31-DEC-99999; TRUE; No; Radford Semele	4; GB; 02-JUL-2021; 05-MAR-2025; TRUE; No; Radford Semele	Modification	06/03/2025	Confirmed	E
Address New Address information	Ð	5; GB; 06-MAR-2025; 31-DEC-9999; FALSE; No; Kansas	Addition	06/03/2025	Confirmed	B
la cara a						

How to make changes to your name

1	Click Modify	My Pers « Ø ~	Add Modify	mation Cha	inge Gurpreet	
2	Click Personal	ontact Persons	Documents	Address	Contact Methods	Dependants

Before making the change, please provide your manager with a copy of your name change documents, Managers will need to submit this to the People Shared Services team via Service now to be saved on your file.



Amend your first name/ last name / Title / and marital status as necessary. You wont need to amend your Internal/External display names as this will be picked up automatically. Once you have made changes press Save and confirm

Save Save and Confirm Cancel

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	Area	Changed information	Old Information	New Information	Requested Change	Request Date	Status	Con
	Address	Modified Address information	4; GB; 02-JUL-2021; 31-DEC-9999; TRUE; No; Radford Semele	4; GB; 02-JUL-2021; 05-MAR-2025; TRUE; No; Radford Semele	Modification	06/03/2025	Confirmed	E
	Address	New Address information	Ð	5; GB; 06-MAR-2025; 31-DEC-9999; FALSE; No; Kansas	Addition	06/03/2025	Confirmed	E
	Personal	Last Name	🖻 Jandu	🕫 smith	Modification	06/03/2025	Confirmed	E

How to make changes to your personal contact information

1 Press add	2 Press Contact Methods
My Personal Information Change Gurpree	Add New Information
Private Madrie Private Madrie Private Madrie Private Madrie Private Madrie Private Madrie	Contact Methods Dependants

Select the relevant communication method from the drop down menu. Ie Mobile, Email, Phone. Within the value input your new details.

Add New Contact Method			
Communication Method	Value	Validity Period	
E-Mail 🗸	newemail@hotmail.com	01/01/2025 - 31/12/9999	iii (
			_

Next select your current address from the Address ID drop-down menu, and select default per Method and address.

Address Connection				
S Valences to		Address Description 13 Yellow Brick Road Kansas	0	
		Warwickshire CV34 6DA	Open Map	
Additional Contact Information				
Default per Method	Default per Method and Address	Name	Description	



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2.4	Area	Changed Information	Old Information	New Information	Requested Change	Request Date	Status	Comment
	Address	Modified Address information	4; GB; 02-JUL-2021; 31-DEC-9999; TRUE; No; Radford Semele	4; GB; 02-JUL-2021; 05-MAR-2025; TRUE; No; Radford Semele	Modification	06/03/2025	Confirmed	E
	Address	New Address information	Ð	5; GB; 06-MAR-2025; 31-DEC-9999; FALSE; No; Kansas	Addition	06/03/2025	Confirmed	B
	Personal	Last Name	🖻 Jandu	🖻 smith	Modification	06/03/2025	Confirmed	E
	Contact Information	New Contact Information information	۲	E-Mail; newemail@hotmail.com; 01-JAN-2025; 31-DEC-9999; 5;	Addition	06/03/2025	Confirmed	E

How to make changes to your emergency contact information

1	Press add	2 Pre	ss Contact Persons	
	My Personal Information Change Gurpree			
	Person Info	Select Area		
	Printer Printer Printer Printer Printer Modele Gurgeree Printer Address	Contact Person	s Documents	Address
	Open Map			

Input the new details such as First name, last name, phone, and relationship. Select Emergency contact. Lastly Press Save and confirm

Select Area						
Contact Persons						
Current Contact Persons						
						24 🗸 🔳
Requested E Change Name				Relationship	Phone	Emergency Contact
1				Husband		
Add New Contact Person						
First Name	Last Name	Name	Relationship			
John	Doe	John Doe	Brother			-
Phone	Emergency Contact					
0755555555						
Notes						
Comment						
Save Save and Confirm Cancel						

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You will be able to see your pending changes, once approved by your manager they will disappear and be live on the system.

~	ł.,	Area	Changed Information	Old Information	New Information	Requested Change	Request Date	Status	Comment
	ŧ.	Address	Modified Address information	4; GB; 02-JUL-2021; 31-DEC-9999; TRUE; No; Radford Semele	4; GB; 02-JUL-2021; 05-MAR-2025; TRUE; No; Radford Semele	Modification	06/03/2025	Confirmed	E
	÷	Address	New Address information	B	5; GB; 06-MAR-2025; 31-DEC-9999; FALSE; No; Kansas	Addition	06/03/2025	Confirmed	E
	£	Personal	Last Name	🖻 Jandu	🗟 smith	Modification	06/03/2025	Confirmed	B
	£	Contact Information	New Contact Information information	8	E-Mail; newemail@hotmail.com; 01-JAN-2025; 31-DEC-9999; 5;	Addition	06/03/2025	Confirmed	E
	÷	Contact Person	New Contact Person information	8	John; Doe; John Doe; BROTHER; 0755555555; Yes;	Addition	06/03/2025	Confirmed	E



How to make changes your Bank Details

Bank Details Change Image: Image: Image in the second se	IIs Change	der Bank De	etails Char	nae press	the + Bu	tton
Bank Details Change Image: Image of the state of t	ils Change			ige, piess		
Bank Details Change Image: Image of the state of t	ils Change					
Image: Solid state Payee Name Account Number Sort Code Building Society No	Terson Id Payee Name Account Number Sort Code Building Society No	Bank Details Change				
Person Id Payee Name Account Number Sort Code Building Society No	Person Id Payee Name Account Number Sort Code Building Society No	∷ ⊽ +				
		Person Id	Payee Name	Account Number	Sort Code	Building Society No
(No data)		(No data)				



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Input your Bank Details, then press Save. (Please ensure these are correct, as once submitted they will go live without your managers approval)

Bank Details Change				
+ 🗊 Save	Cancel New			
(1) Person Id	Payee Name	Account Number	Sort Code	Building Society No
	MRS G	12345678	001144	



Managers guidance on approving personal changes

Within your Business Manager lobby in IFS you will be able to view any Personal Information Change requests

Manager Links My Colleagues	My Co-op IFS Self Service	MY EMPLOYEES	EMPLOYMENTS TO EXPIRE	Direct Report Expenses	INVOICES TO AUTHORIZE	Personal Information Change Requests	Manager Guidance Training Material
	Kronos iLearn Colleagues Connect IFS Business Managers	C Aaliya A 8 Aaron B Customer 4 Aaron B Team Lead 8 Aaron B Customer	10	0	3	5	
Further Overview Delegate Invoices		1 2 3 4 5 >	within 30 days	To Approve			
Delegate Expenses Expenses to Manage Submit Expenses Order Reports	Preliminary Starters Reporting To Me						

Click into the Personal Information Change requests, the changes will be displayed

Personal Inf	ormation Cha	ange Requests								
										24 🗸 🛙
Show Confirmed	Clear Q Settings									
J i Person				rea	Request Gale	SiMus	Requested Charge	Approver	Approving Date	Approver Comment
0 : 0	Gurpree			 Vddress	06/03/2025	Confirmed	Modification			8
0 1 🤨	Gurpree			 Vddress	06/03/2025	Confirmed	ASSICE			8
0 : 🤒	Gurpree			 Personal	06/03/2025	Confirmed	Modification			8
0:0	Gurpree			Contact Information	06/03/2025	Continued	Asster			в
n : 🧃	Gurpree			 Contact Person	06/03/2025	Confirmed	Addition			8

Highlight the change and Press Information change Detail to view the change



The change will be displayed, review the information and Press Approve. If you do reject any changes speak to the colleague directly as they may need to resubmit the change. Once the change is approved this will be live on the system.

oprove	Reject	Exit
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Approving a name change

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When approving a name change, the colleague will need to provide you with the documents for you to verify before you approve them on IFS. You will need to provide the documents via Service Now <u>click here</u> for these documents to be saved on the colleague file.