

Country FAQs - PERSONAL INFORMATION - Personal information change

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If you don't find the answer to your question, please contact the HR support on [Digital Workplace](#)

- **How can I see my Personal Data Pending requests?**

You can check your Personal Data Pending requests on My HR Services. Go to My HR Services and select the icon 'Salary, Time & Personal Info'. Once inside your Workspace, click on 'Navigate' and select 'Employee Data'. On the top of the screen, you will find the 'Personal' tab, in which you can click on 'Pending requests'.

- **I got married and need to update my new marital status. How should I proceed?**

You should provide the HR Contact Center the date of marital status change, as well as your spouse's date of birth. This information can be sent via webform.

- **What are the documents needed for the hiring process?**

Copy of Passport National Insurance number
Copy of either a bank statement or utility bill addressed to you at your current address (for CBR check)
Bank Details
Emergency contact details

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