

My Personal Information in My HR Services

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INTRODUCTION

In this article you will find out how to update your Personal Information on your Profile in My HR Services.

Your personal data can be consulted and edited on your Employee profile in [My HR Services](#), such as:

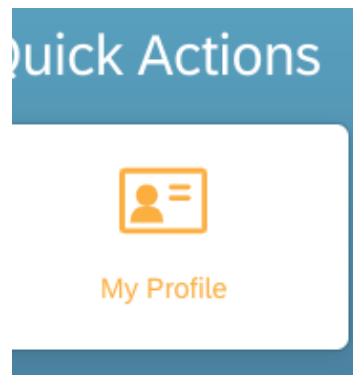
- Personal information (Names, Marital Status, Gender, Nationality, etc.)
- Personal contact Information
- Address
- National ID
- Work Permit
- Bank Account
- Dependents

If you require a Biological information change please open a [ticket through SyRa](#).

If you need to update your E-mail or Business Contact, please open a ticket to the Service Desk through this [link](#).

STEP-BY-STEP INSTRUCTIONS

1. Go to [My HR Services](#) and click on **My profile**

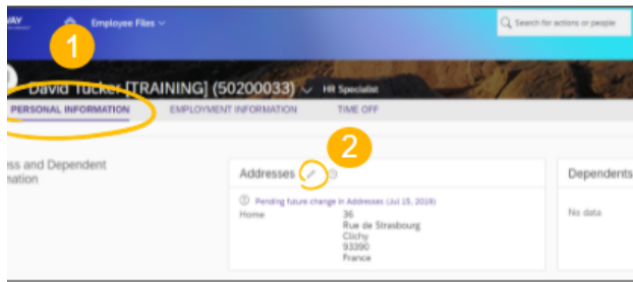


2. Here, you can edit the information you need to update.

3. To update your information, follow these steps:

Updating Personal Information:

can update your information with these few simple steps:

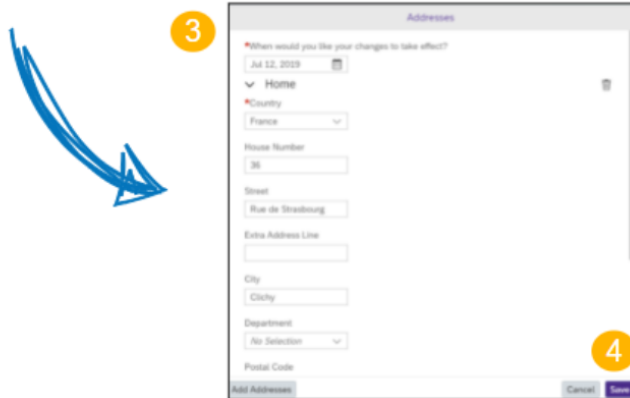


1. The 'PERSONAL INFORMATION' tab is selected in the top navigation bar.

2. The 'Addresses' section is highlighted with a pencil icon, indicating it can be edited.

Step by step guide

1. Select your *Personal Information* tab.
2. Select any type of information and click on the pencil icon.
3. Confirm when the change will take place.
4. Update the information and click on *Save*.

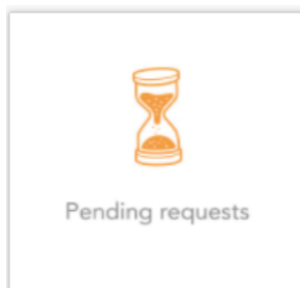


3. The 'When would you like your changes to take effect?' date picker is set to Jul 12, 2019.

4. The 'Save' button is visible at the bottom right of the form.

Confirm when the change should become effective. The *date* can be in the past, in the future or today

- Some changes requested will be submitted to the approval of HR Admin Teams. The change will show as "Pending approval" until it's finally approved. You will be notified by email when your request was approved.
- On this tile, you will find your pending requests:



- Please **ALWAYS** add the proper documentation when prompted by the tool, according to your request, so the HR Admin Teams can review and approve it.

2 MORE INFORMATION CONSULT THE MANUAL BELOW

[here to open the employee manual](#)

Mail Address Change or Concerns, [please get IT support](#) or call your regional helpdesk's phone number that you can find [here](#).

ist updated: 16 Mar 2026

