Walsall Council

How to use Employee Self-Service

This Guide is for Employees

Author	Version	Edit Date
Jenny Felton	1.0	17/07/2025

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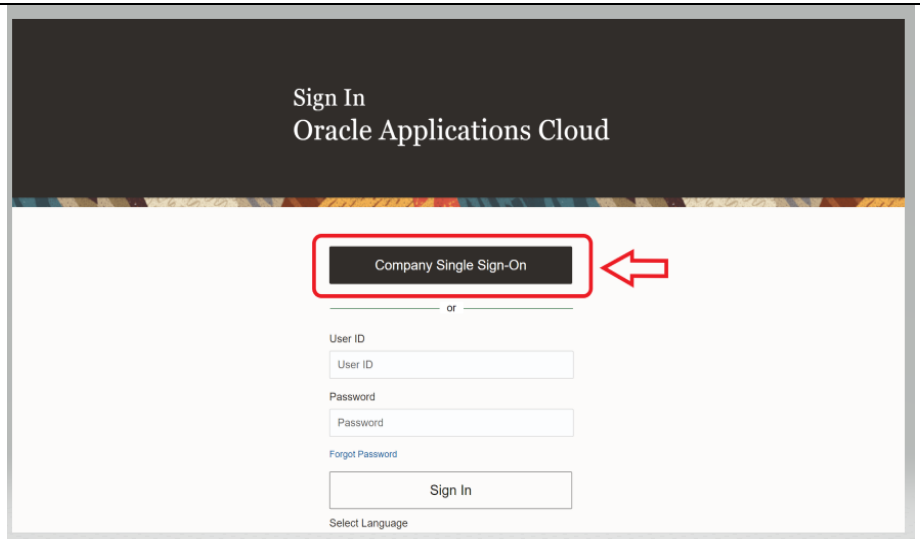
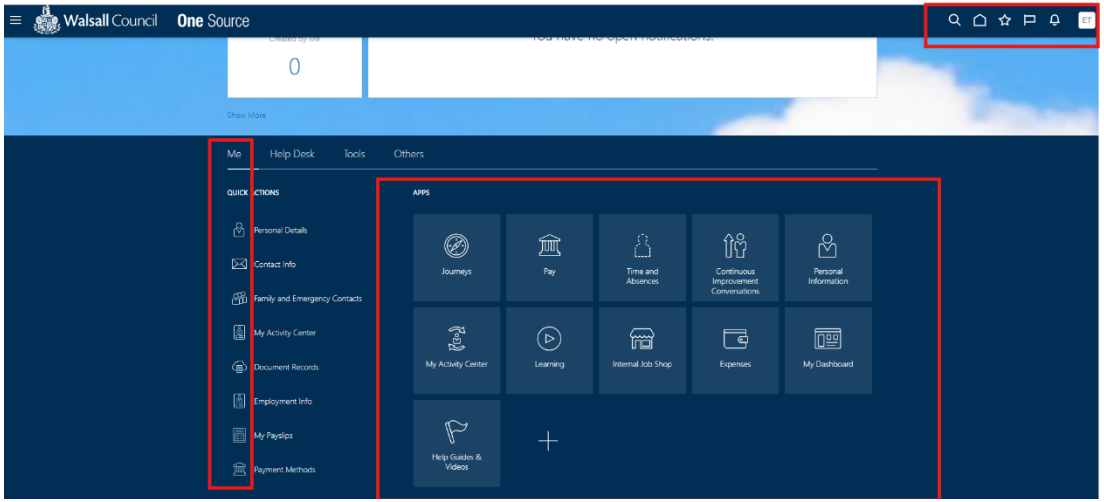
Step Number	Step Description	Step Image	
1	Sign into OneSource.		
2	Select **Me** to access details. Navigate to personal details in quick actions		You can access pages directly using quick actions or the Apps tiles Use search function and add favorites using top righ hand icons

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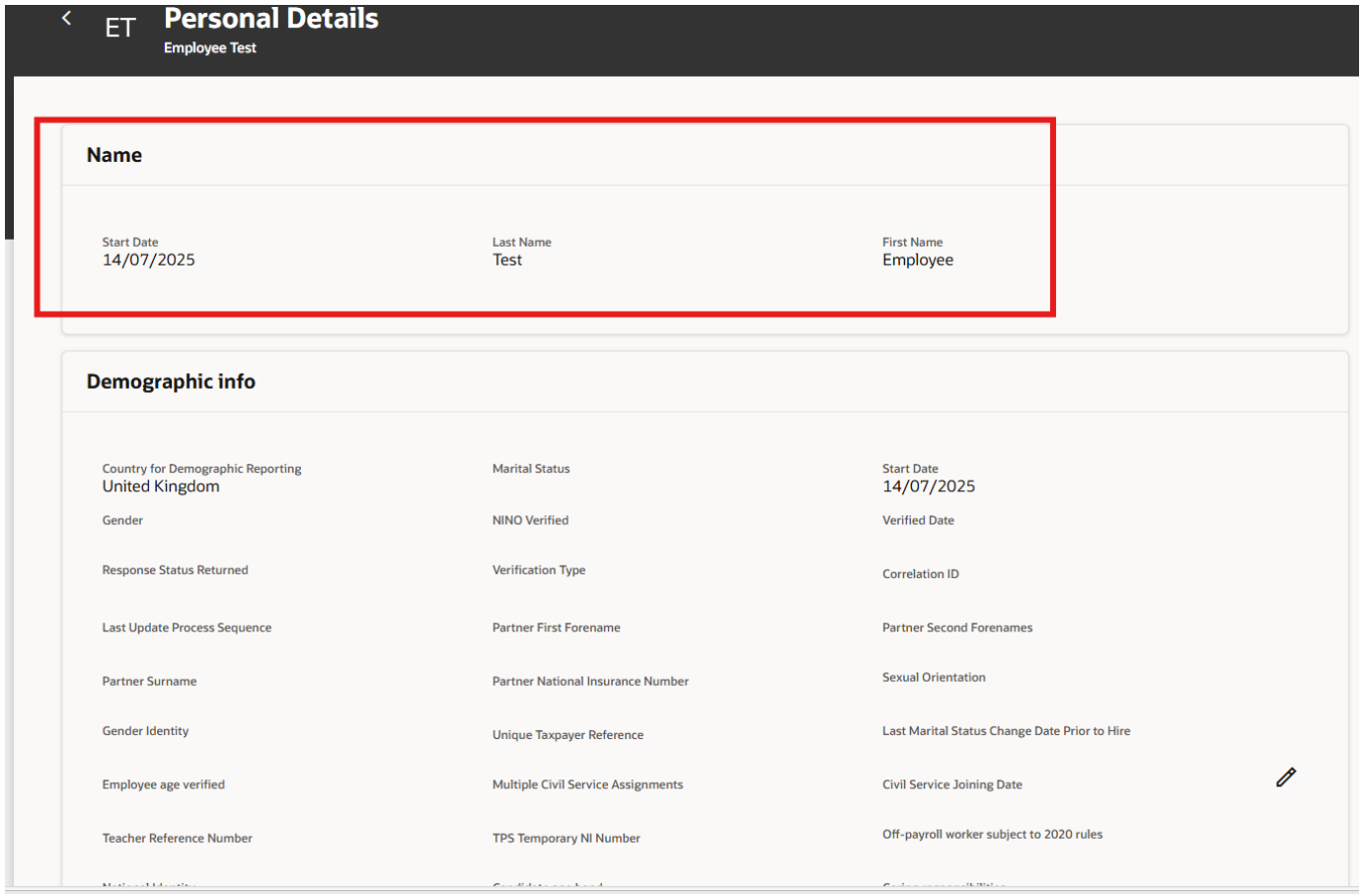
View & edit your Personal Details

3 Your personal details will be shown on the screen:



If you would like to amend Name, Marital Status, or Gender, please email payroll services, as documents will need to be provided for verification.

4 Click the pencil icon to make changes.

Whenever you are finished editing, make sure you click 'Submit' to save your

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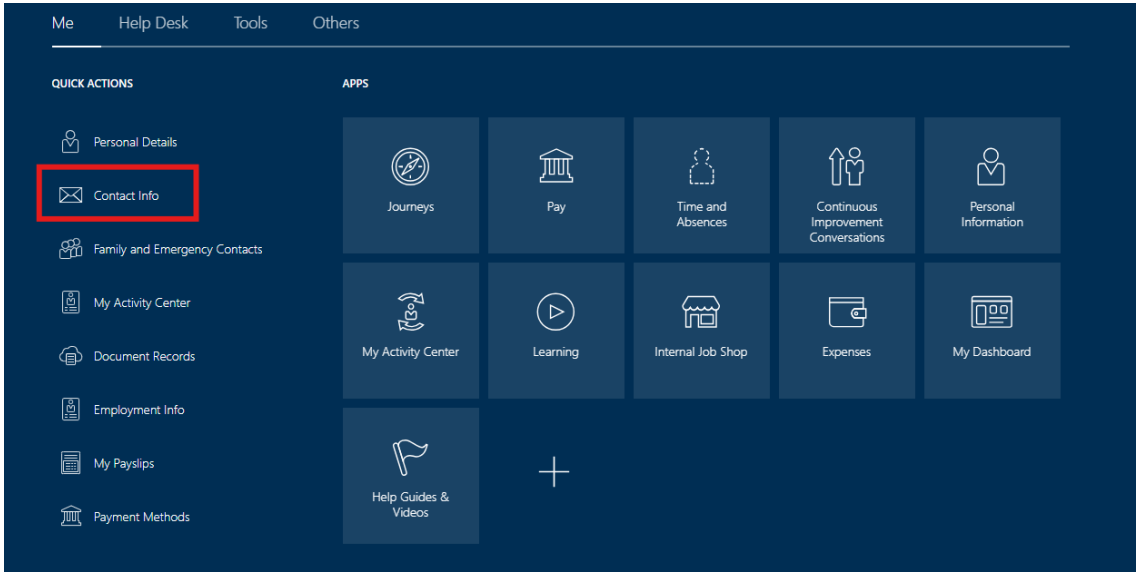
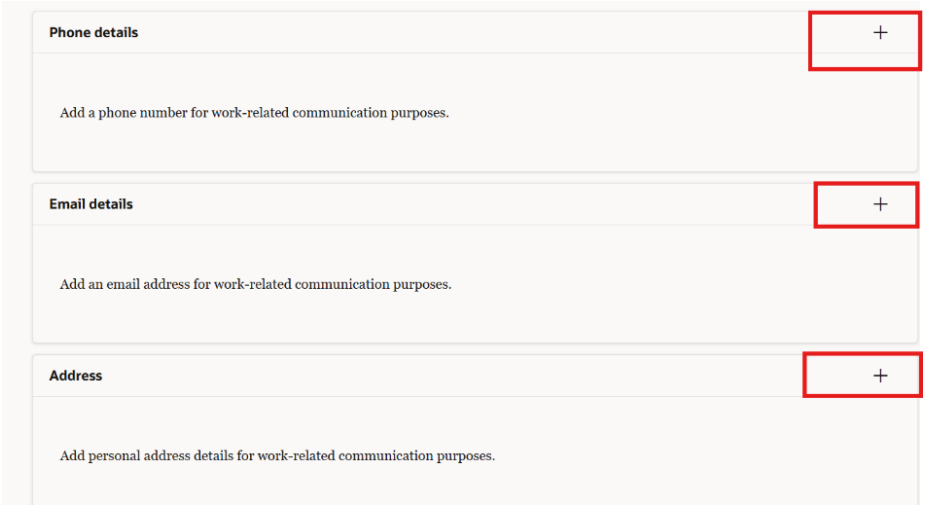
Add and update Contact Information

4 Select **Contact Info** from quick actions



5 Select details to update by choosing the add button



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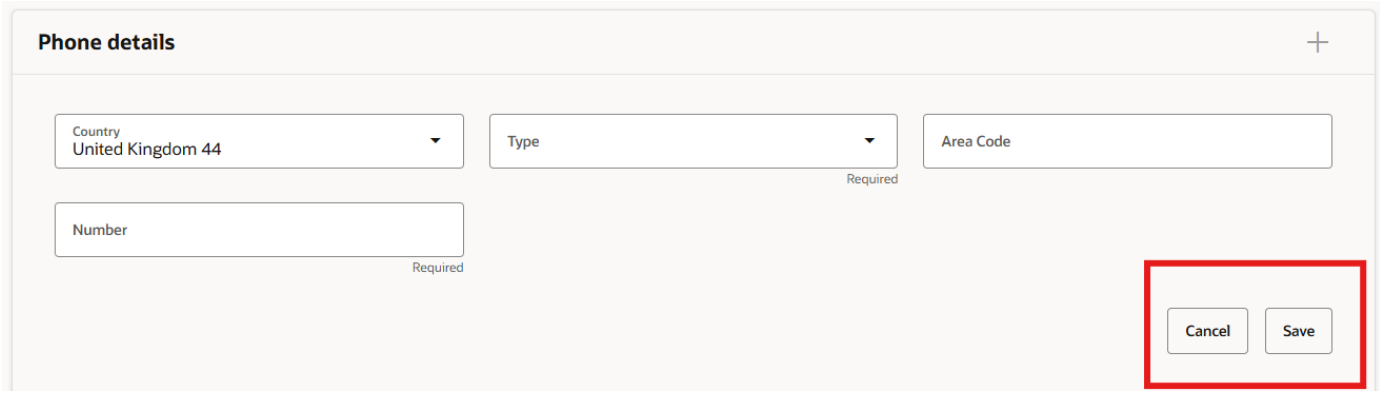
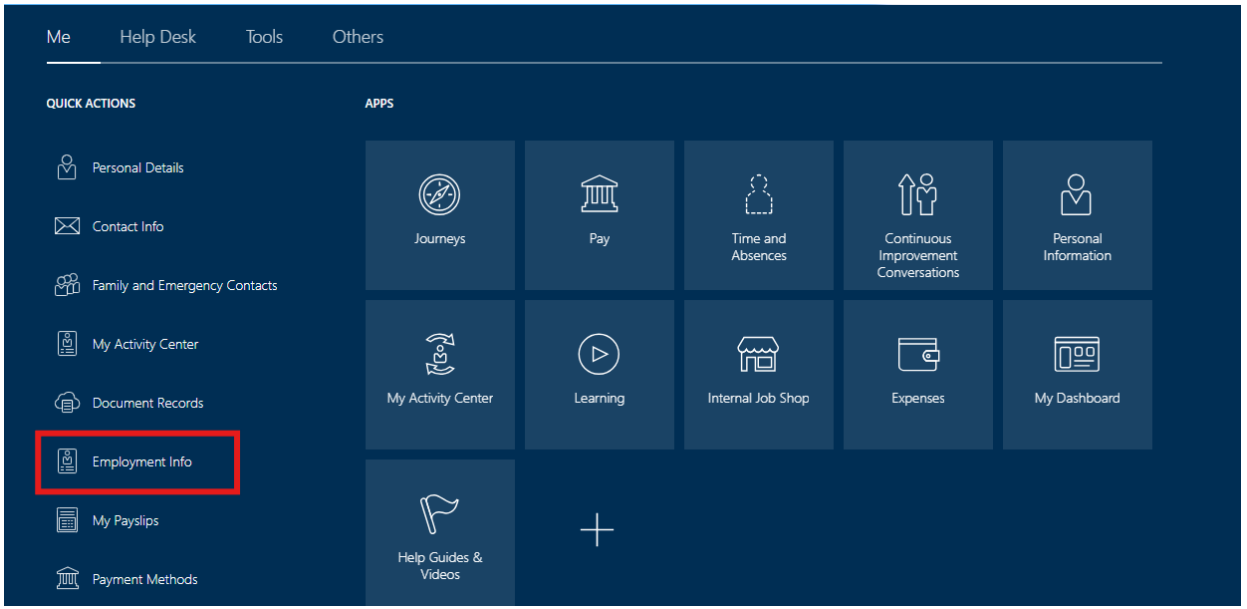
6 Any changes made to contact details ensure you press save.



View Employmnet Information

7 Select **Employment info** from quick actions side bar



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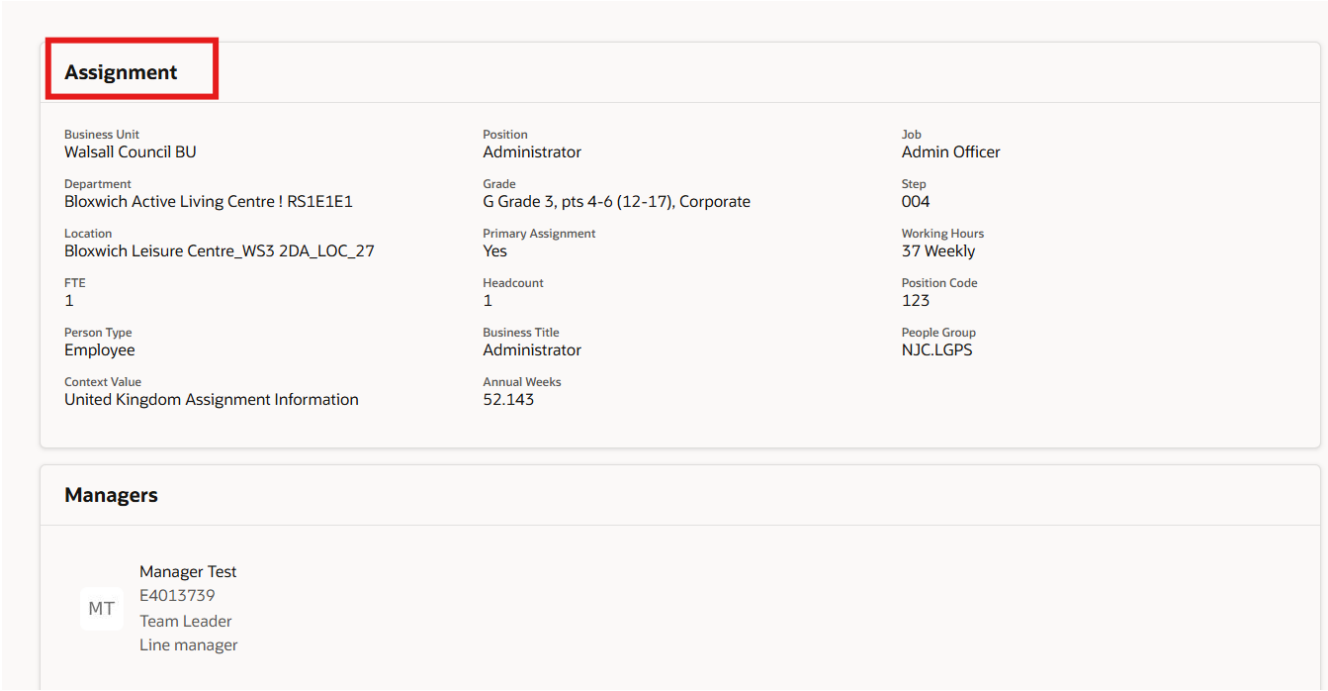
8 View your Employment Info



If you have multiple assignments, then click on Business Title's dropdown and select the assignment you want to view.

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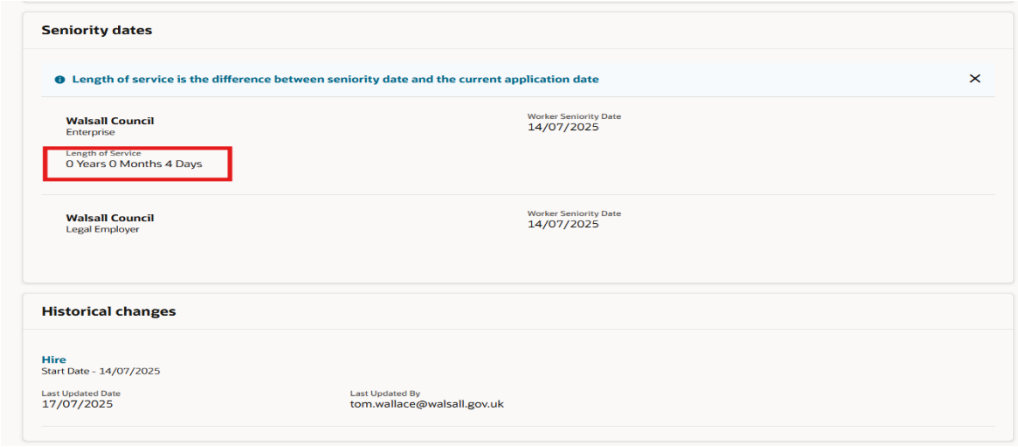

Note: If your length of service or hire date is incorrect, please email the Employment Services Team for assistance

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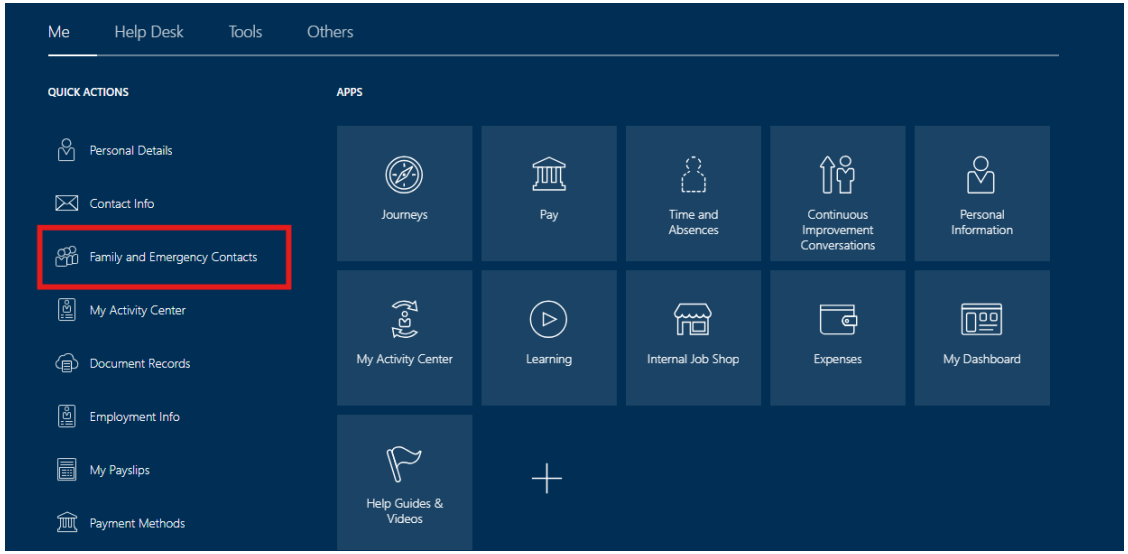
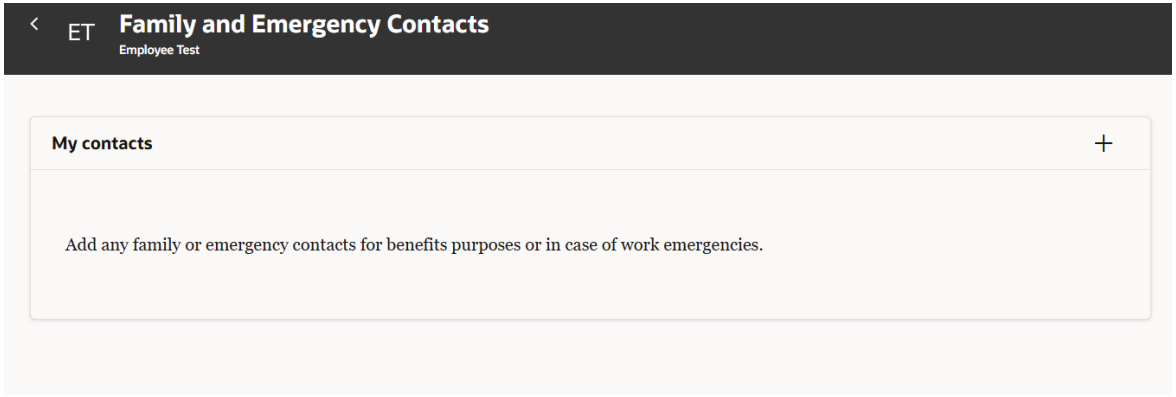
View & Update Emergency Contact Information

9 Select family and Emergency Contacts from Quick action list



11 Current contacts will be listed here.

Click the add button



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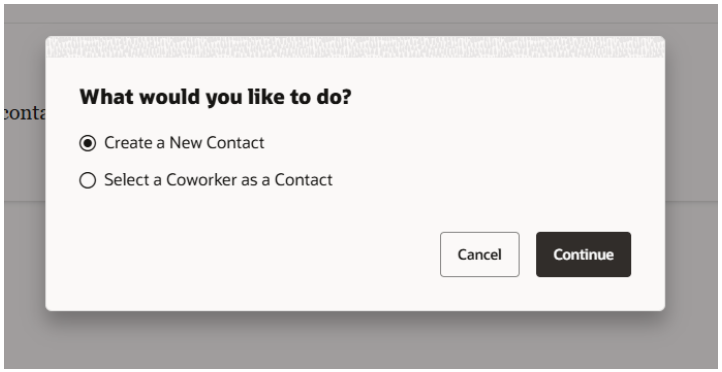
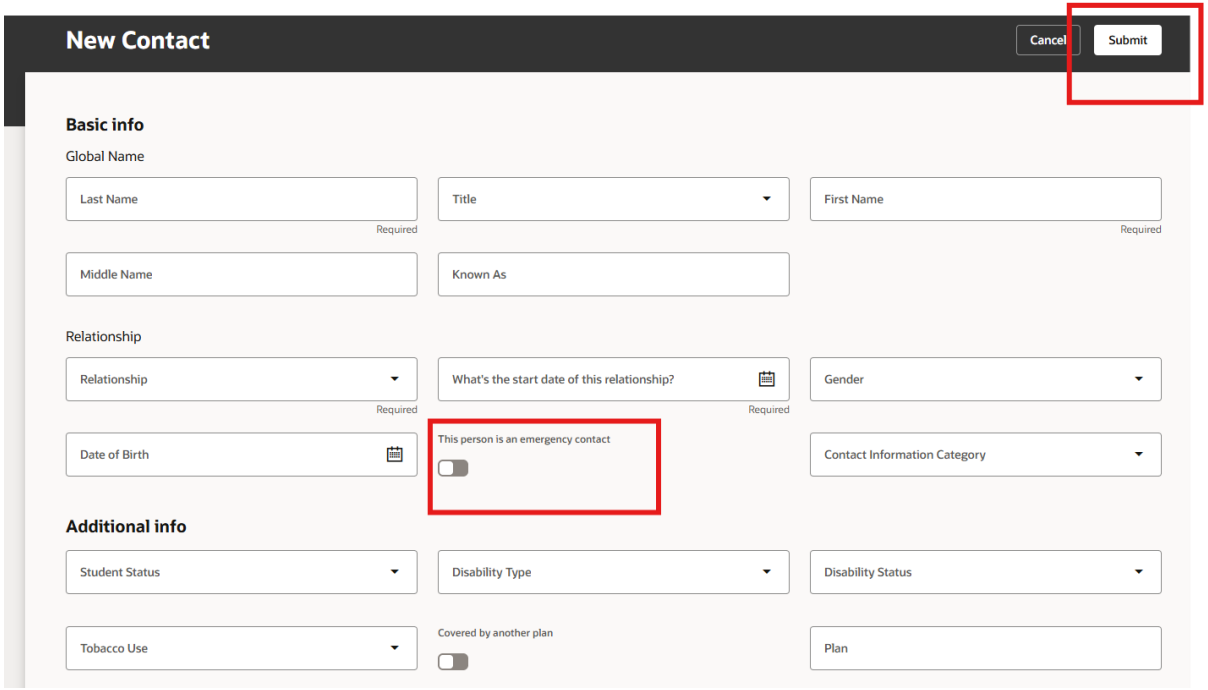
12 Click the ‘Add’ button and select either ‘Select a co-worker as a contact’ or ‘Create new contact’



13 Complete all fields and select submit



If this person is an emergency contact, make sure you tick the checkbox against ‘This person is an emergency contact’.

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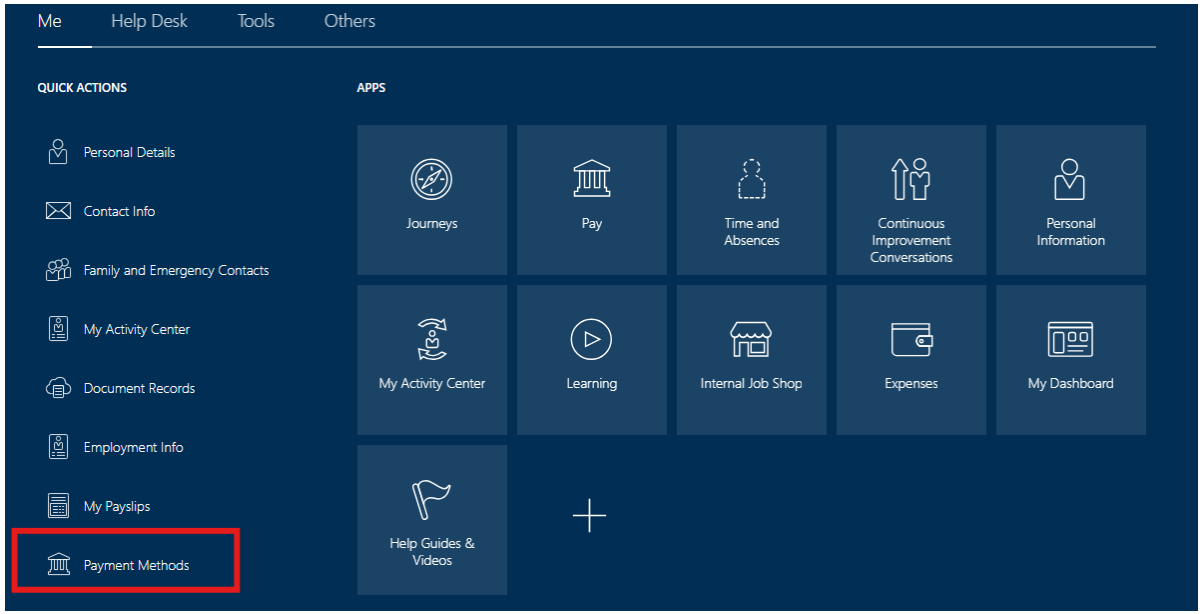
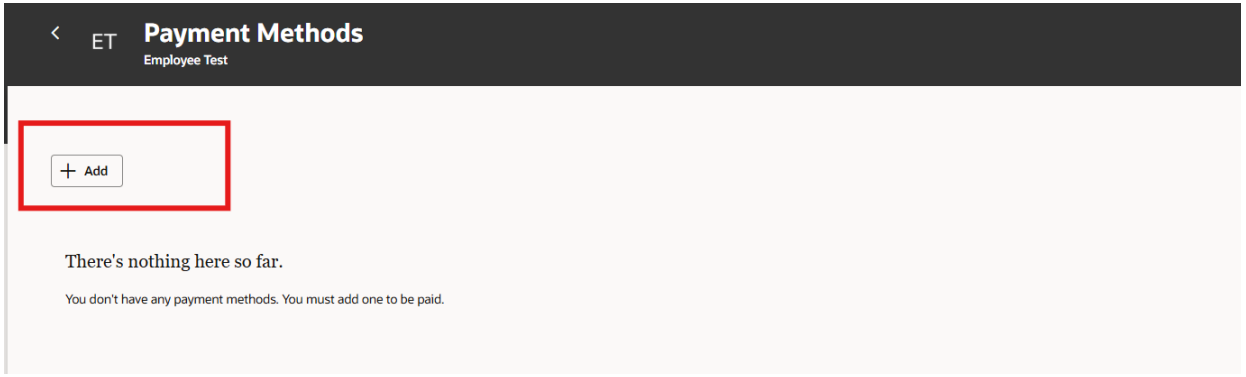
Add and update new bank details

14 Select Payment Methods under quick actions.



15 To add new payment methods, use the ‘Add’ button and fill out all the details.



16 Complete all sections and click save.

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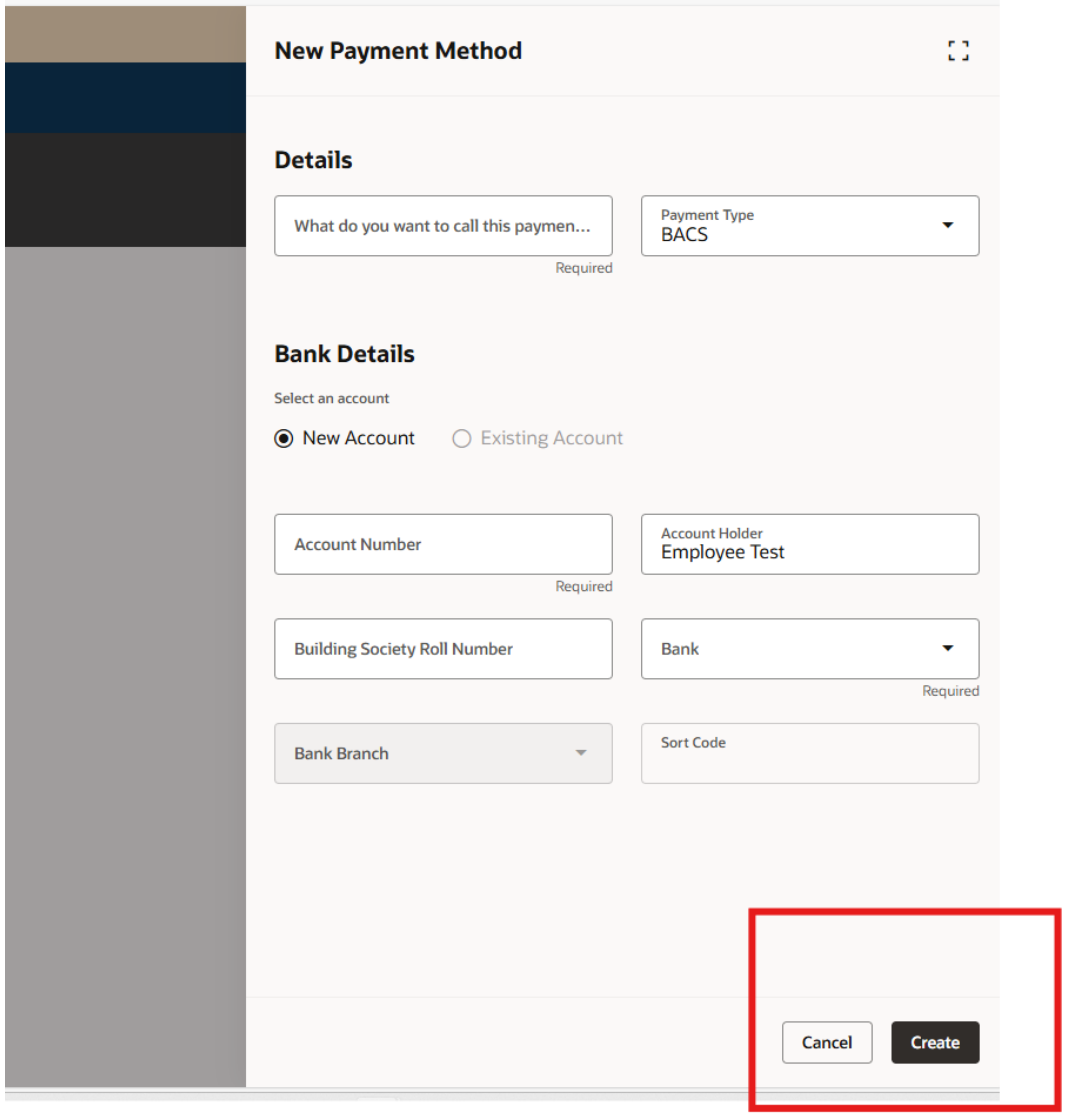

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