



Walsall Council

How to use Employee Self-Service

This Guide is for Employees

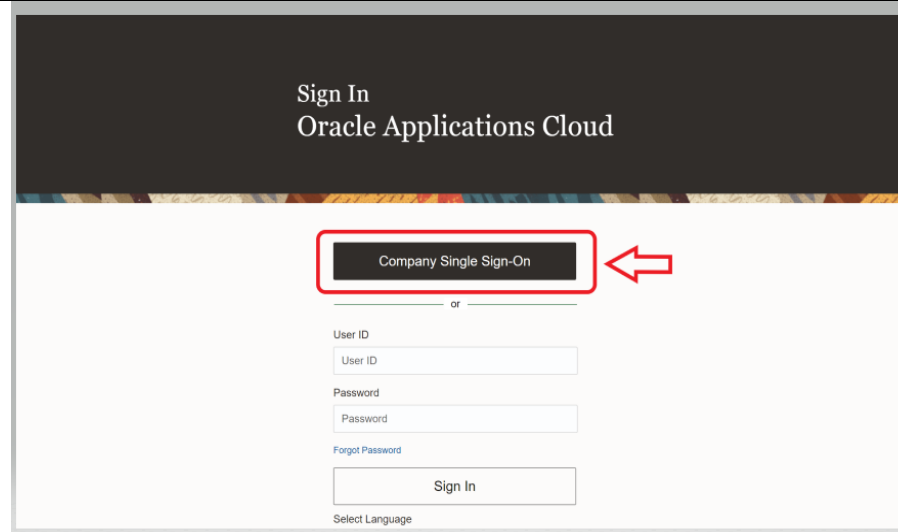
Author	Version	Edit Date
Jenny Felton	1.0	17/07/2025



Step Number	Step Description	Step Image	
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1

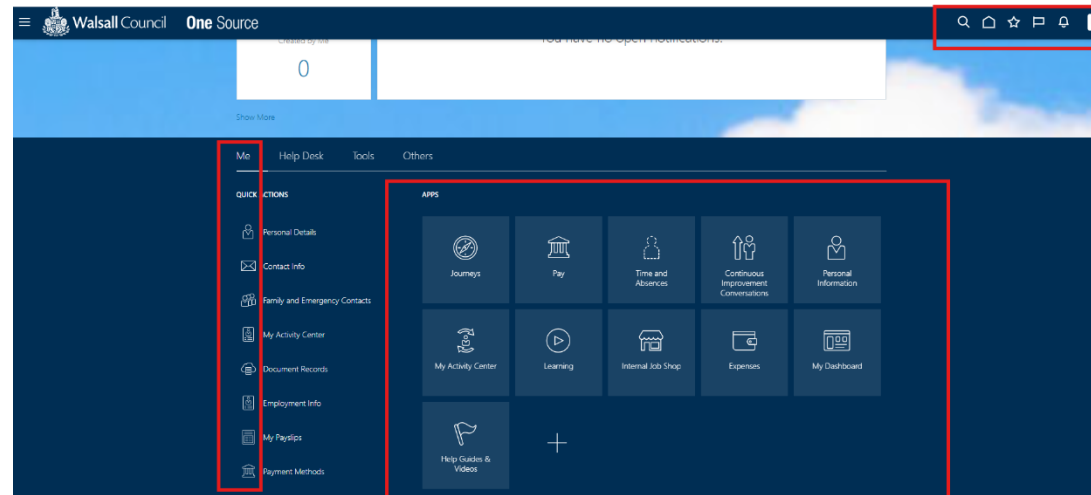
Sign into OneSource.



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 right hand icons



View & edit your Personal Details

3

Your personal details will be shown on the screen:

< ET

Personal Details
Employee Test

Name

Start Date
14/07/2025

Last Name
Test

First Name
Employee

Demographic info

Country for Demographic Reporting United Kingdom	Marital Status	Start Date 14/07/2025
Gender	NINO Verified	Verified Date
Response Status Returned	Verification Type	Correlation ID
Last Update Process Sequence	Partner First Forename	Partner Second Forenames
Partner Surname	Partner National Insurance Number	Sexual Orientation
Gender Identity	Unique Taxpayer Reference	Last Marital Status Change Date Prior to Hire
Employee age verified	Multiple Civil Service Assignments	Civil Service Joining Date
Teacher Reference Number	TPS Temporary NI Number	Off-payroll worker subject to 2020 rules

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

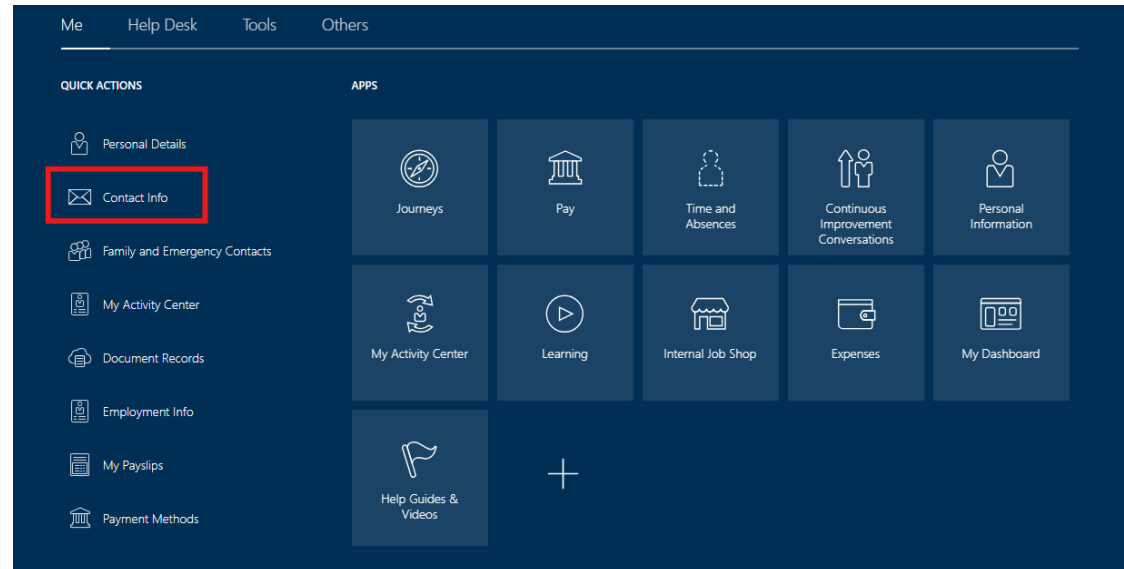
4

Click the pencil icon to make changes.

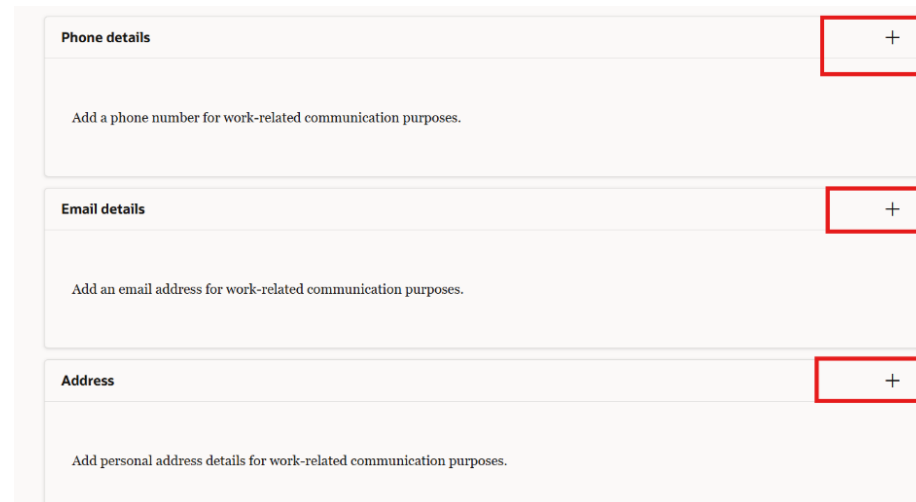
Whenever you are finished editing, make sure you click 'Submit' to save your

Add and update Contact Information

- 4 Select **Contact Info** from quick actions



- 5 Select details to update by choosing the add button



The screenshot shows a form for updating contact details. It has three main sections: 'Phone details', 'Email details', and 'Address'. Each section has a header bar with a title and an 'Add' button (a plus sign in a square) highlighted with a red rectangle. Below each header bar is a text input area with a placeholder text: 'Add a phone number for work-related communication purposes.', 'Add an email address for work-related communication purposes.', and 'Add personal address details for work-related communication purposes.' respectively.

6

Any changes made to contact details ensure you press save.

Phone details +

Country
United Kingdom 44

Type
Required

Area Code

Number
Required

Cancel

Save

View Employment Information

7

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

Me Help Desk Tools Others

QUICK ACTIONS

Personal Details

Contact Info

Family and Emergency Contacts

My Activity Center

Document Records

Employment Info

My Payslips

Payment Methods

APPS

Journeys

Pay

Time and Absences

Continuous Improvement Conversations

Personal Information

My Activity Center

Learning

Internal Job Shop

Expenses

My Dashboard

Help Guides & Videos

+



Walsall Council

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View your Employment Info

Assignment

Business Unit Walsall Council BU	Position Administrator	Job Admin Officer
Department Bloxwich Active Living Centre ! RS1E1E1	Grade G Grade 3, pts 4-6 (12-17), Corporate	Step 004
Location Bloxwich Leisure Centre_WS3 2DA_LOC_27	Primary Assignment Yes	Working Hours 37 Weekly
FTE 1	Headcount 1	Position Code 123
Person Type Employee	Business Title Administrator	People Group NJC.LGPS
Context Value United Kingdom Assignment Information	Annual Weeks 52.143	

Managers

MT
Manager Test
E4013739
Team Leader
Line manager

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

Seniority dates

Length of service is the difference between seniority date and the current application date

Walsall Council
Enterprise

Worker Seniority Date
14/07/2025

Length of Service
0 Years 0 Months 4 Days

Walsall Council
Legal Employer

Worker Seniority Date
14/07/2025

Historical changes

Hire

Start Date - 14/07/2025

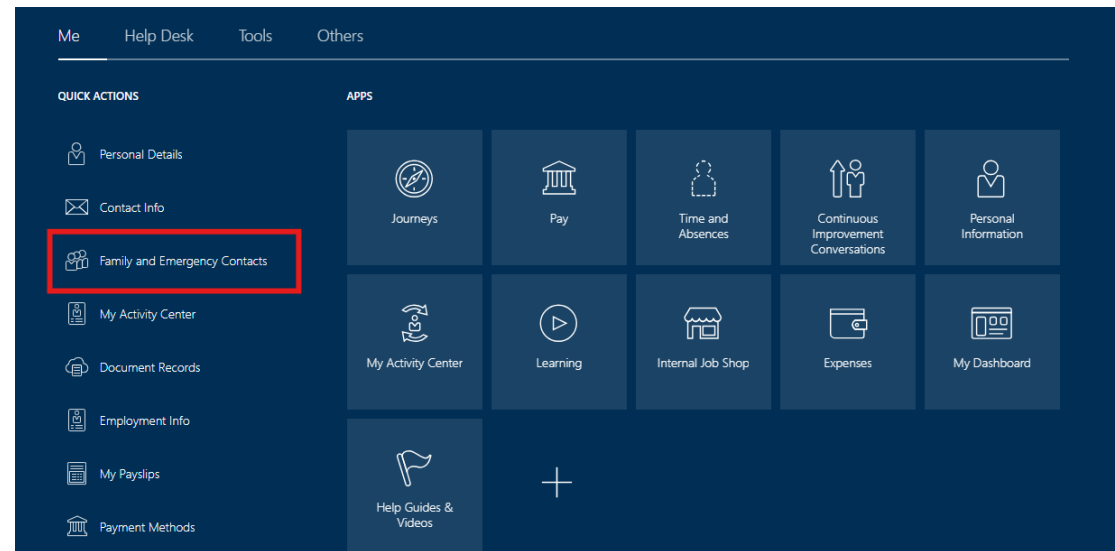
Last Updated Date
17/07/2025

Last Updated By
tom.wallace@walsall.gov.uk

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

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

< ET

Family and Emergency Contacts
Employee Test

My contacts

Add any family or emergency contacts for benefits purposes or in case of work emergencies.



Walsall Council

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

What would you like to do?

☒ Create a New Contact

☐ Select a Coworker as a Contact

Cancel Continue

- 13 Complete all fields and select submit

New Contact Cancel Submit

Basic info

Global Name

Last Name Required Title Required First Name Required

Middle Name Known As

Relationship Required What's the start date of this relationship? Required Gender

Date of Birth Required **This person is an emergency contact** ☐ Contact Information Category

Additional info

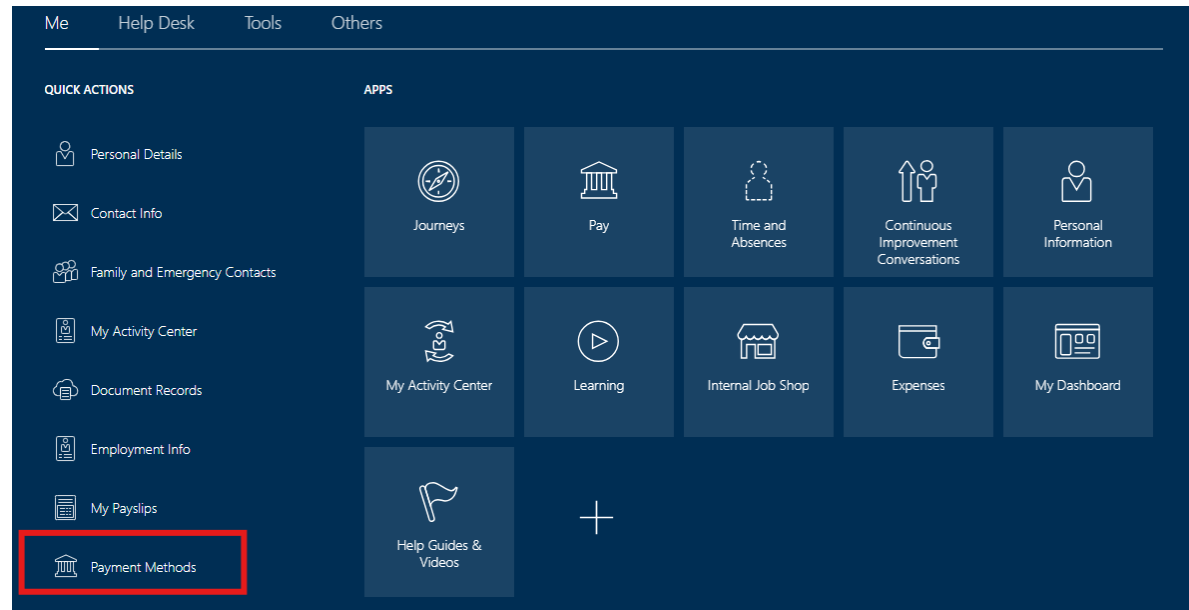
Student Status Disability Type Disability Status

Tobacco Use Covered by another plan ☐ Plan

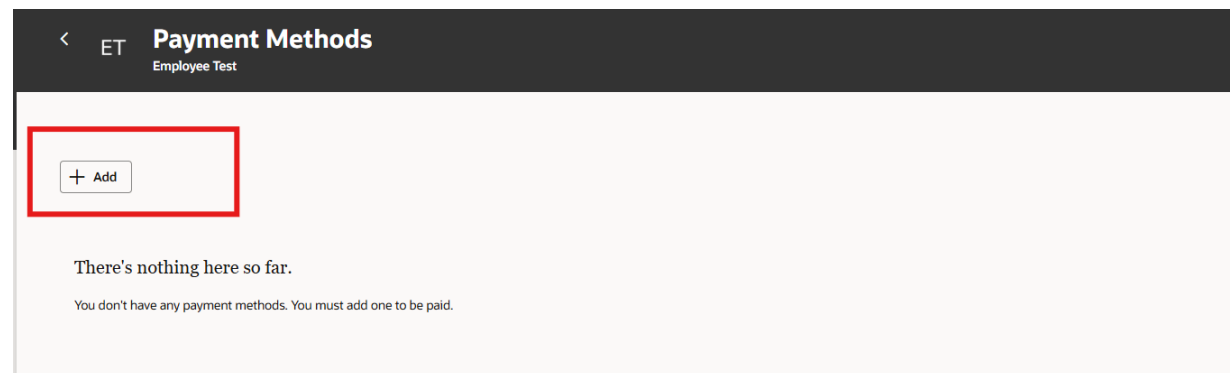
If this person is an emergency contact, make sure you tick the checkbox against 'This person is an emergency contact'.

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.

New Payment Method

Details

What do you want to call this payment...
Required

Payment Type
BACS

Bank Details

Select an account

☒ New Account ☐ Existing Account

Account Number
Required

Account Holder
Employee Test

Building Society Roll Number

Bank
Required

Bank Branch

Sort Code

Cancel

Create



Walsall Council

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One Source helpdesk on 01922 654320

To Access our [FAQ's](#).