

## Personal Information



ESS

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*cordstrap*

The module Personal Information contains several topics.

1. Personal Information
2. Country specific personal details
3. Personnel file

In these modules we show you how this module looks like and inform you about:

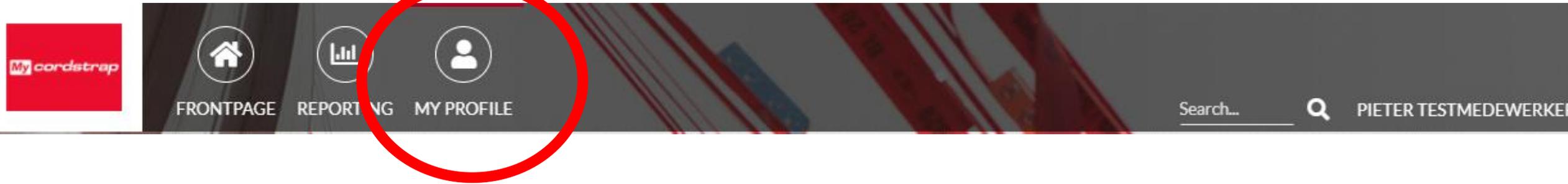
- How to look up and change personal data, e.g. a new address or phone number
- How to look up and change Country specific details, e.g. Bank account number or
- How to look up and download personal documentation

# How to go to Personal Information



HOLIDAYS &  
ABSENCES

1. First you go to **MY PROFILE**



2. Scroll a bit down to the **PERSONAL INFORMATION** button



Here you'll see the 3 options of this module

# Personal Information

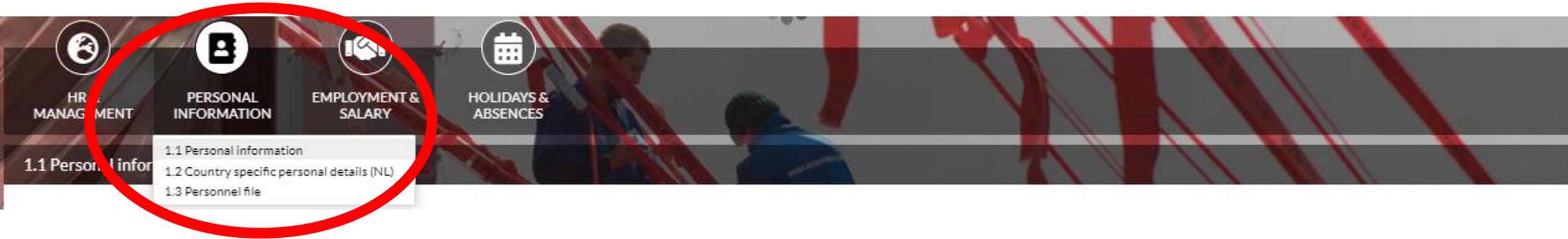
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# Personal Information



HOLIDAYS &  
ABSENCES

3. A drop-down menu will follow, choose **1.1 Personal information** by clicking on it



Now you have entered the **Personal information** tab.

General information of personal data is shown here. We need this information to set up a labour agreement and possible for insurances

## GENERAL INFORMATION

Gender  
Date of birth  
Place of birth

## NATIONALITY

Nationality

## CONTACT DETAILS

Private phone numbers  
Email address

## ADDRESS DETAILS

Home address

## FAMILY DETAILS

### NAMES AND RELATIONS

Partner information

### DEPENDANTS AND CHILDREN

Children information

### IN CASE OF EMERGENCY (ICE)

Number

Some information might change in time, like your address or phone number.

Look on the next slide to see how you can change this yourself!

# Personal Information, data changes : Phone number / email address

If you have a new Phone number, you can change the number yourself in MyCordstrap. Your manager is able to see this number so (s)he can reach you if necessary.

Change phone number / email address:

1. Go to contact details  **CONTACT DETAILS**
2. Go to the field you want to change and overwrite the number / email address

Mobile phone (private)* 	<input type="text" value="0612131417"/>
Phone number (private)* 	<input type="text" value="0501213118"/>
E-mail address (private)* 	<input type="text" value="pieters@gmail.com"/>

3. Save the changes in the right upper corner of your screen 

1.1 Personal information

**CONTACT DETAILS**

Mobile phone (private)* 	<input type="text" value="0612131417"/>
Phone number (private)* 	<input type="text" value="0501213118"/>
E-mail address (private)* 	<input type="text" value="pieters@gmail.com"/>

**SAVE**

# Personal Information, data changes : Address Details

If you have a new address you can change this yourself in MyCordstrap. HR will receive a notification and will adjust your travel allowance, if applicable. New documents in the future will be merged with the new address.

Change address:

1. Go to Address details and click on **Add new**
2. A new form will pop up
3. Enter all fields (district / town only if applicable)
4. **Valid from** is the day you moved to your new address
5. Save the changes
6. Now you can see all changes

**ADDRESS DETAILS**

Add new +

	Valid from	Street	House number <i>i</i>	Postal code	City	Country	District <i>i</i>	Town <i>i</i>
Actions <i>v</i>	24-12-2020	Teststraat	18	1234AA	Maastricht	Netherlands		

**ADDRESS DETAILS**

Valid from

Street

House number *i*

Postal code

City

Country

District *i*

Town *i*

3

**ADDRESS DETAILS**

Add new +

	Valid from	Street	House number <i>i</i>	Postal code	City	Country	District <i>i</i>	Town <i>i</i>
Actions <i>v</i>	1-1-2021	Teststraat	16	1234AA	Maastricht	Netherlands		
Actions <i>v</i>	24-12-2020	Teststraat	18	1234AA	Maastricht	Netherlands		
Actions <i>v</i>	1-12-2020	Teststraat	12	1234 AA	Maastricht	Netherlands		

# Personal Information, data changes : Family Details

If you have an adjustment in your family details (marriage / divorce / newborn) you can adjust this in MyCordstrap. HR will receive a notification and will contact you if necessary.

Add / adjust family details:

1. Go to family details and click on **Add new**
2. A new form will pop up
3. Enter all fields
4. Save the changes

## FAMILY DETAILS

### NAMES AND RELATIONS

Add new 

Valid from	Marital status	Date of marriage/cohabiting	Partner initials	Partner first name	Partner prefix
1-12-2020	Married		M.	Maria	

### DEPENDANTS AND CHILDREN

Add new 

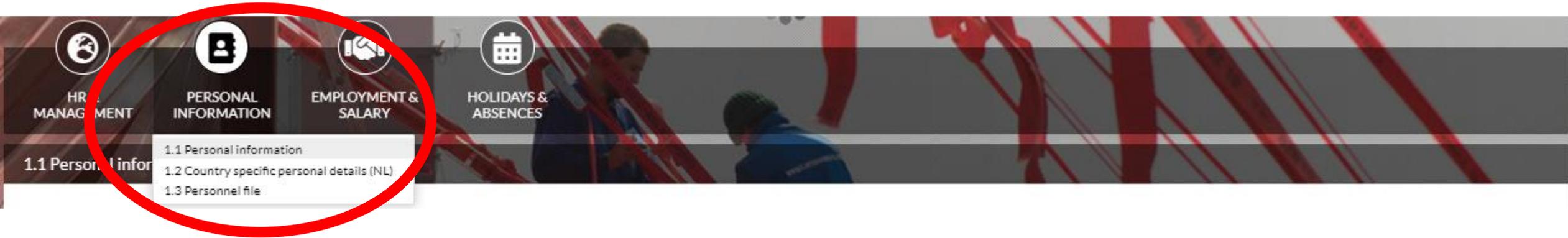
Name	Gender	Date of birth	Currently studying 	Row ID
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**Country specific personal  
details**

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# Country specific personal details

4. A drop-down menu will follow, choose **1.2 Country specific personal details** by clicking on it



In this tab **Country specific** information is registered. Therefore the training material can look different to what you can see in your view of MyCordstrap. Only information that is necessary in your country will be mandatory to register.

## PERSONAL DETAILS

Citizen service number\*

This is an example of a field that will not change, so you will not be able to do so.

## BANK ACCOUNT

IBAN number\*

This is an example of a field that can look different in your view in MyCordstrap due to requirements of the country you work/live in.

BIC/SWIFT\*

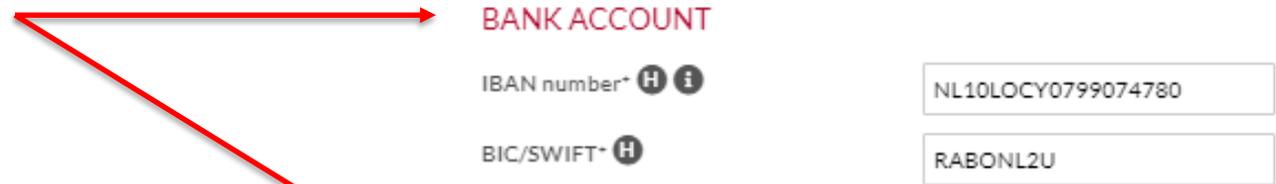
This is also an example of a field that you can change yourself if you have opened a new bank account where your wages will be transferred to

# Country specific personal details

If you have a new Banc account you can adjust this in MyCordstrap. HR will receive a notification and will contact you if necessary.

Adjust banc account:

1. Go to Banc account
2. Go to the field you want to change and overwrite the number / email address



**BANK ACCOUNT**

IBAN number\* **H** **i**

BIC/SWIFT\* **H**

3. Save the changes in the right upper corner of your screen



SAVE

## 1.2 Country specific personal details (NL)

### PERSONAL DETAILS

Citizen service number\* **H**

### BANK ACCOUNT

IBAN number\* **H** **i**

BIC/SWIFT\* **H**

# Country specific personal details



## PARTNER DETAILS

Approval HR	BSN partner
✓ Approved	160657209

Sometimes we need information, e.g. for assurances. We only will use that information for that purpose then. If we do **not** need it in all countries, you can find it on this tab.

Adding / adjusting all other personal details works the same as the options above.

## Personnel File

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# Personnel File



In this tab we have uploaded or will upload documents that are we are used to save in your personnel file. Only you and HR can see these files. These documents are mandatory to save during your employment and/or are useful to save to record the agreements made.

## IDENTIFICATION

Type ID	ID nr.	Valid from	Valid until	Additional information	Attachment(s)
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This is for your legal ID document. You'll receive a notification a few months before it will expire so you can request a new one.

## EMPLOYMENT

Date	Document type	Additional information	Attachment(s)
------	---------------	------------------------	---------------

Here you can find your labour agreement.

## SALARY AND PENSION

Date	Document type	Additional information	Attachment(s)
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Here you can find confirmation letters and correspondence about your salary and pension.

Good to know: MyCordstrap provides for documents to be deleted when their legal term has expired through the established retention policy

## APPRAISALS AND DEVELOPMENT PLAN

Date	Document type	Additional information	Attachment(s)
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Appraisals of the past can also be documented here as well as other relevant correspondence of agreements between you and Cordstrap.

## CORRESPONDENCE

Date	Document type	Additional information	Attachment(s)
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Here you will find correspondence send to you that needs to be filed.

## DRIVER'S LICENSE

Valid from	Valid until	Additional information	Attachment(s)
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Not every document is applicable for all employees. E.g. the driver's license will only be saved if you drive a car leased by Cordstrap.

## OTHER DOCUMENTS

Date	Document type	Additional information	Attachment(s)
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Other (legal) documents related to your labour agreement will be filed here.

With going live, we have made a selection of documents to upload in this phase belonging to the topics of the Go-Live. Other documents will be uploaded later.  
If you miss a document that should be in your file, please ask your HR support.

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