Updating your personal information
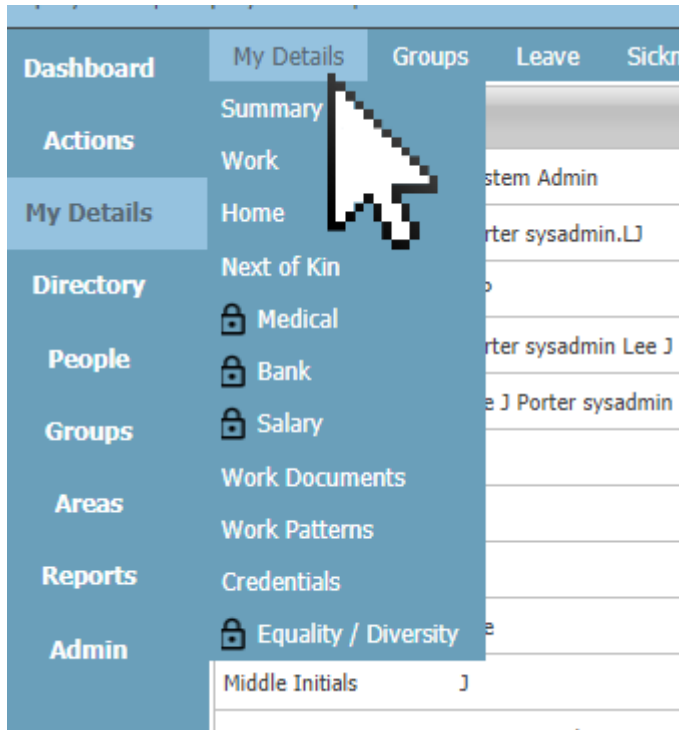
Login to companycontrols.pro

Go to My details > My details (dropdown) > Home | Next of Kin | Medical | Bank | Salary | Work Documents

Enter or overwrite the fields and click submit.

All historical information will be kept on record and available to Client Admins at Reports > People > People (dropdown) > Changes

Others can update this information on the employee's behalf in the following way:

Client Admin/Senior Management - People > employee name > Person (dropdown) > Home | Next of Kin | Medical | Bank | Salary | Work Documents

Group/line Manager - My details > Groups > employee name > Person (dropdown) > Home | Next of Kin | Medical | Bank | Salary | Work Documents