Updating Your Personal Particulars

Follow these steps to update your personal particulars through HRP or Workpal



You can access your Pensioner's Portal to update your Personal Particulars:

Via HRP

1. Log in to HRP using your internet browser on your phone or computer



2. Click on the "Personal Particulars" tile



Via Workpal (Mobile App)

1. Open and log in to the Workpal app

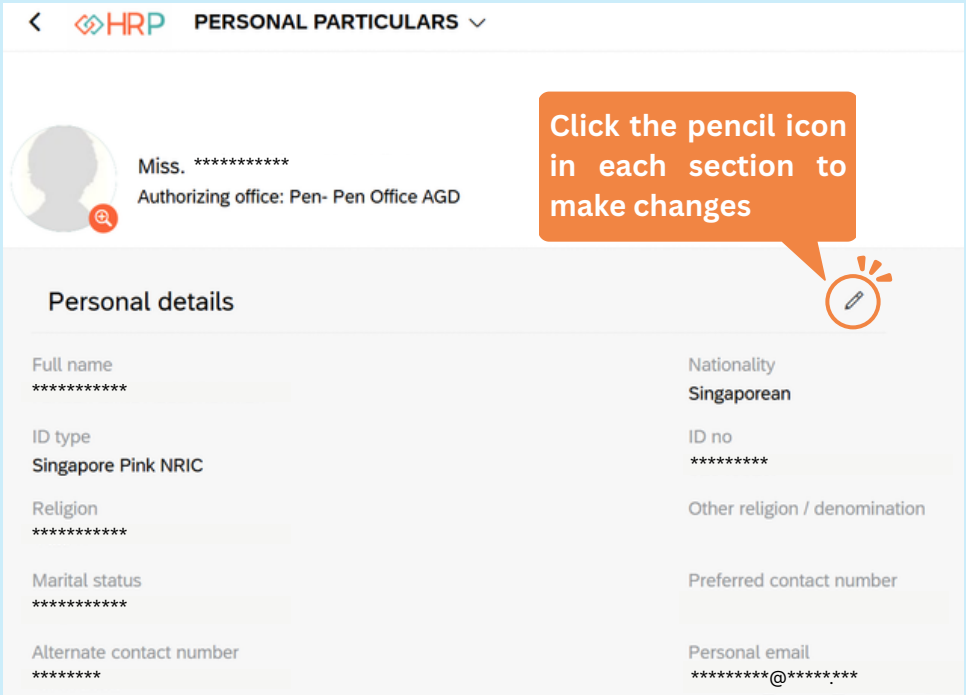


2. Tap on the "Employee Particulars" icon



You will be directed to the "Personal Particulars" page in HRP

Both methods will bring you to this screen



What can you update?

Personal Details

- Preferred contact number
- Alternate contact number
- Personal email
- Correspondence address

Next-of-kin Caregiver

- Full name
- Contact number
- Relationship