

Employee Self-Service: *Personal Information*

Table of Contents

Introduction	1
Navigation	1
Change of Address	2
Contact Numbers	3
Emergency Contact	5
Job Profile.....	8
Nickname (Preferred Name).....	9
Pay Rate History	9
Personal Information	10

Introduction

You can view and update certain key pieces of personal data. The Personal Information icon contains your personal profile, contact numbers, emergency contact, preferred name, pay rate history and address.

As the employee, you are able to make edits to all information in this section except pay rate history and personal profile information.

This guide will give you step by step instruction on how to update and view information for each link under Personal Information.

Navigation

1. To access your personal information, click the **Personal Information** icon.



PERSONAL INFORMATION

2. A list of hyperlinks will display each section.

Change of Address

1. To update your address, click the **Change of Address** link.

[Personal Information](#)

Personal Information

[Change of Address](#) 

[Contact Numbers](#)

[Emergency Contact](#)

[Job Profile](#)

[Nickname \(Preferred Name\)](#)

[Pay Rate History](#)

[Personal Information](#)

2. Enter the effective date of the change & update all applicable information. When complete, click the **Update** button to save changes.
3. Changes to your address cannot be made starting at noon on Monday of the pay week until Tuesday 8pm of the pay week. If you attempt to change your address, you will receive the following error message:

Dialog

Error: A payroll cycle is currently in progress so we are unable to make the requested change. Please return anytime Tuesday after 8 p.m.

OK

4. Please note that your main telephone number on file will be stored under your address information. You can update this field as well.

Move

Address

[Home](#)

*Required fields are indicated.

Effective Date* 
MM/DD/YYYY

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province

Postal Code

County

Country

Phone

Phone Country Code

Contact Numbers

1. To add and/or update additional telephone numbers, click the **Contact Numbers** link.

Personal Information

Personal Information

[Change of Address](#)

[Contact Numbers](#) 

[Emergency Contact](#)

[Job Profile](#)

[Nickname \(Preferred Name\)](#)

[Pay Rate History](#)

[Personal Information](#)

2. To add a contact number, click the **Add** button.

Additional Contact Numbers

Contact Numbers

To add a contact number, click on the Add button.

3. Enter all required fields (these are notated with a red asterisk*). Click **Update** to save your changes.

Detail

*Required fields are indicated.

Contact Type*

Phone Country Code

Phone Number*

Extension

Start Date* MM/DD/YYYY

End Date MM/DD/YYYY

Comments

4. Click the phone description link to update or delete an existing number.

Additional Contact Numbers

Contact Numbers

To add a contact number, click on the Add button.

To change or view additional detail for the contact numbers listed here, click on a phone type.

Description	Phone Number	Start Date
Cell Phone	201-	07/10/2018

5. In the details area, you can update the number but not the phone type. Once you've completed updating the information, click the **Update** button. If you need to delete the number, select the **Delete** button.

Detail

*Required fields are indicated.

Description Cell Phone

Phone Country Code

Phone Number*

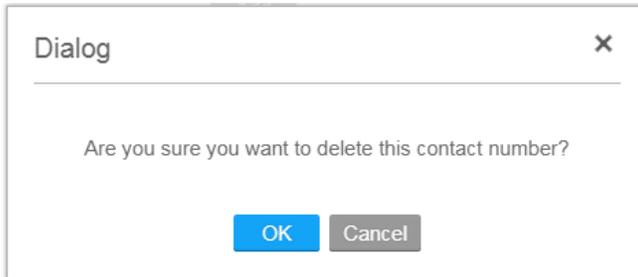
Extension

Start Date* MM/DD/YYYY

End Date MM/DD/YYYY

Comments

6. If you choose to delete a number, a dialog box will appear after you click delete. It will ask you to confirm your selection.



Emergency Contact

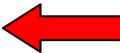
1. To add and/or edit your emergency contact, click the **Emergency Contact** link.

[Personal Information](#)

Personal Information

[Change of Address](#)

[Contact Numbers](#)

[Emergency Contact](#) 

[Job Profile](#)

[Nickname \(Preferred Name\)](#)

[Pay Rate History](#)

[Personal Information](#)

2. To add an emergency contact, click the **Add** button.

[Emergency Contacts](#)

Contacts

To add an emergency contact, click on the Add button.



3. Enter all required fields (first & last name and at least one phone number). Click **Update** to save your changes.

Detail

*Required fields are indicated.

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Relationship	<input type="text"/>
Cell Phone	<input type="text"/>
Cell Phone Country Code	<input type="text"/>
Home Phone	<input type="text"/>
Home Phone Country Code	<input type="text"/>
Work Phone	<input type="text"/>
Extension	<input type="text"/>
Work Phone Country Code	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
City or Address 5	<input type="text"/>
State or Province	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>

4. Click the emergency contact name link to update or delete an existing contact.

Emergency Contacts

Contacts

To add an emergency contact, click on the Add button.

To change, delete or view additional detail for contacts listed here, click on a name.

Name	Daisy Duck
Relationship	sister
Cell Telephone	407-111-2222
Home Telephone	
Work Telephone	

5. In the details area, you can update any applicable information. Once you've completed updating the information, click the **Update** button. If you need to delete the contact, select the **Delete** button.

Detail

*Required fields are indicated.

First Name*	<input type="text" value="Daisy"/>
Last Name*	<input type="text" value="Duck"/>
Relationship	<input type="text" value="sister"/>
Cell Phone	<input type="text" value="407-111-2222"/>
Cell Phone Country Code	<input type="text"/>
Home Phone	<input type="text"/>
Home Phone Country Code	<input type="text"/>
Work Phone	<input type="text"/>
Extension	<input type="text"/>
Work Phone Country Code	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
City or Address 5	<input type="text"/>
State or Province	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>

6. If you choose to delete a contact, a dialog box will appear after you click delete. It will ask you to confirm your selection.

Dialog ×

Are you sure you want to delete this emergency contact?

Job Profile

1. To view your work information, click the **Job Profile** link. This information is view only; you are not allowed to edit this data.

[Personal Information](#)

Personal Information

[Change of Address](#)

[Contact Numbers](#)

[Emergency Contact](#)

[Job Profile](#)



[Nickname \(Preferred Name\)](#)

[Pay Rate History](#)

[Personal Information](#)

2. This screen will display information such as your employee number, department, location, job title, work email, hire date and pay rate.

Job Profile

Job Profile

Employee Name
Employee Number
Employee Status
Process Level
Department
Accounting Unit
Location
Supervisor
Position
Job
Union
Work Phone
Work Phone Extension
Work Phone Country Code
Work Email
Personal Email
Home Phone
Home Phone Country Code
Hire Date
Adjusted Hire Date
Next Review Date
Next Review Type
Pay Rate
Pay Grade
Grade Range Schedule
FTE
Total FTE

Nickname (Preferred Name)

1. To add or update your preferred name, click the **Nickname (Preferred Name)** link.

[Personal Information](#)

Personal Information

[Change of Address](#)

[Contact Numbers](#)

[Emergency Contact](#)

[Job Profile](#)

[Nickname \(Preferred Name\)](#) 

[Pay Rate History](#)

[Personal Information](#)

2. Add or update the name, enter your preferred name and hit **Update**.

Nickname

Details

Nickname

 Update

Cancel

Pay Rate History

1. To view your current and previous pay rates, click the **Pay Rate History** link.

[Personal Information](#)

Personal Information

[Change of Address](#)

[Contact Numbers](#)

[Emergency Contact](#)

[Job Profile](#)

[Nickname \(Preferred Name\)](#)

[Pay Rate History](#) 

[Personal Information](#)

2. Select a through date and hit **Continue**. The date will be pre-populated with the current date. You can update this to whatever date you want.

Pay Rate History

History

*Required fields are indicated.

Select a through date.*

07/10/2018 

MM/DD/YYYY



3. After you hit Continue, your pay rates will be displayed. You will see the effective date of the rate, hourly rate, annualized salary and the percent change.

Personal Information

1. To view your personal profile, click the **Personal Information** link. This information is view only; you are not allowed to edit this data.

[Personal Information](#)

Personal Information

[Change of Address](#)

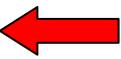
[Contact Numbers](#)

[Emergency Contact](#)

[Job Profile](#)

[Nickname \(Preferred Name\)](#)

[Pay Rate History](#)

[Personal Information](#) 

2. This screen will display your name, preferred name, last four digits of your social security number, birthdate, gender, ethnicity, and marital status.

Personal Profile

Personal Information

Employee Name
Preferred Name
Social Number
Birth Date
Gender
Ethnicity
Disability
Disability Type
Marital Status
Veteran Status
Former Name
Maiden Name