Personal Information

Procedure

The following items can be updated from the HCM Personal Information web pages:

- Name
- Home, Mailing Address
- Telephone Number
- Emergency Contact Information
- Email Address.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Self Service</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Personal Information</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Personal Information Summary</strong> link.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
4. | The **Personal Information Summary** screen appears.
5. | **Notes**: You can click the **Home** link in the top, left corner of the menu bar to return to the main page.

You can also use the navigation bar links to move between screens.

| Favorites | Main Menu | Self Service | Personal Information | Personal Information Summary |
Step | Action
--- | ---
6. | Click the **Collapse All** link to view the available categories.

Click the **Expand All** link to return to the previous view.

**Note:** You can also click the arrow to the left of each section name to expand or collapse the views.
Step 7. Click the **Change name** button.

[Change name button]
Step 8.
The Name Change screen appears.

**Note:** You may be required to send proof of the name change to Human Resources. **US Employees:** All name changes must match the name provided on your social security card.

Enter the date the name change will be valid into the **Change As Of:** field or click the calendar icon to select the date.

| Change As Of: | 09/06/2012 |
9. To change the **Name Format** language, select an entry from the drop down menu.

*Name Format:*
Step | Action
--- | ---
10. | Click the **Edit Name** button.
Step | Action
--- | ---
11. | You can enter information into the name fields and then click the **Refresh Name** button to view the changes.

![Refresh Name Button]

12. | Click the **OK** button.

![OK Button]
Step 13. Click the **Submit** button.

![Submit button image]
Step | Action
---|---
14. | Click the **OK** button to clear the confirmation screen.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>15.</td>
<td>Click the <strong>Return to Personal Information</strong> link.</td>
</tr>
</tbody>
</table>

[Return to Personal Information]
Step 16. Click the **Change home/mailing address** button.

![Change home/mailing addresses button](image)
Step | Action
--- | ---
17. | From this screen, you can make changes to your primary address and add a mailing address.
   
   Click the **Edit** button to change an existing address.
Step 18. Enter the date you wish the change to be valid or click the calendar icon to select the date.

<p>| Change As Of: | 09/06/2012 |</p>
<table>
<thead>
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</table>
| 19.  | Enter corrections to the **Country**, **Address**, **City**, **Postal** and **County** fields.  
Click the **Save** button. |
| 20.  | Click the **OK** button to clear the confirmation screen. |
21. Click the **Return to Personal Information** link.

Return to Personal Information
Step 22. Click the Change phone numbers button.
Step | Action
--- | ---
23. | Click the **Add Phone Number** button.
Step 24. Select a **Phone Type** entry from the drop down menu and enter your Telephone number.
25. Click the **Save** button.

26. Click the **OK** button to clear the confirmation screen.

27. Click the **Preferred** check box to designate a primary telephone number.

**Note:** You must remove the Preferred option to delete a number.
Step | Action
--- | ---
28. | Click the **Delete** button to remove a number.
29. | Click the **Yes - Delete** button to clear the confirmation screen.
30. | Click the **Return to Personal Information** link.
Step | Action
--- | ---
31. | Scroll to the bottom of the Personal Information Summary window to view the **Emergency Contacts** section.

Click the **Change emergency contacts** button to edit an existing contact.

![Change emergency contacts button](image)

**Note:** The **Add emergency contacts** button appears here if no primary contact has been entered.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>32.</td>
<td>Click the <strong>Add Emergency Contact</strong> button.</td>
</tr>
</tbody>
</table>
### Personal Information

#### Step Action

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<tr>
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<tbody>
<tr>
<td>33.</td>
<td>Enter the <strong>Contact Name</strong>.  &lt;br&gt;<strong>Contact Name:</strong></td>
</tr>
<tr>
<td>34.</td>
<td>Select an item from the <strong>Relationship to Employee</strong> drop down menu.  &lt;br&gt;<strong>Relationship to Employee:</strong></td>
</tr>
<tr>
<td>35.</td>
<td>If you click the <strong>Contact has the same address as the employee</strong> check box, you can select the <strong>Address Type</strong> from the drop down menu.  &lt;br&gt;<strong>Contact has the same address</strong></td>
</tr>
<tr>
<td>36.</td>
<td>If you click the <strong>Contact has the same telephone number as the employee</strong> check box, you can select the <strong>Phone Type</strong> from the drop down menu.  &lt;br&gt;<strong>Contact has the same telephone</strong></td>
</tr>
<tr>
<td>37.</td>
<td>Click the <strong>Edit Address</strong> button, to enter a new address.  &lt;br&gt;<strong>Edit Address</strong></td>
</tr>
</tbody>
</table>
Step 38. Click the **Change Country** button to remove the default entry.
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<tbody>
<tr>
<td>39.</td>
<td>Enter text into the <strong>Search by:</strong> field to use the search function or click on the country name from the <strong>Search Results</strong> list.</td>
</tr>
</tbody>
</table>

![Image of a search interface with dropdown and search box.](image-url)
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<tbody>
<tr>
<td>40.</td>
<td>Enter the remaining address details into the fields provided and click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
41. | Scroll to the bottom of the **Emergency Contact Detail** window to enter a telephone number. Click the **Add Phone Number** button.

| Add Phone Number |

42. | Select an entry from the *Phone Type* drop down menu.

| *Phone Type |
| Mobile |

43. | Enter the **Phone Number**.

| Phone Number |
| 2164407777 |

44. | Click the **Delete** icon to delete the telephone number entry.

45. | Click the **Save** button.

46. | Click the **OK** button to clear the confirmation screen.
Step | Action
--- | ---
47. | Click the check box to assign the **Primary Contact** option.

![Primary Contact]

48. | Click the **Delete** icon to remove an emergency contact.

![Delete]

**Note:** You must remove the Primary Contact option to delete an entry.

49. | Click the **Yes -Delete** button to clear the confirmation screen.

![Yes -Delete]

50. | Click the **Return to Personal Information** link.

![Return to Personal Information]
Step 51. Click the **Change email addresses** button.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>52.</td>
<td>Click the <strong>Add Email Address</strong> button.</td>
</tr>
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</table>

![Image](image-url)
53. Select an entry from the *Email Type* drop down menu.

54. Type the *Email Address* into the field provided.

55. Click the check box to assign an email address the Preferred option.

56. Click the Delete icon to remove an email address.

57. Click the Yes - Delete button to clear the confirmation screen.
Step | Action
---|---
58. | Click the **Save** button.

![Save button]

59. | Click the **OK** button to clear the confirmation screen.

![OK button]

60. | Click the **Return to Personal Information** link.

![Return to Personal Information link]
Step | Action
--- | ---
61. | Contact your Human Resources department to update the following Personal Information Summary screen categories:
   - Instant Message IDs
   - Marital Status
   - Ethnic Groups
   - Employee Information.