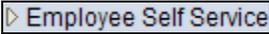
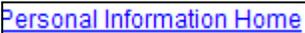
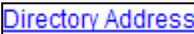


Personal Information

Step	Action
1.	Click the Employee Self Service link. 
2.	Click the Personal Information link.
3.	The Personal Information Summary will provide you with the majority of information available for your viewing. Click the Personal Information Summary link. 
4.	The Personal Information Summary page appears.
5.	Any section that contains a yellow button is able to be edited through PeopleSoft. This includes home and mailing addresses, phone numbers, emergency contacts, and personal email addresses. *Please note that the Change Name button does not complete a name change process. Proof of legal name change must be initiated with the Records Department.
6.	Items under Employee Information that are not able to be updated in PeopleSoft are Birth State, Smoker Status (defaults to Non Smoker), Date Entitled to Medicare, Military Status (defaults to Not indicated), and Highest Education Level (defaults to A-Not Indicated). To make changes to these fields, please contact the Records Department at 368-3270.
7.	Click the Personal Information Home link. 
8.	The Personal Information Home page is just another view of the Personal Information menu from which you originally navigated to the Summary page. Click the Directory Address link. 
9.	The CASE Directory Address screen appears. This screen allows you to change your campus mailing location if, for instance, your office is in a different location than your home department. For this example, let's give our sample employee, Ronald, a new mailing location. His Default Location Code is the School of Nursing, but he's temporarily working in the School of Medicine's Public Affairs office on a special project. Click the Look up Override Campus Mailing Location (Alt+5) button. 
10.	The Location Lookup screen appears. Click on the MED - Public Affairs code in the Location Code column. 

Step	Action
11.	The Location Code for the Public Affairs office appears in the Override Campus Mailing Location field.
12.	Click the Save button. 
13.	This screen confirms that your changes were made to Ronald's employee information. Click the OK button. 
14.	The Physical Campus Office Address section provides detailed information about where an employee is located on campus. In the Office Building field, you can choose your building from the selection in the dropdown box. The Office Room field is for the room number of the room in which you work. To prevent this information from appearing in the Campus Directory, click the Suppress Campus Office Address in Online Directory checkbox.
15.	The Off Campus Office Address section is for the use of employees who work in an office that is located off the Case campus. This information can also be prevented from appearing in the Campus Directory by clicking the Suppress Off Campus Office Address in Online Directory checkbox.
16.	Always click Save after making changes to the CASE Directory Address screen.
17.	Click the Employee Home link.
18.	The Employee Home screen is yet another way to view the Employee Self Service menu from which you originally navigated to the Personal Information menu.
19.	This completes the Personal Information process in PeopleSoft HCM. End of Procedure.