

# PeopleSoft 8.8 Quick Reference Guide: Updating Personal Information

## Updating Personal Information

URL: [www.case.edu/erp/hcm](http://www.case.edu/erp/hcm)

1. From the left-hand navigation menu, select **Employee Self Service**.
2. Select **Personal Information**.
3. Select **Personal Information Summary**.

The *Personal Information Summary* page appears. On this screen, you are able to make changes to your name, address, personal phone numbers, emergency contacts, and personal e-mail addresses, as well as view information Case has on file.



4. To change your **name**, click **Change name**.

The *Change Name* screen appears.



5. In the **Date Name Change will take effect** field, enter the appropriate date or use the calendar icon  to choose a date.
6. Enter your name in the correct fields (prefix, first name, middle name, last name, suffix).
7. Click **Submit**.



Use the blue underlined hyperlink at the bottom of the page to return to the Personal Information Summary screen. You may also use the menu on the left-hand side of the screen.



You can make changes to your address, personal phone numbers, emergency contacts, and personal e-mail addresses the same.