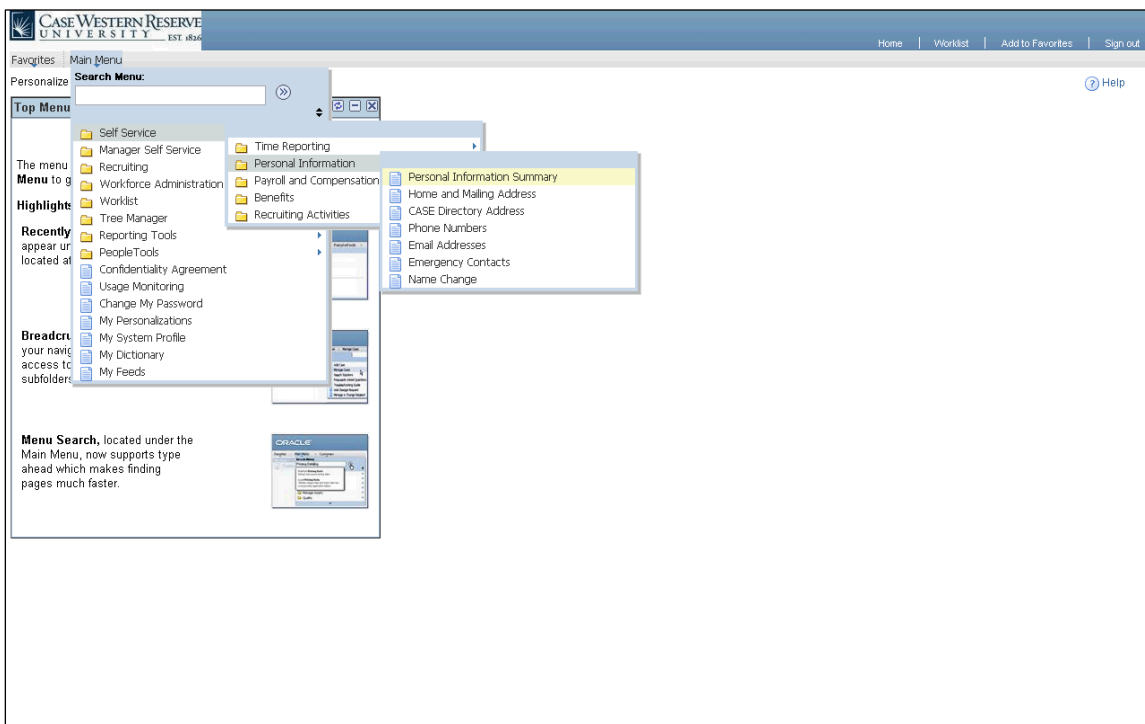



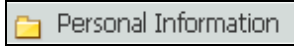

## Personal Information

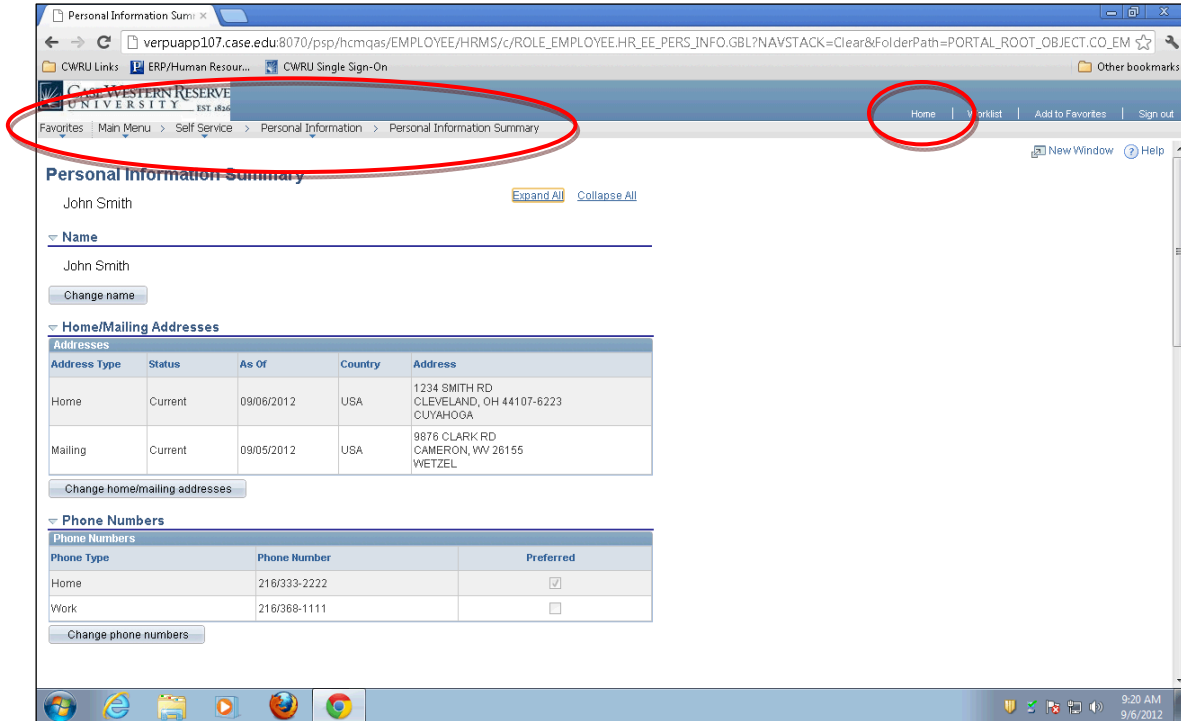
### Procedure

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

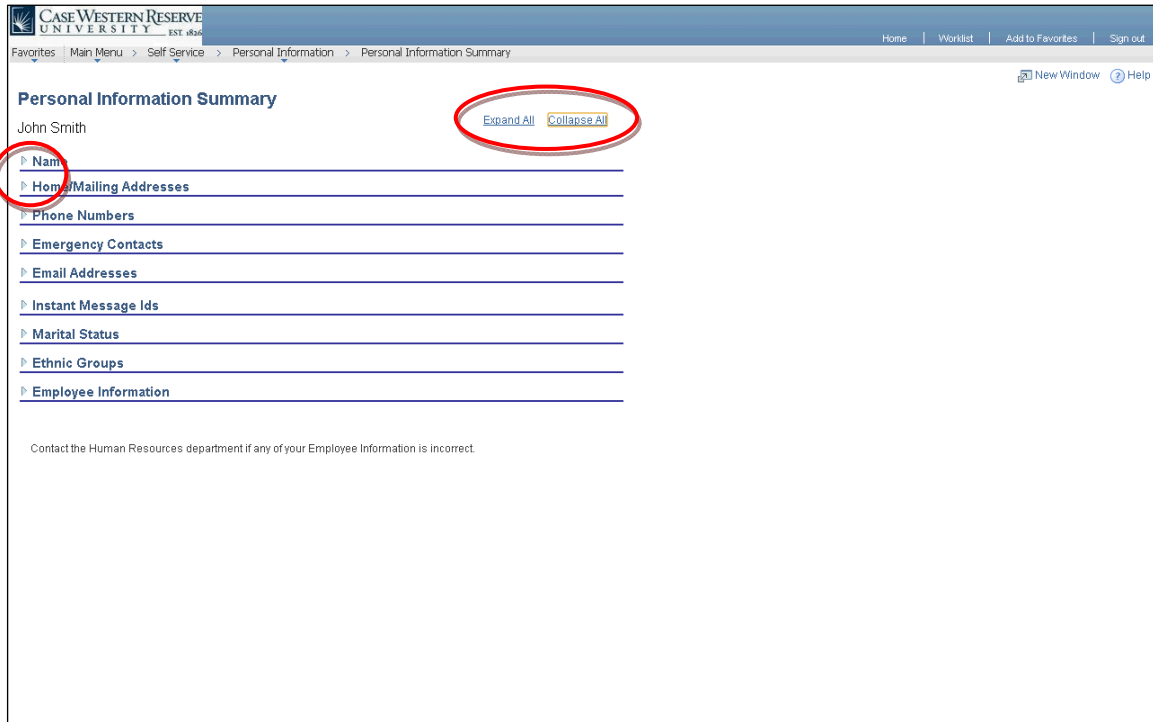
- Name
- Home, Mailing Address
- Telephone Number
- Emergency Contact Information
- Email Address.



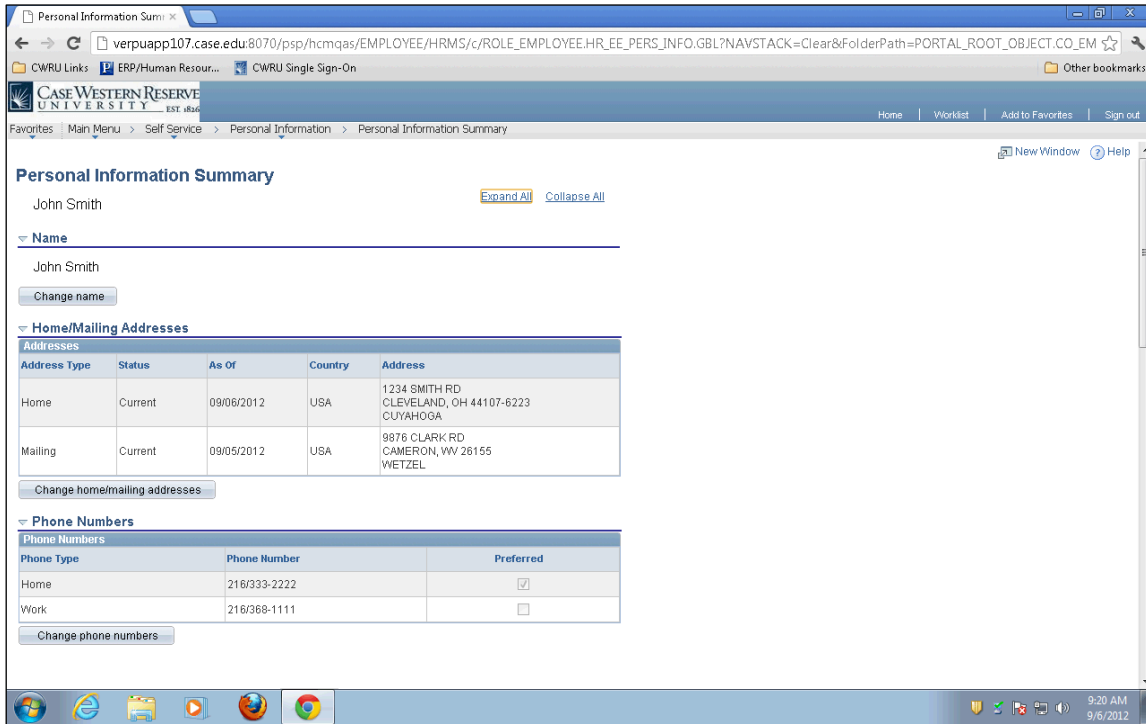
Step	Action
1.	Click the <b>Self Service</b> link. 
2.	Click the <b>Personal Information</b> link. 
3.	Click the <b>Personal Information Summary</b> link. 



Step	Action
4.	The <b>Personal Information Summary</b> screen appears.
5.	<p><b>Notes:</b> You can click the <b>Home</b> link in the top, left corner of the menu bar to return to the main page.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;">Home</div> <p>You can also use the navigation bar links to move between screens.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;">           Favorites   Main Menu &gt; Self Service &gt; Personal Information &gt; Personal Information Summary         </div>

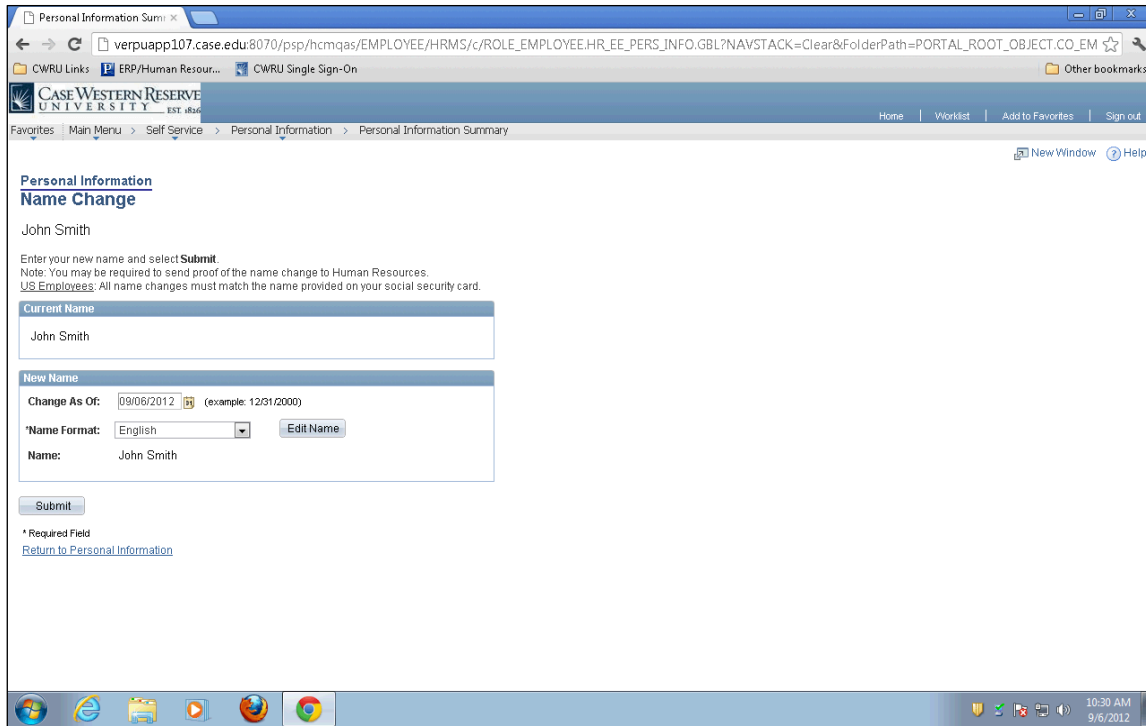



Step	Action
6.	<p>Click the <b>Collapse All</b> link to view the available categories.</p> <p>Click the <b>Expand All</b> link to return to the previous view.</p> <p><b>Note:</b> You can also click the arrow to the left of each section name to expand or collapse the views.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <a href="#">Expand All</a>   <a href="#">Collapse All</a> </div>

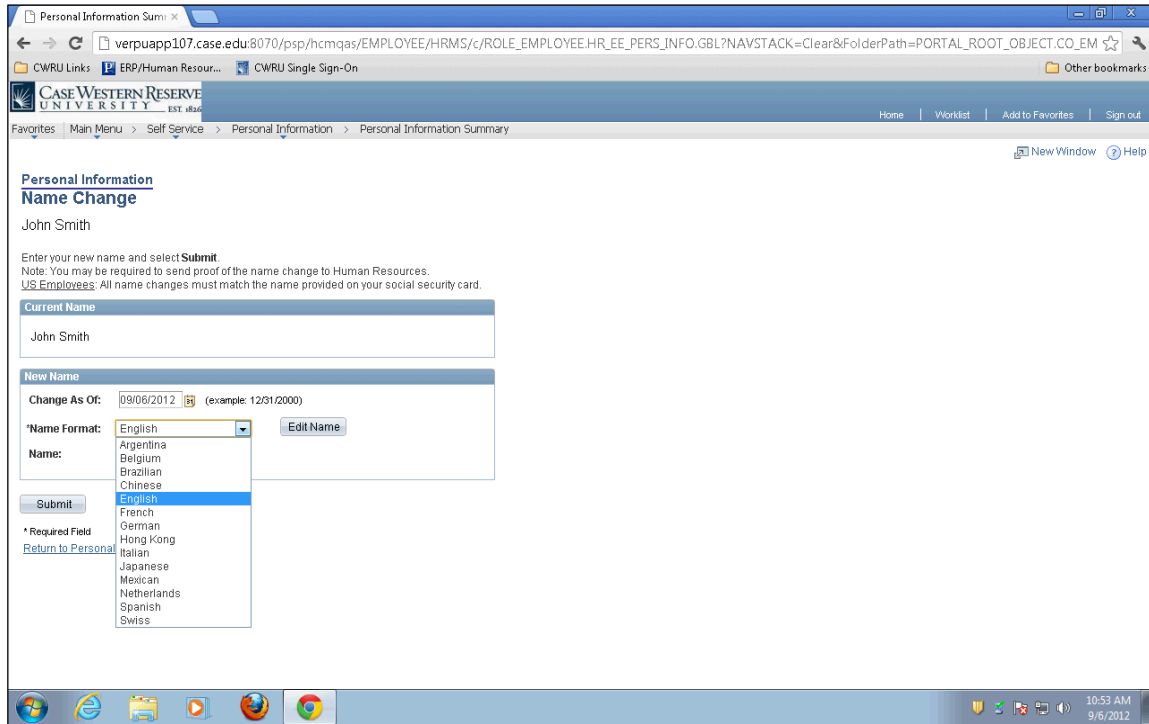


Step	Action
7.	Click the <b>Change name</b> button.

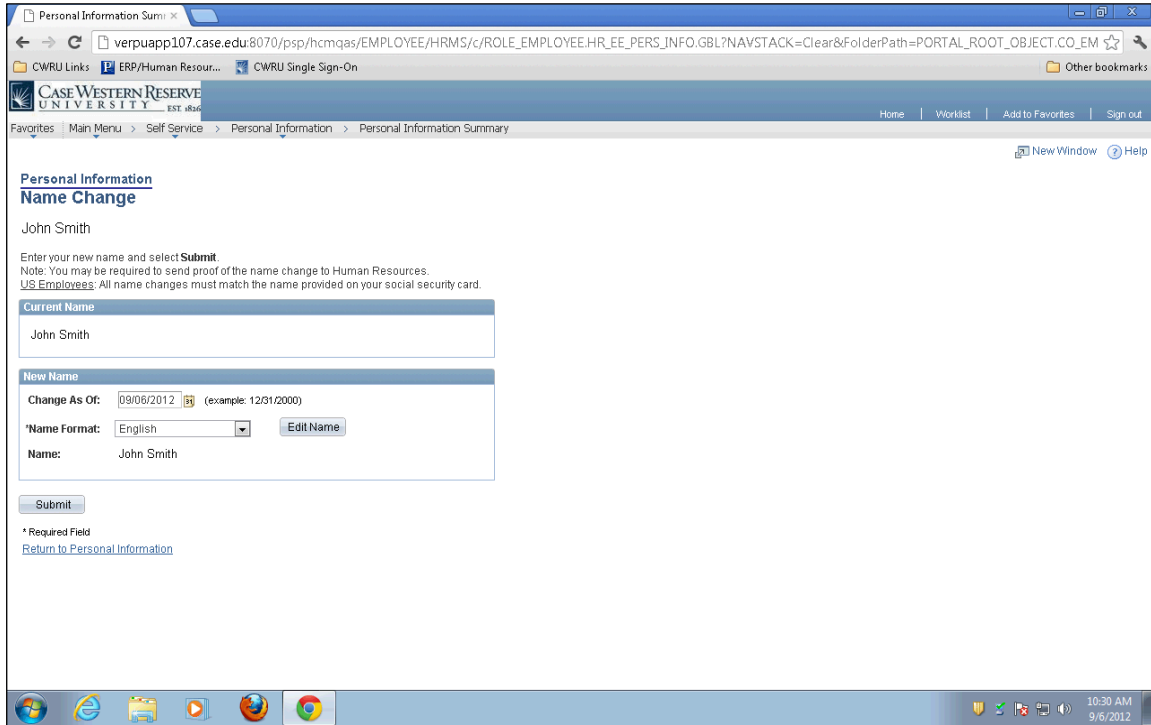
[Change name](#)



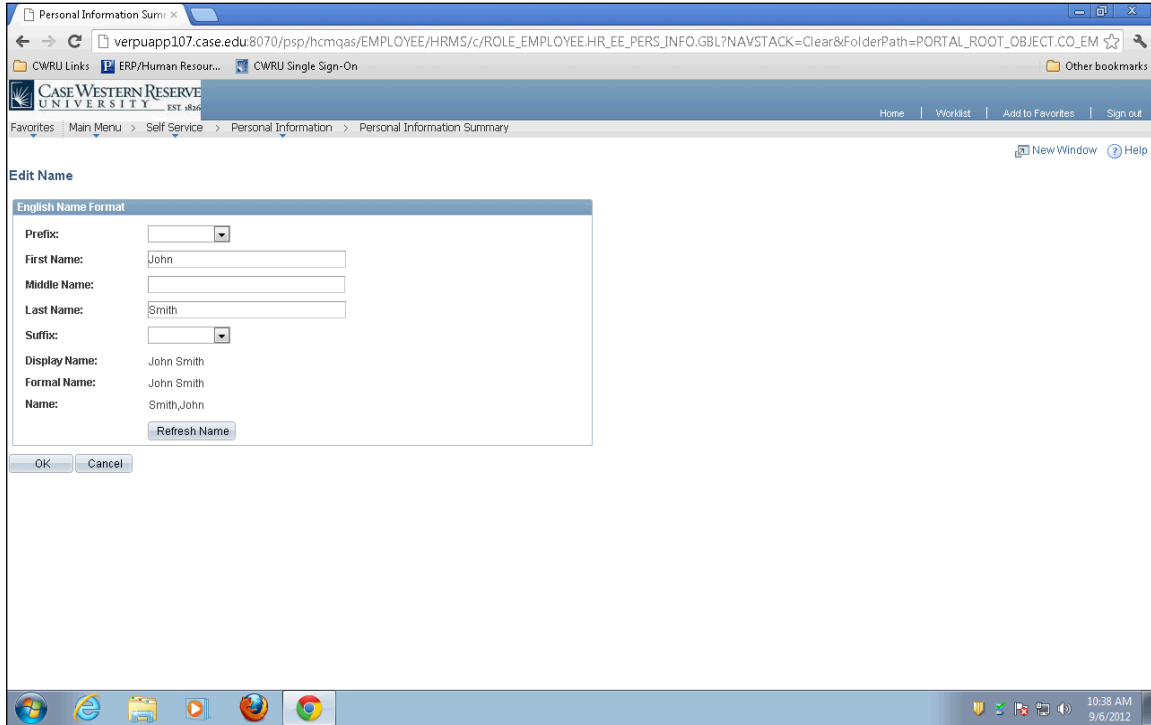
Step	Action
8.	<p>The Name Change screen appears.</p> <p><b>Note:</b> You may be required to send proof of the name change to Human Resources. <b>US Employees:</b> All name changes must match the name provided on your social security card.</p> <p>Enter the date the name change will be valid into the <b>Change As Of:</b> field or click the calendar icon to select the date.</p> <div data-bbox="370 1564 771 1617" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Change As Of:</b> 09/06/2012 </p> </div>





Step	Action
9.	To change the <b>Name Format</b> language, select an entry from the drop down menu. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">*Name Format:</div>

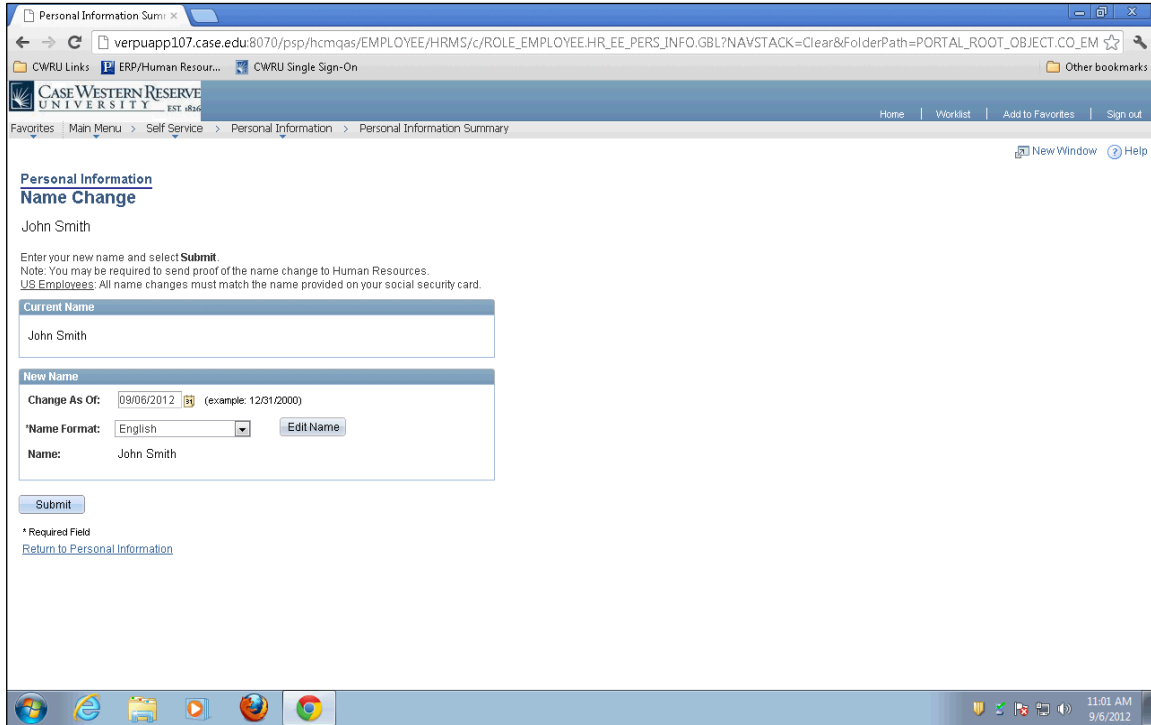



Step	Action
10.	Click the <b>Edit Name</b> button. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">             Edit Name           </div>

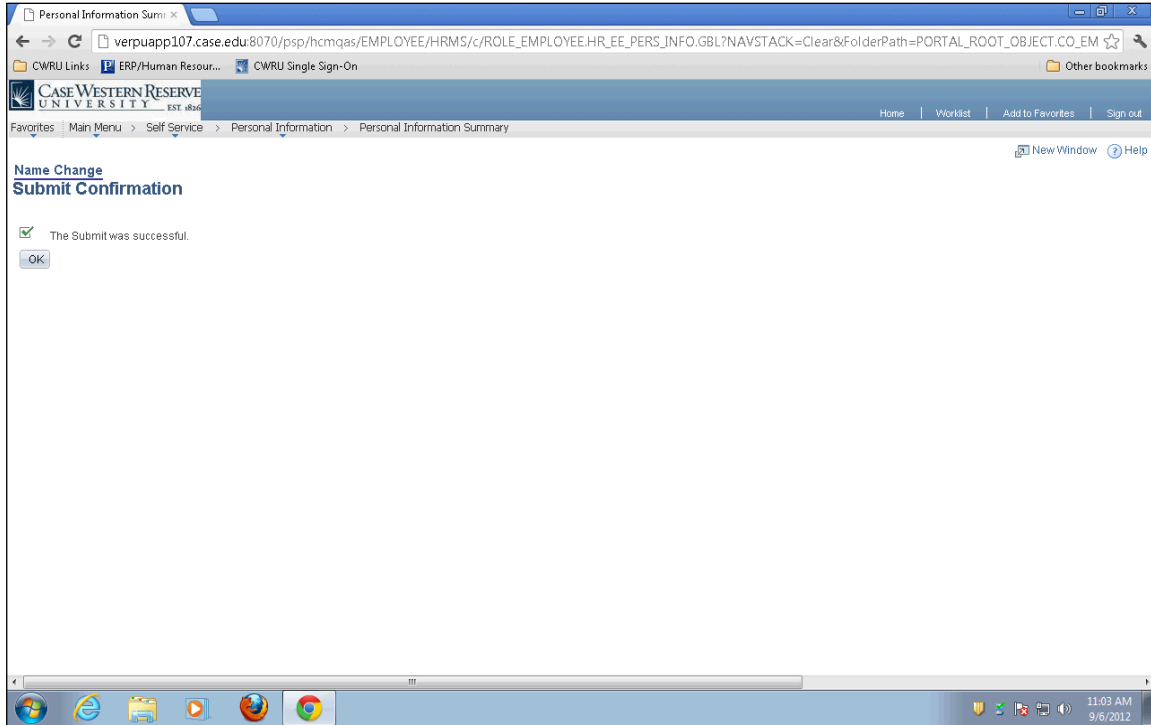



Step	Action
11.	You can enter information into the name fields and then click the <b>Refresh Name</b> button to view the changes.  
12.	Click the <b>OK</b> button.  

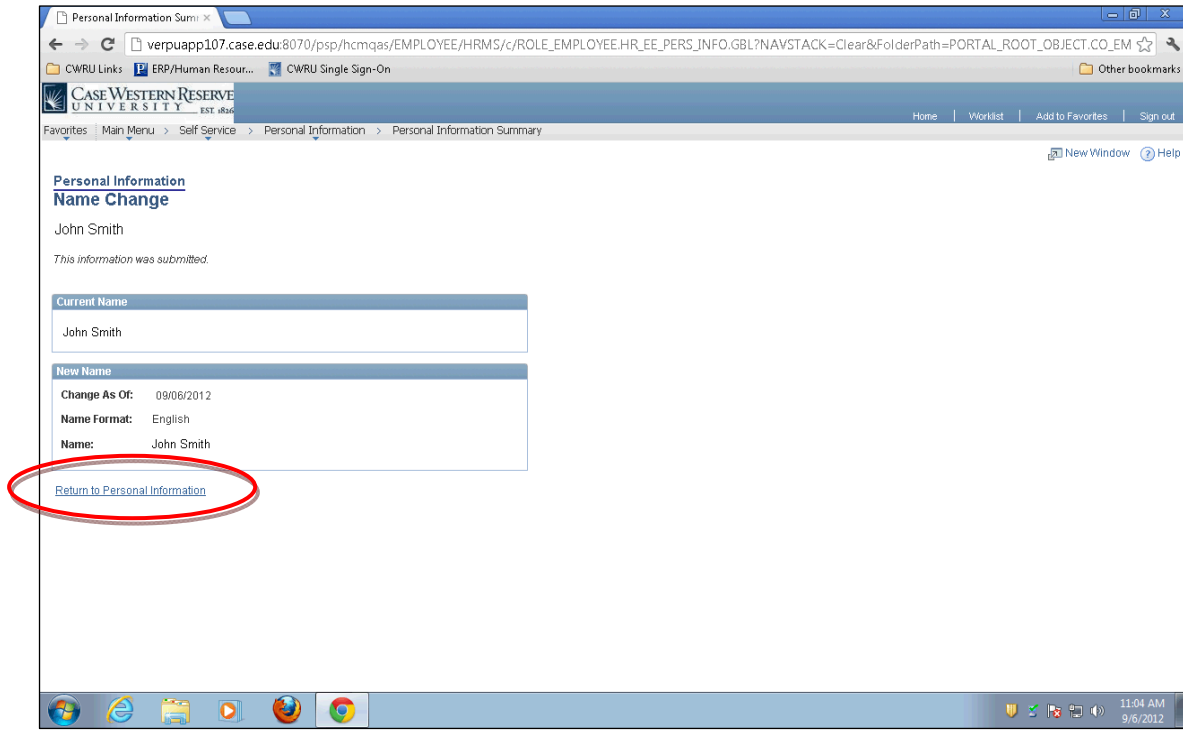




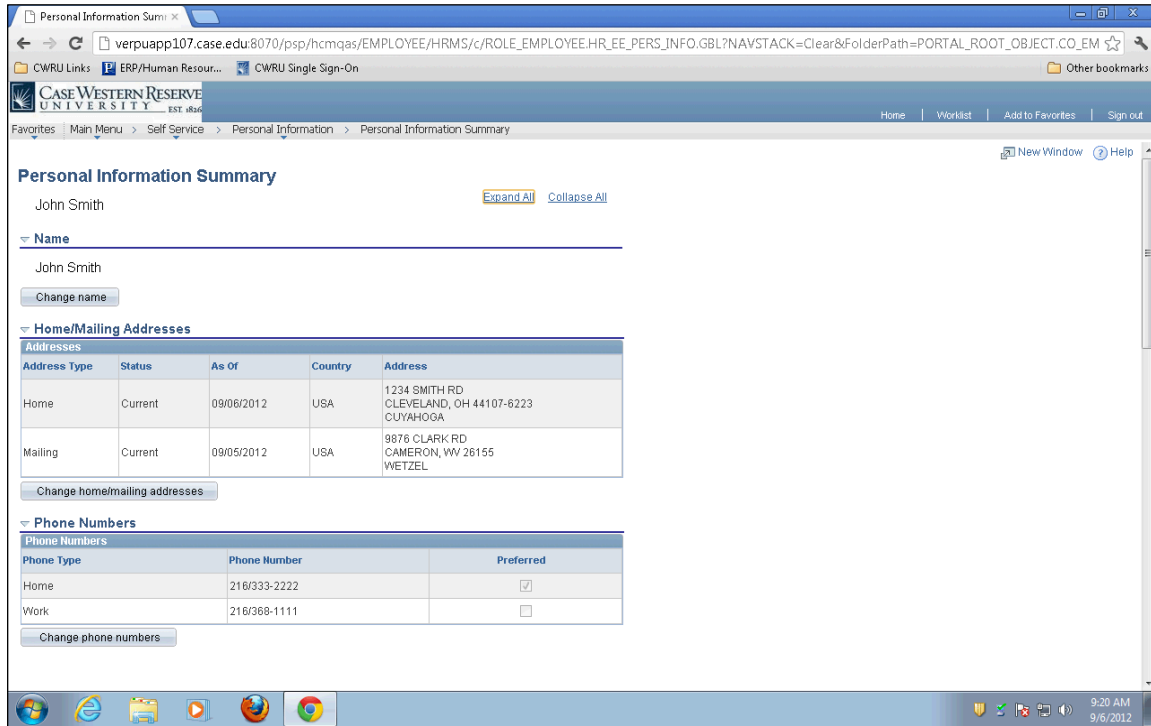
Step	Action
13.	Click the <b>Submit</b> button. <div style="text-align: center; margin-top: 10px;">  </div>



Step	Action
14.	Click the <b>OK</b> button to clear the confirmation screen.  

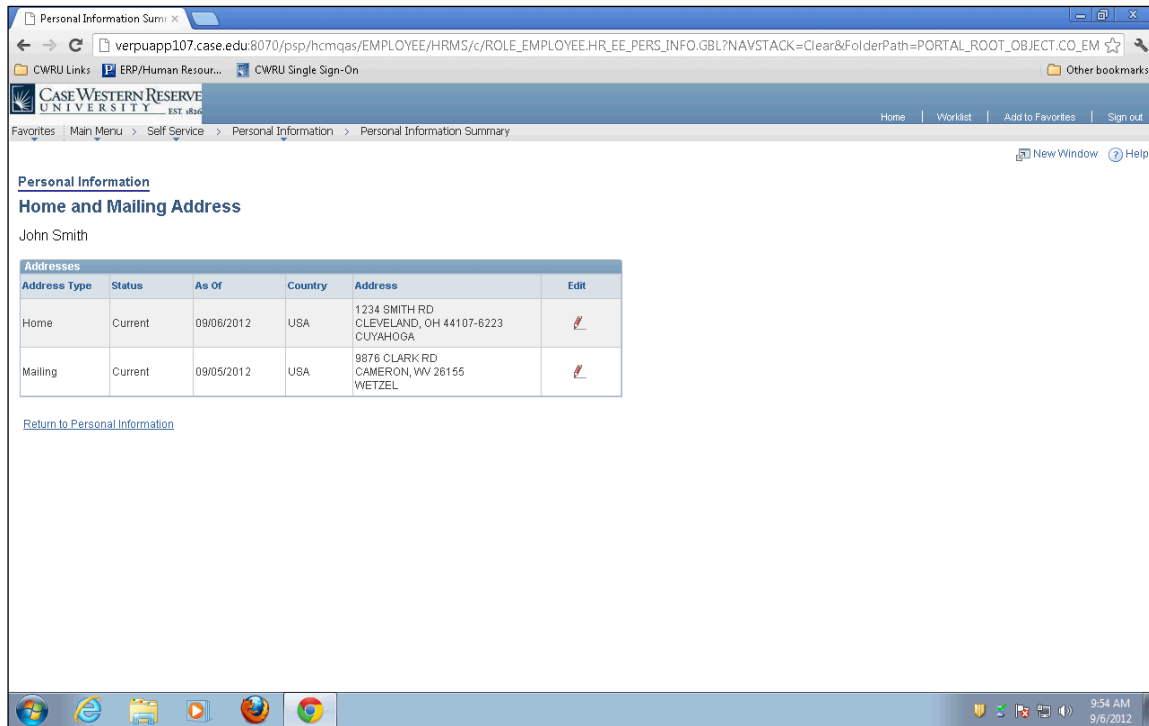



Step	Action
15.	Click the <b>Return to Personal Information</b> link.  <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <a href="#">Return to Personal Information</a> </div>

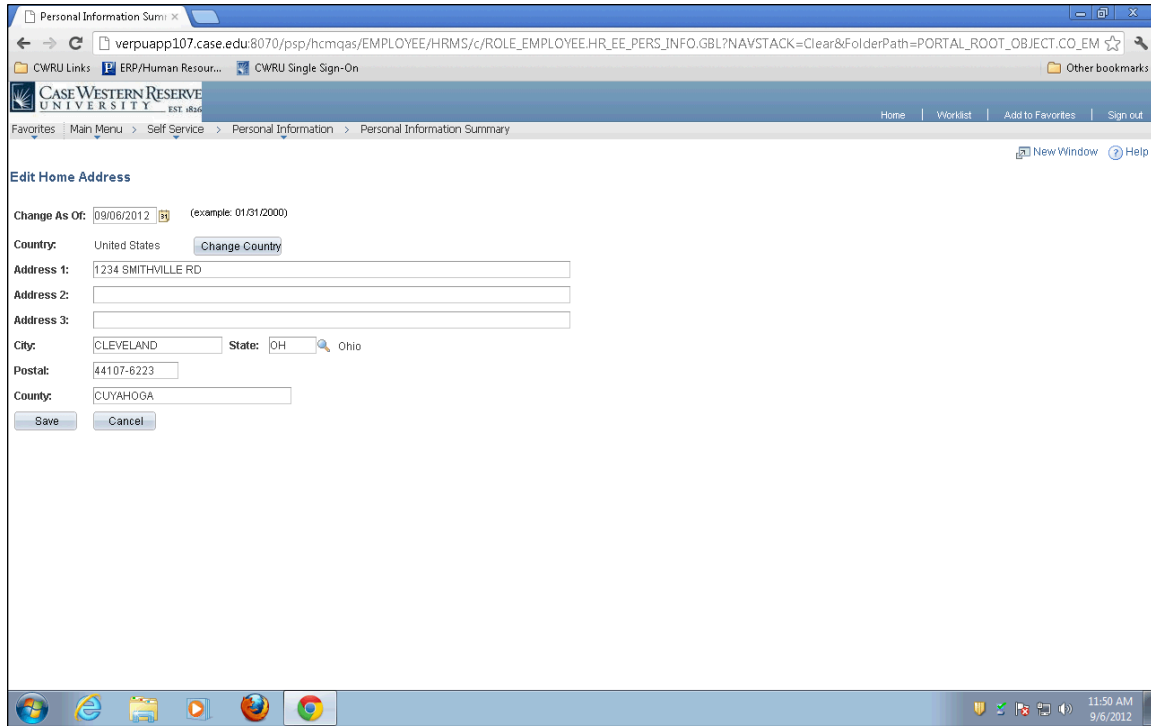



Step	Action
16.	Click the <b>Change home/mailing address</b> button.

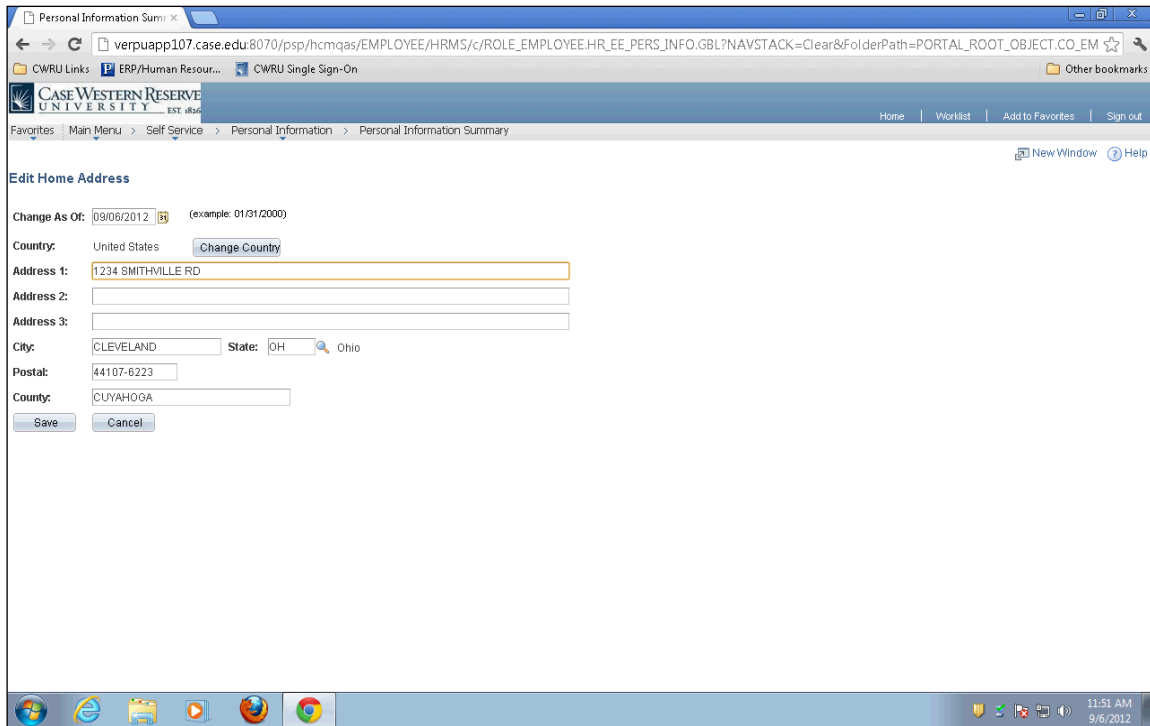
[Change home/mailing addresses](#)

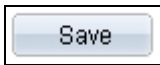



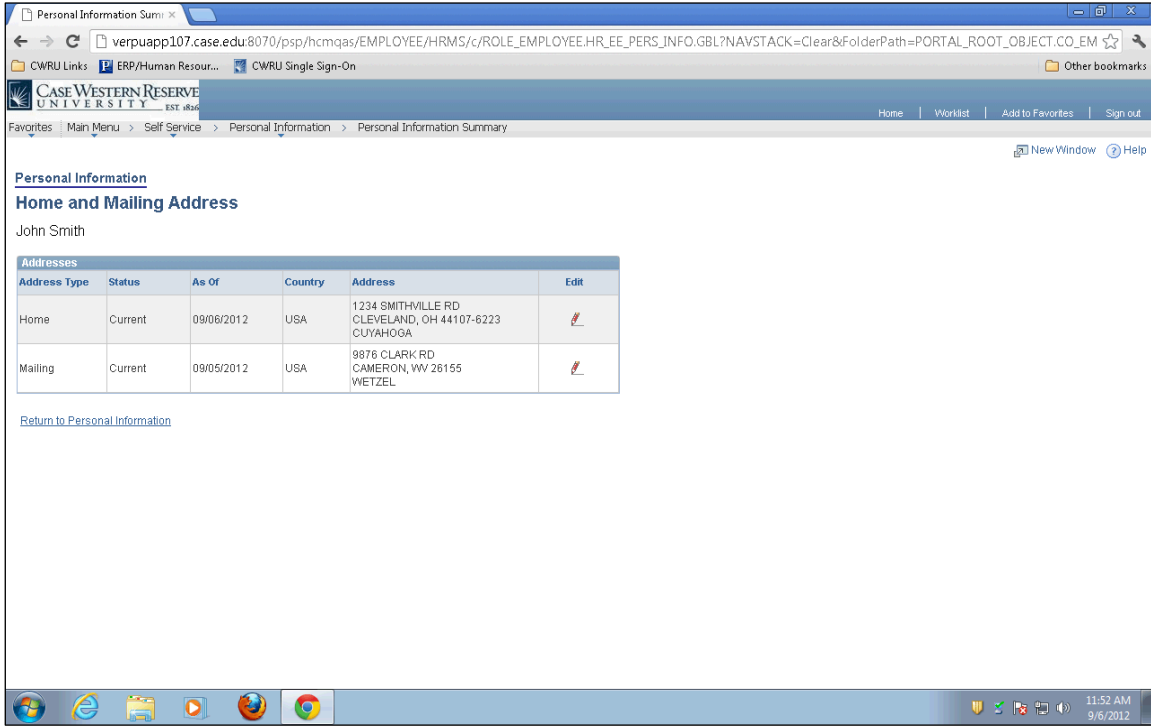
Step	Action
17.	<p>From this screen, you can make changes to your primary address and add a mailing address.</p> <p>Click the <b>Edit</b> button to change an existing address.</p> 



Step	Action
18.	Enter the date you wish the change to be valid or click the calendar icon to select the date. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <b>Change As Of:</b> 09/06/2012  </div>

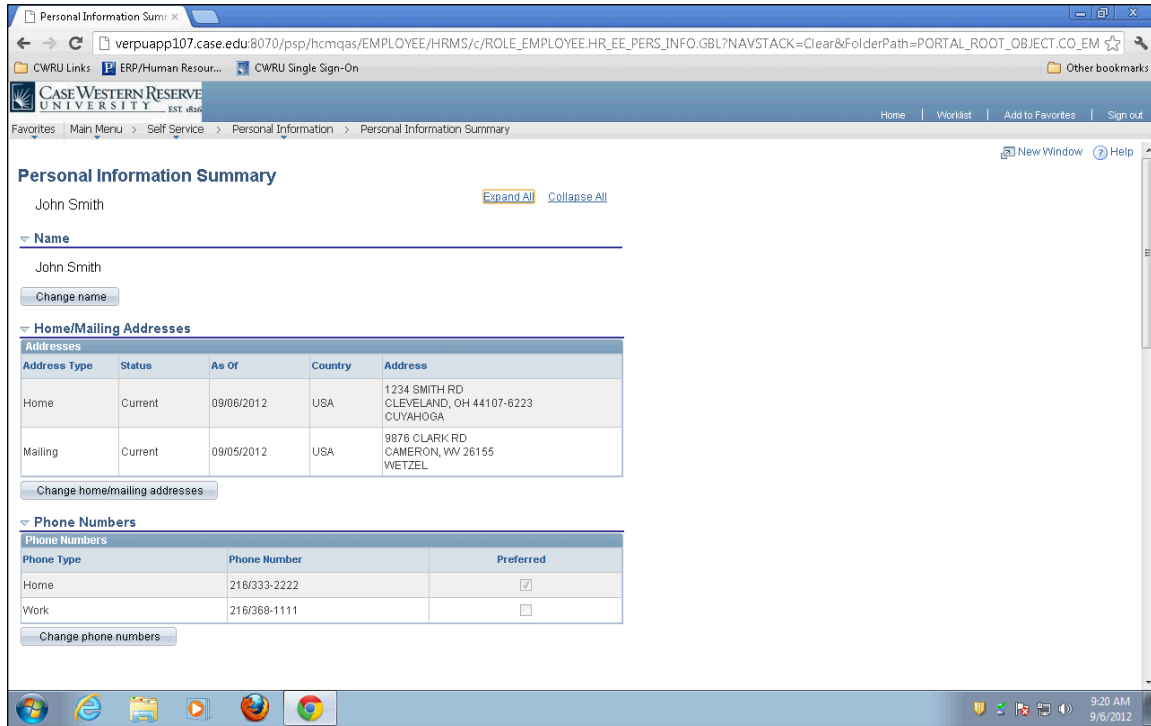


Step	Action
19.	<p>Enter corrections to the <b>Country</b>, <b>Address</b>, <b>City</b>, <b>Postal</b> and <b>County</b> fields.</p> <p>Click the <b>Save</b> button.</p> 
20.	<p>Click the <b>OK</b> button to clear the confirmation screen.</p> 



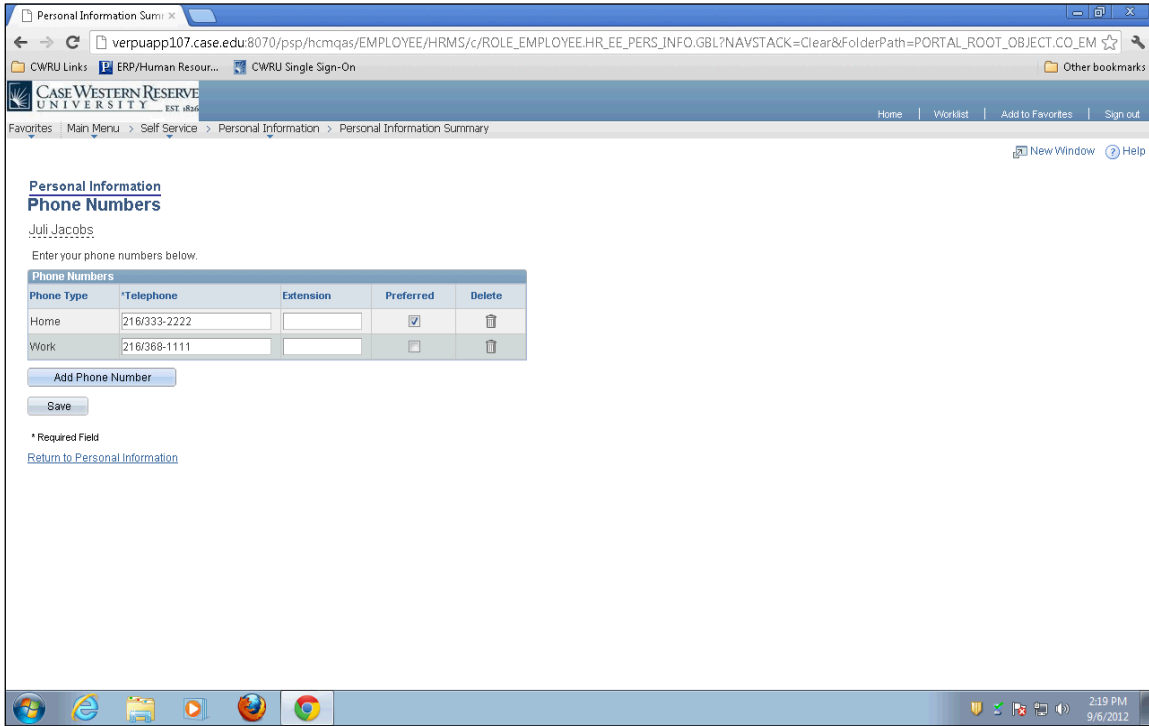
Step	Action
21.	Click the <b>Return to Personal Information</b> link.
	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <a href="#">Return to Personal Information</a> </div>





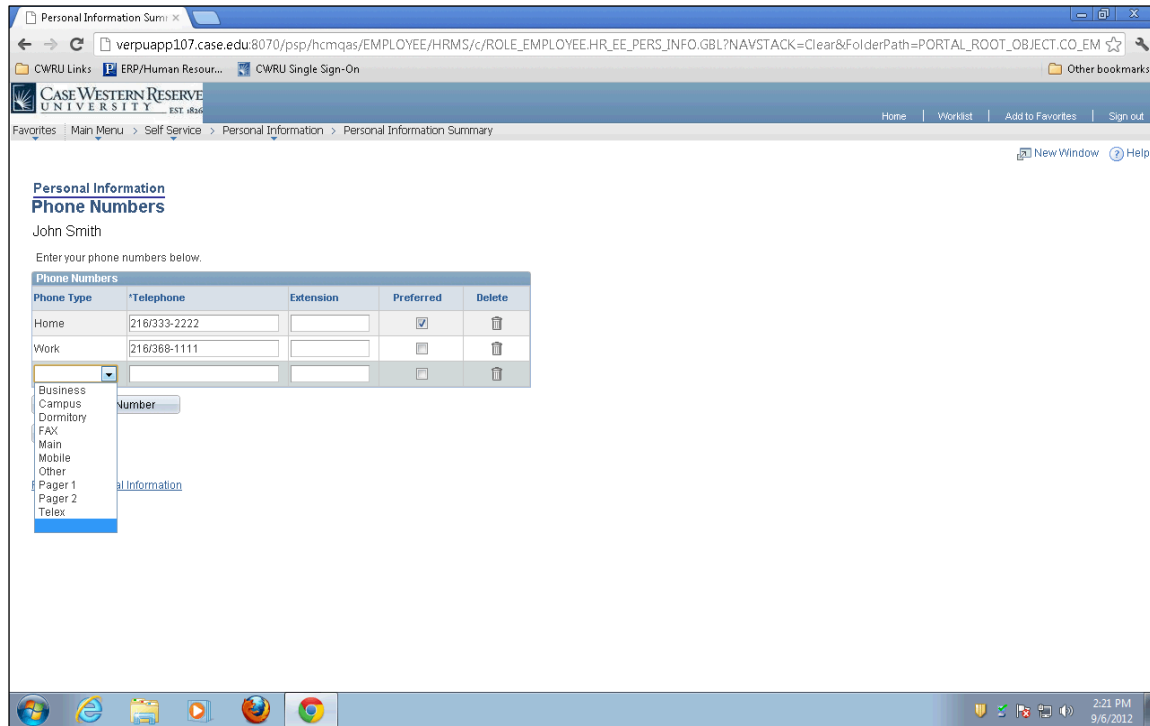
Step	Action
22.	Click the <b>Change phone numbers</b> button.

Change phone numbers



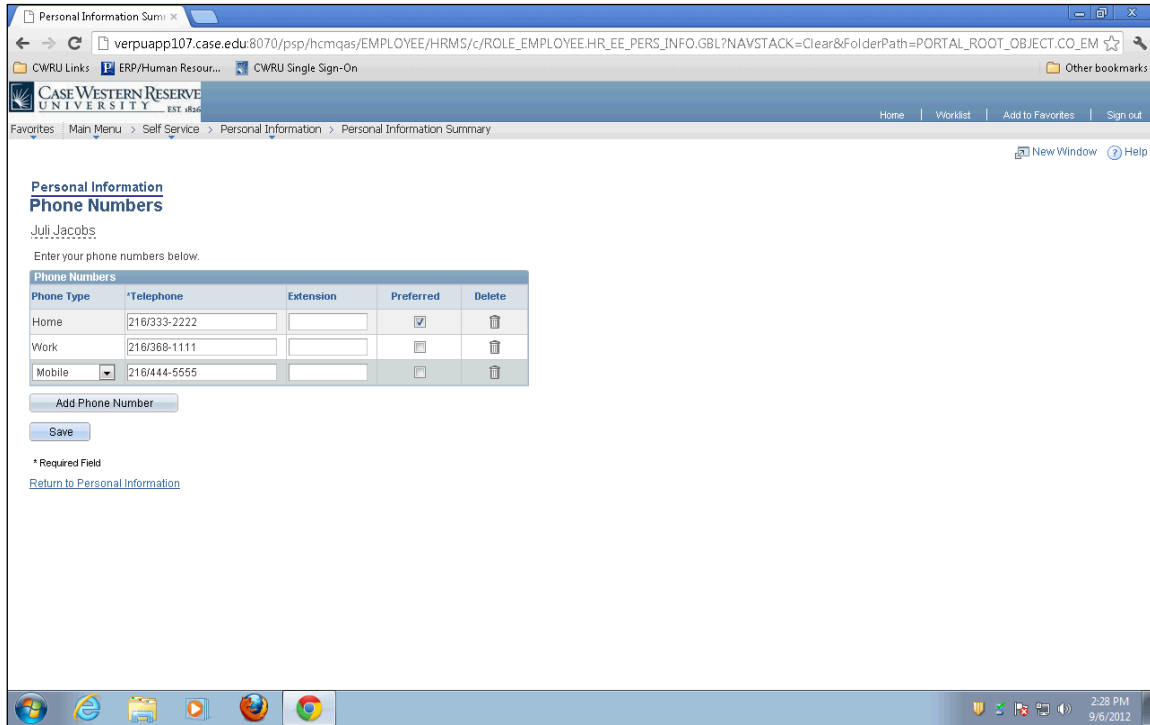
Step	Action
23.	Click the <b>Add Phone Number</b> button.

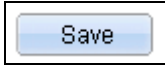


Add Phone Number

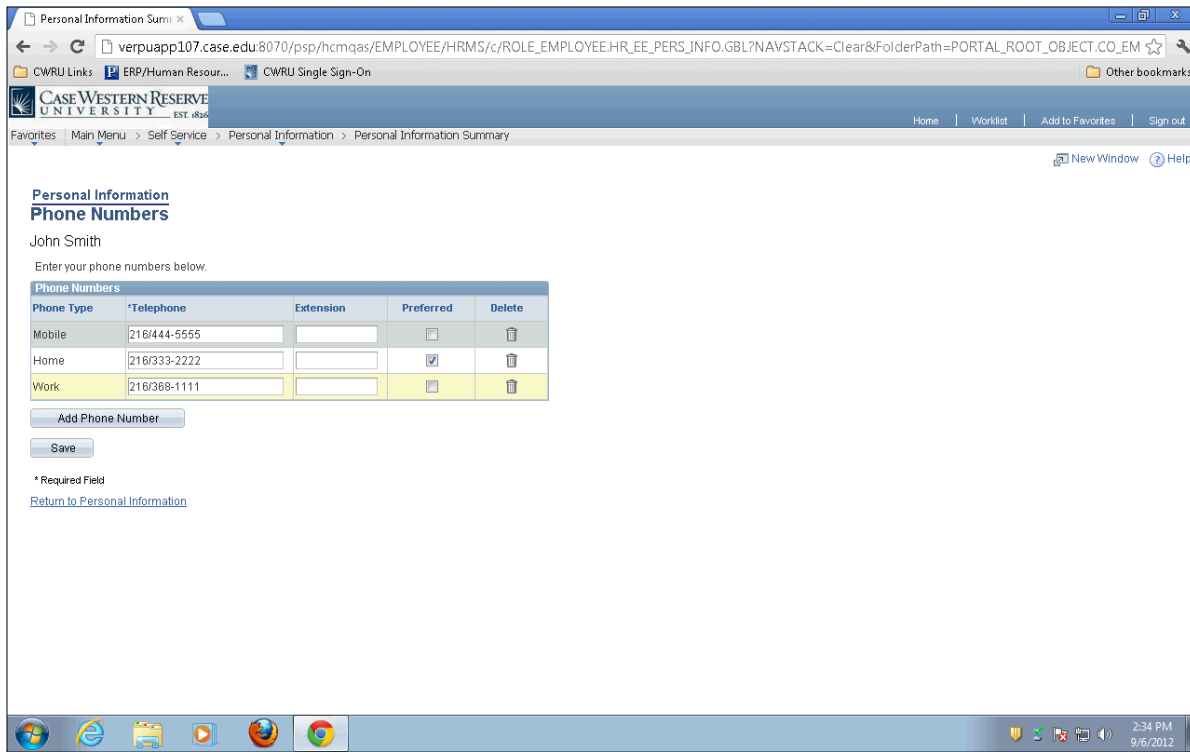





Step	Action
24.	Select a <b>Phone Type</b> entry from the drop down menu and enter your Telephone number.

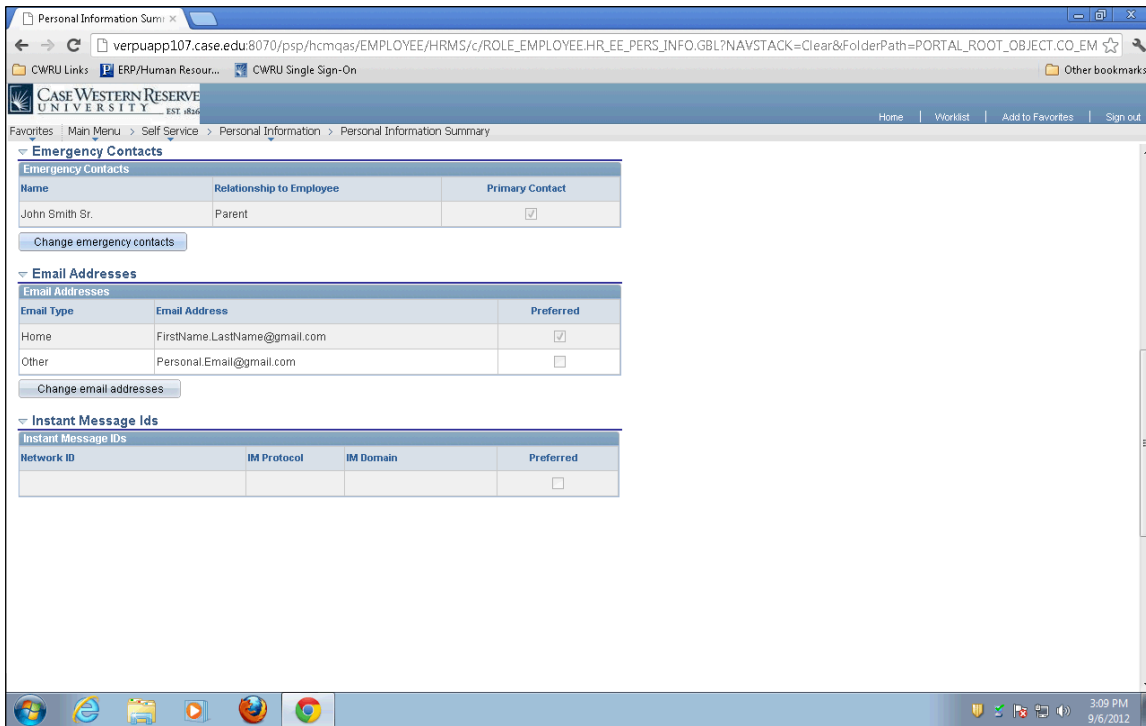
Phone Type	*Telephone
------------	------------




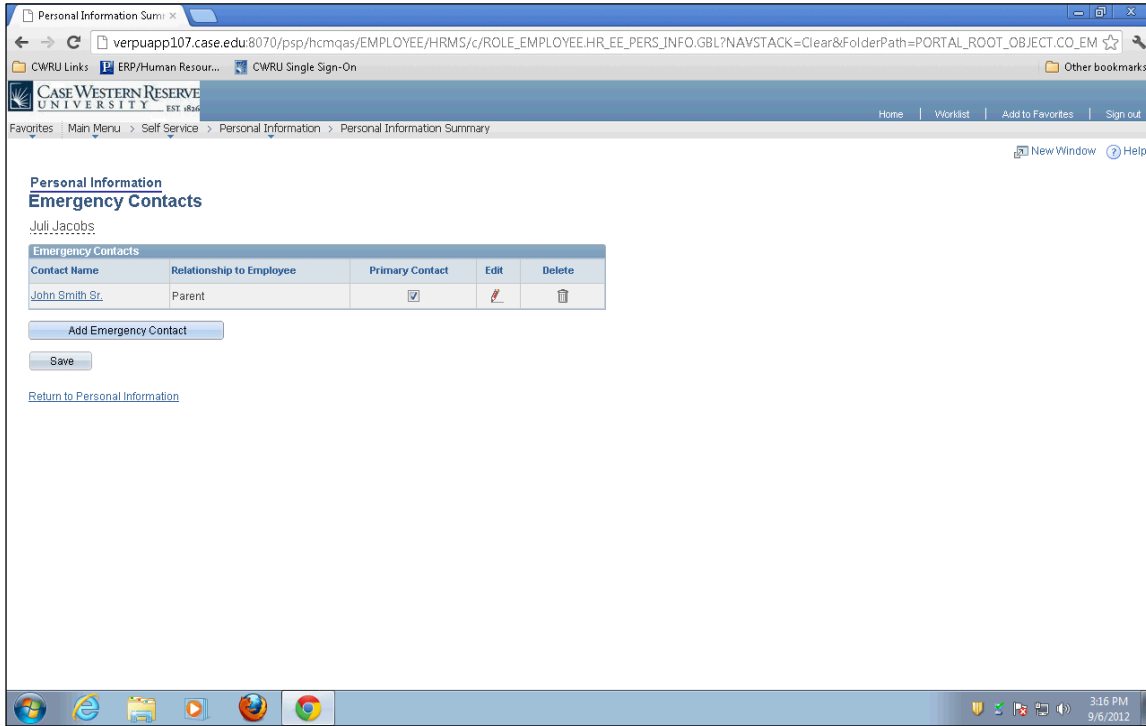
Step	Action
25.	Click the <b>Save</b> button. 
26.	Click the <b>OK</b> button to clear the confirmation screen. 
27.	Click the <b>Preferred</b> check box to designate a primary telephone number.  <b>Note:</b> You must remove the Preferred option to delete a number.



Step	Action
28.	Click the <b>Delete</b> button to remove a number. 
29.	Click the <b>Yes - Delete</b> button to clear the confirmation screen. 
30.	Click the <b>Return to Personal Information</b> link. 

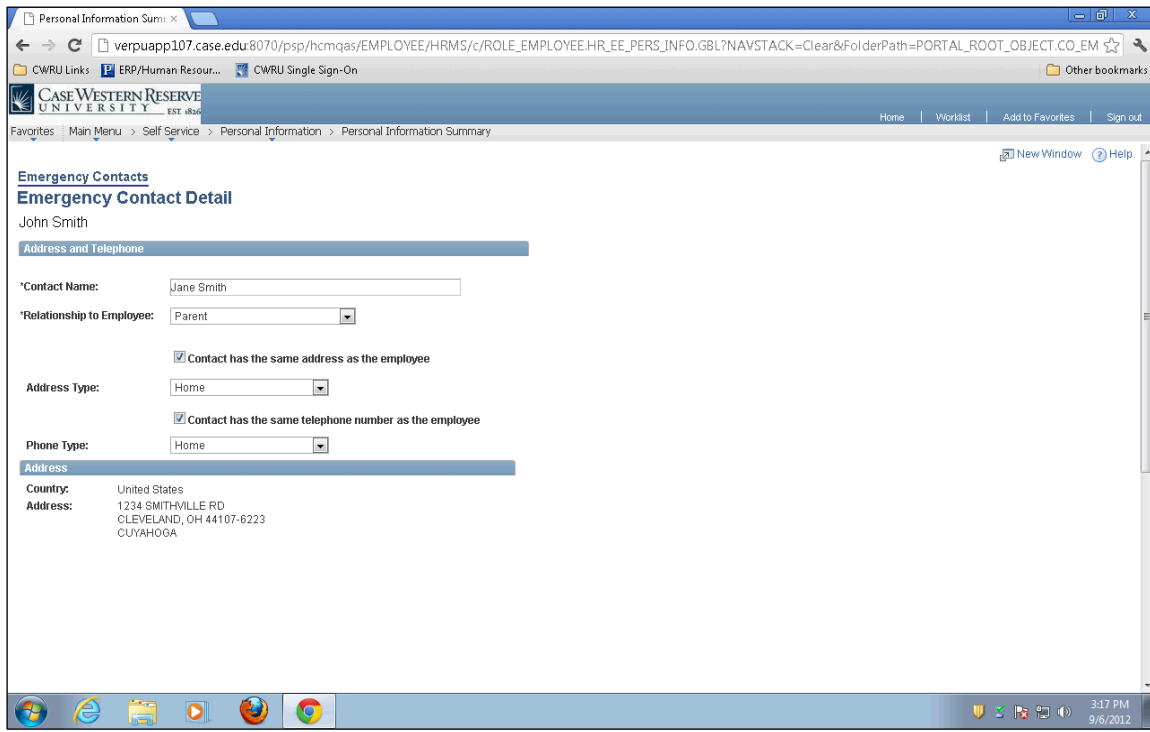






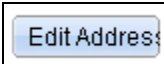
Step	Action
31.	<p>Scroll to the bottom of the Personal Information Summary window to view the <b>Emergency Contacts</b> section.</p> <p>Click the <b>Change emergency contacts</b> button to edit an existing contact.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">  </div> <p><b>Note:</b> The <b>Add emergency contacts</b> button appears here if no primary contact has been entered.</p>



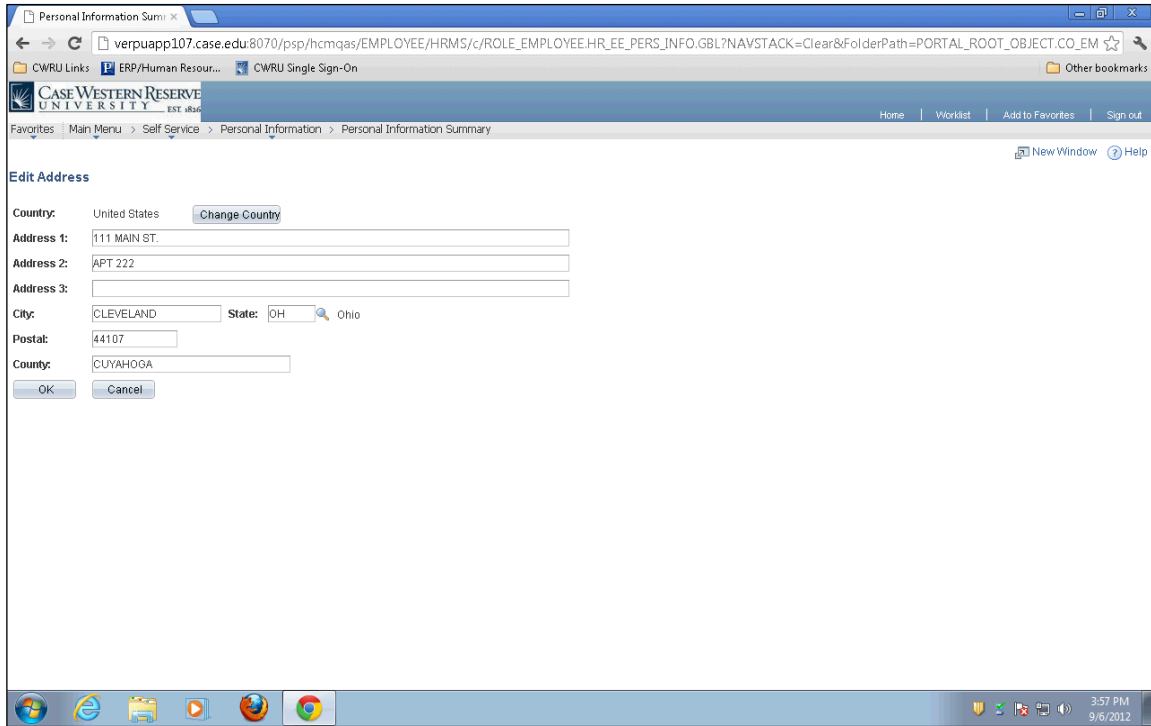
Step	Action
32.	Click the <b>Add Emergency Contact</b> button.

Add Emergency Contact

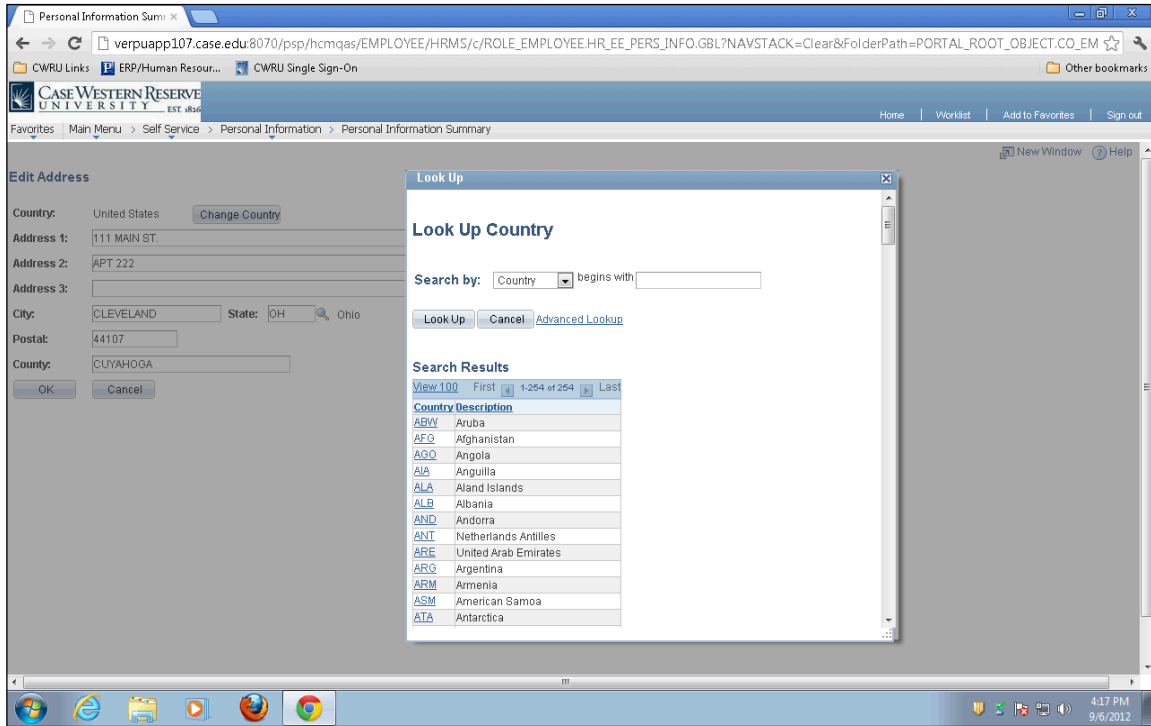



Step	Action
33.	Enter the <b>*Contact Name</b> . 
34.	Select an item from the <b>*Relationship to Employee</b> drop down menu. 
35.	If you click the <b>*Contact has the same address as the employee</b> check box, you can select the <b>Address Type</b> from the drop down menu. 
36.	If you click the <b>*Contact has the same telephone number as the employee</b> check box, you can select the <b>Phone Type</b> from the drop down menu. 
37.	Click the <b>Edit Address</b> button, to enter a new address. 

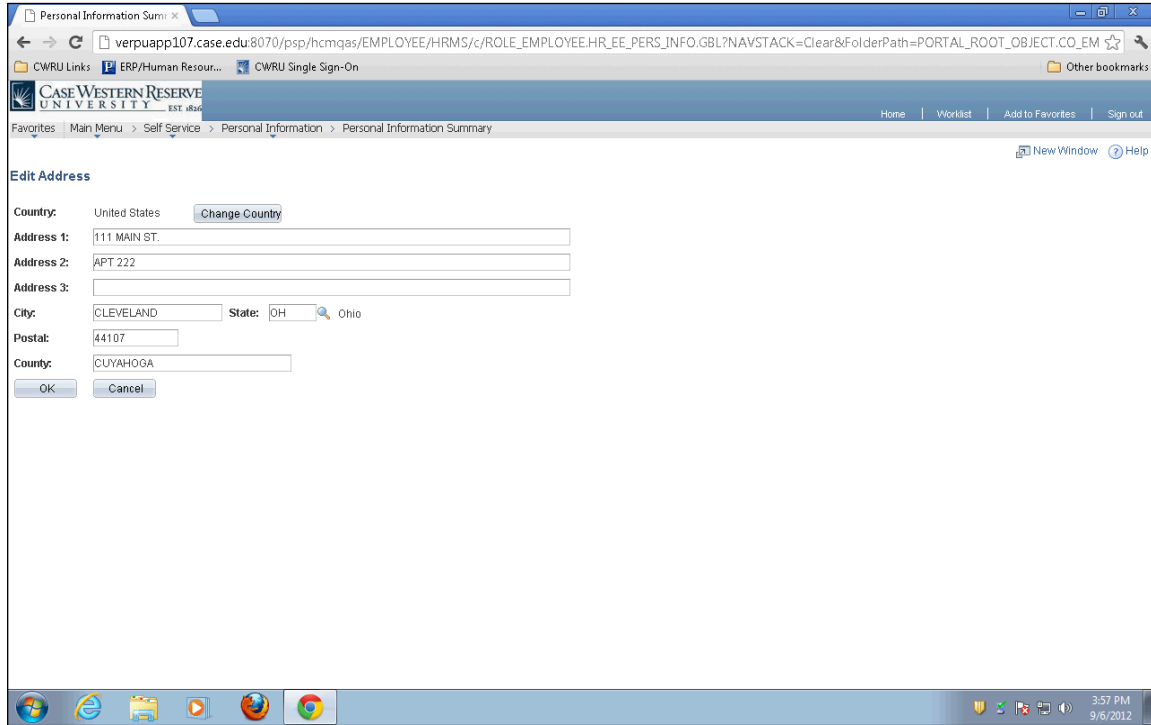





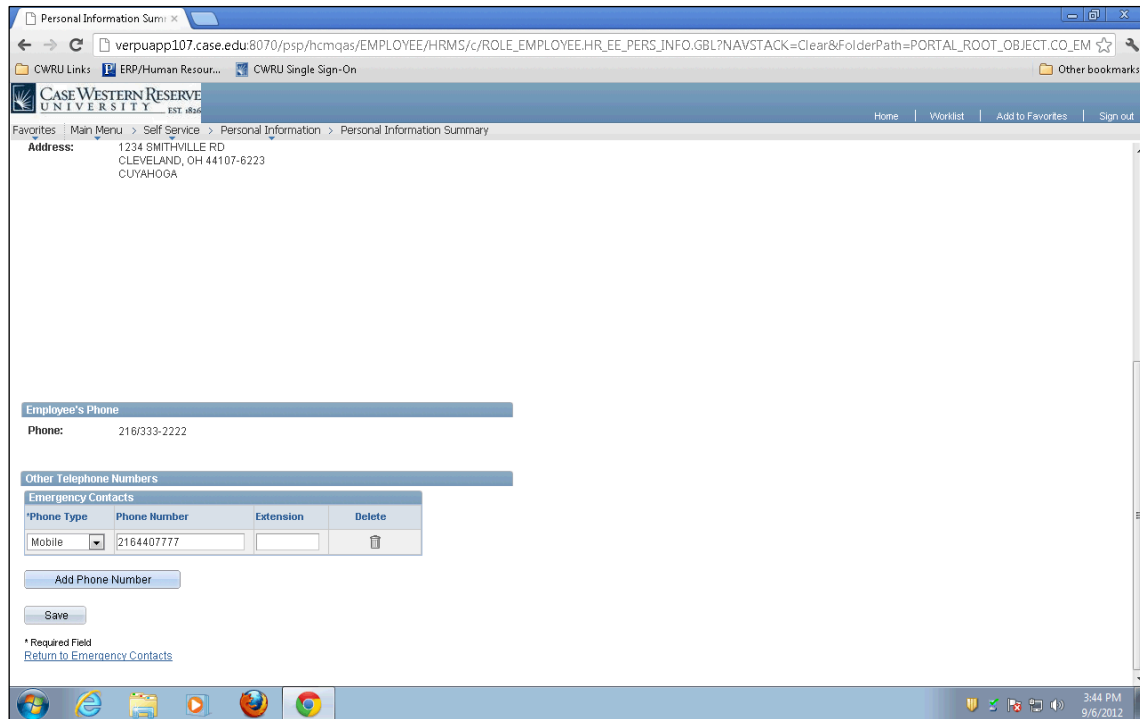
Step	Action
38.	Click the <b>Change Country</b> button to remove the default entry.

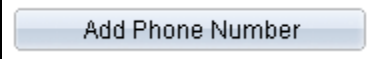
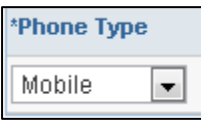
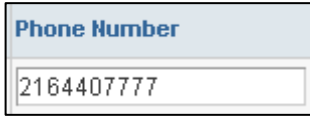

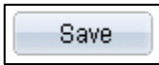



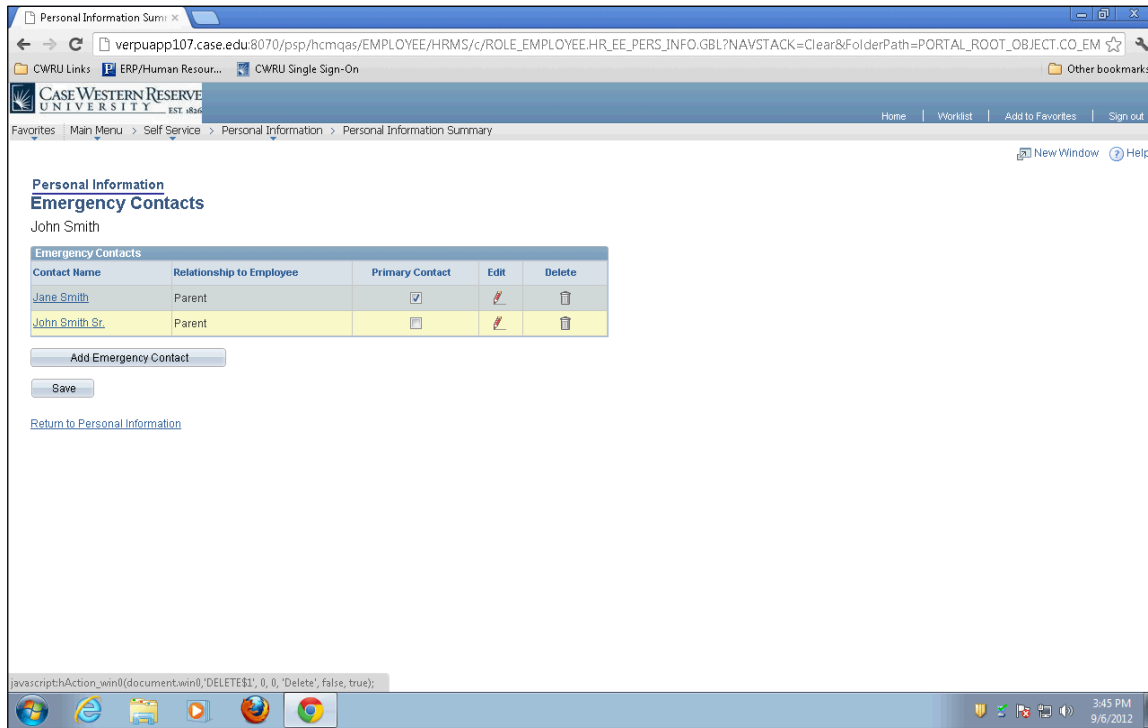
Step	Action
39.	Enter text into the <b>Search by:</b> field to use the search function or click on the country name from the <b>Search Results</b> list.  

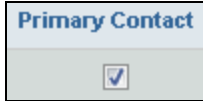

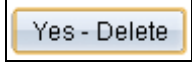



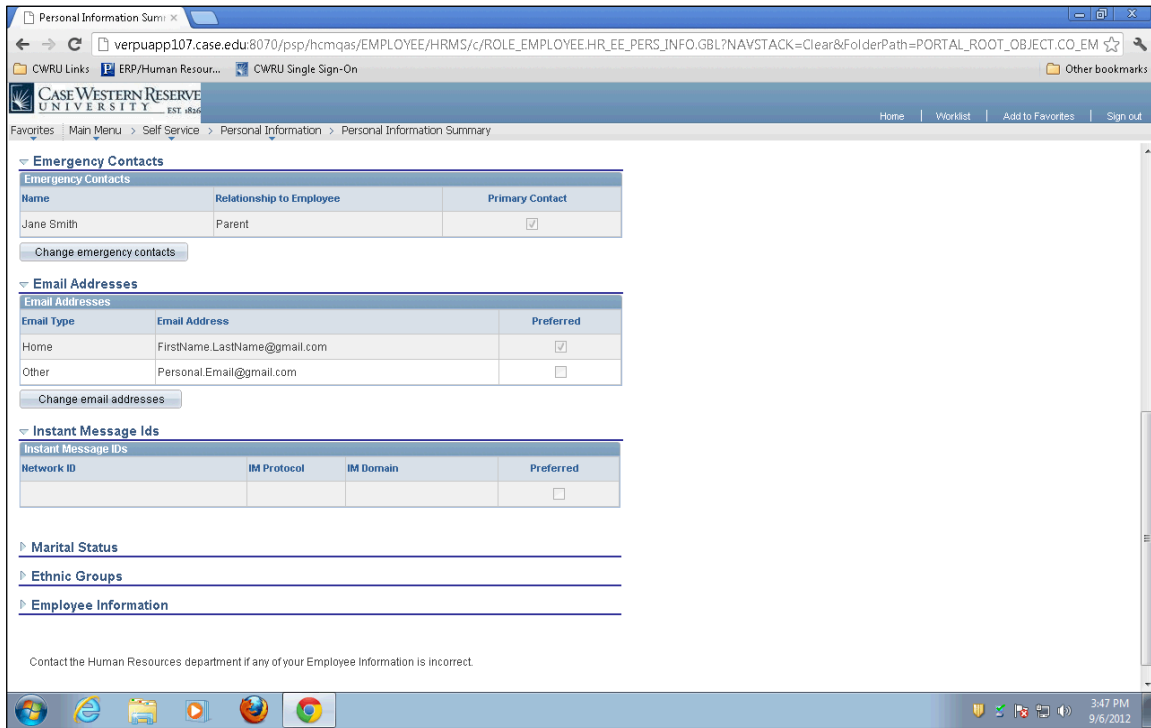
Step	Action
40.	Enter the remaining address details into the fields provided and click the <b>OK</b> button. <div style="text-align: center; margin-top: 10px;">  </div>



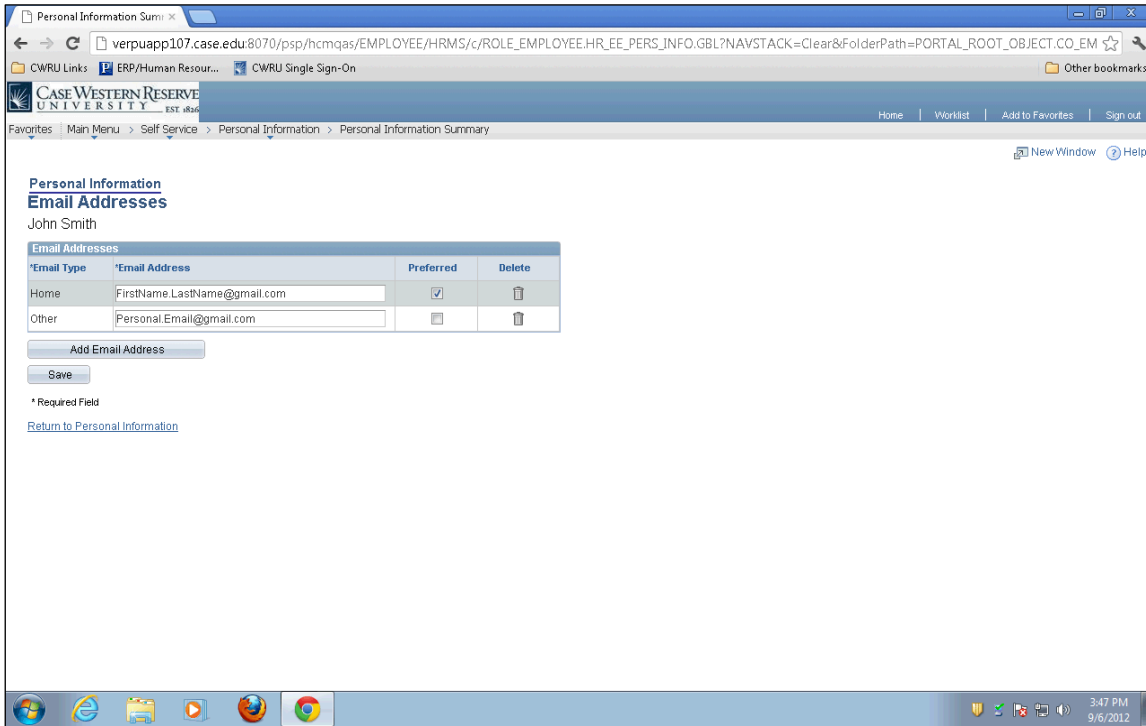
Step	Action
41.	Scroll to the bottom of the <b>Emergency Contact Detail</b> window to enter a telephone number. Click the <b>Add Phone Number</b> button. 
42.	 Select an entry from the <b>*Phone Type</b> drop down menu.
43.	 Enter the <b>Phone Number</b> .
44.	 Click the <b>Delete</b> icon to delete the telephone number entry.
45.	 Click the <b>Save</b> button.
46.	 Click the <b>OK</b> button to clear the confirmation screen.



Step	Action
47.	Click the check box to assign the <b>Primary Contact</b> option. 
48.	Click the <b>Delete</b> icon to remove an emergency contact.  <b>Note:</b> You must remove the Primary Contact option to delete an entry.
49.	Click the <b>Yes - Delete</b> button to clear the confirmation screen. 
50.	Click the <b>Return to Personal Information</b> link. 

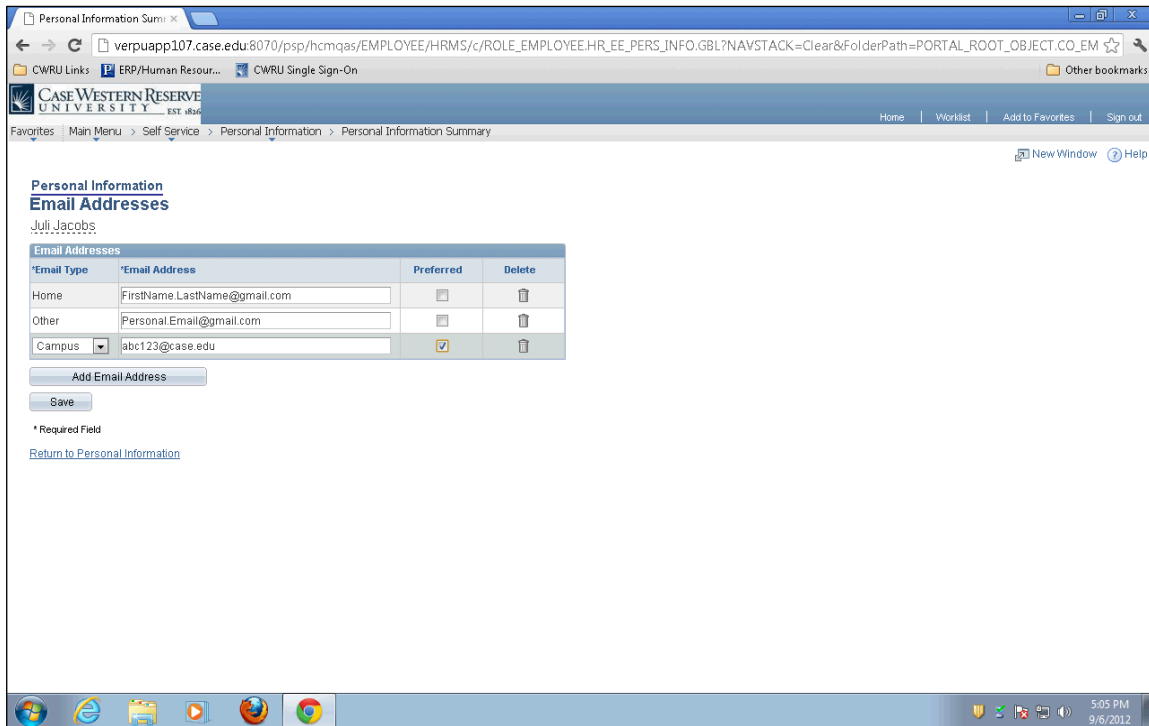







Step	Action
51.	Click the <b>Change email addresses</b> button. <div style="text-align: center; margin-top: 10px;">  </div>



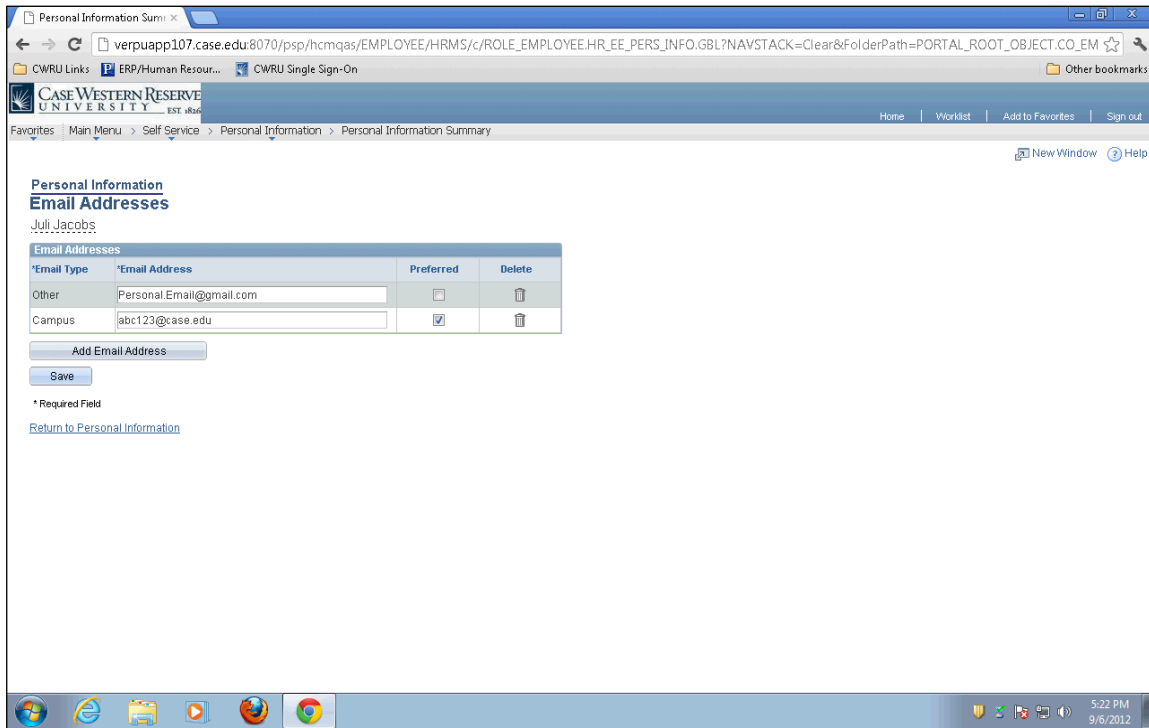
Step	Action
52.	Click the <b>Add Email Address</b> button.




Add Email Address

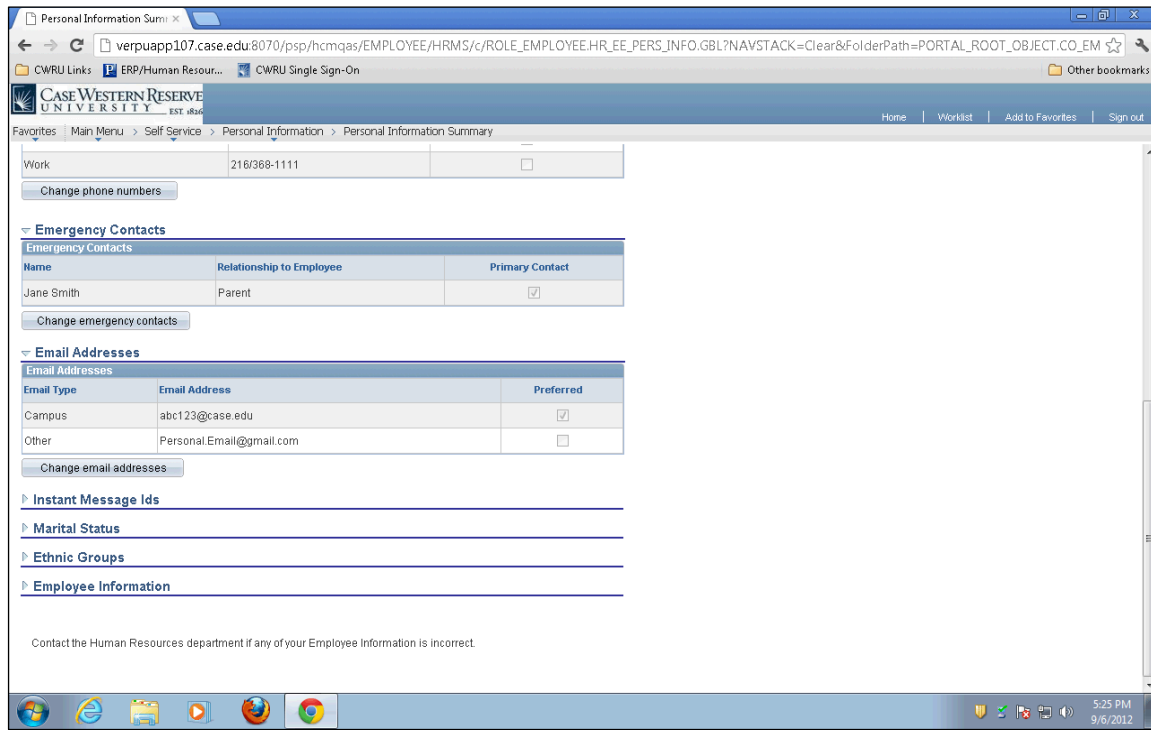


Step	Action
53.	Select an entry from the <b>*Email Type</b> drop down menu. 
54.	Type the <b>*Email Address</b> into the field provided. 
55.	Click the check box to assign an email address the <b>Preferred</b> option. 
56.	Click the <b>Delete</b> icon to remove an email address. 
57.	Click the <b>Yes - Delete</b> button to clear the confirmation screen. 





Step	Action
58.	Click the <b>Save</b> button. 
59.	Click the <b>OK</b> button to clear the confirmation screen. 
60.	Click the <b>Return to Personal Information</b> link. 



Step	Action
61.	<p>Contact your Human Resources department to update the following Personal Information Summary screen categories:</p> <ul style="list-style-type: none"> <li>- Instant Message IDs</li> <li>- Marital Status</li> <li>- Ethnic Groups</li> <li>- Employee Information.</li> </ul>
62.	<b>End of Procedure.</b>