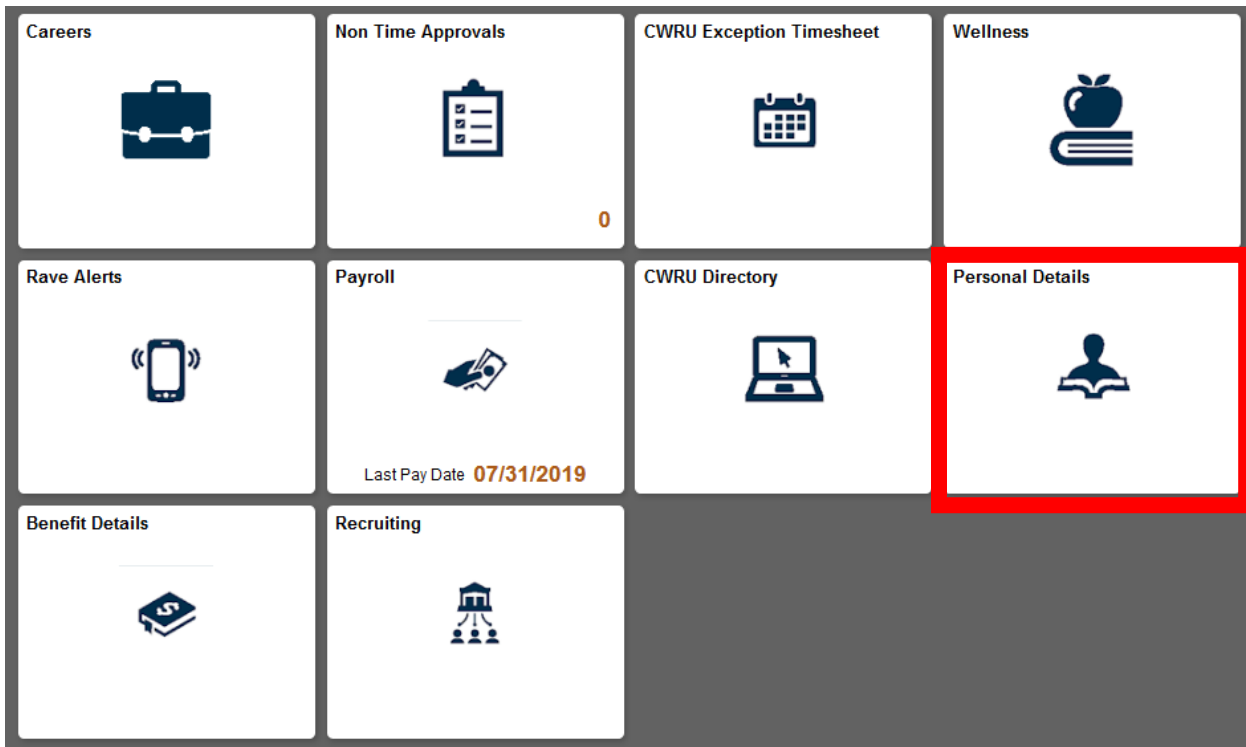


Personal Information

Procedure

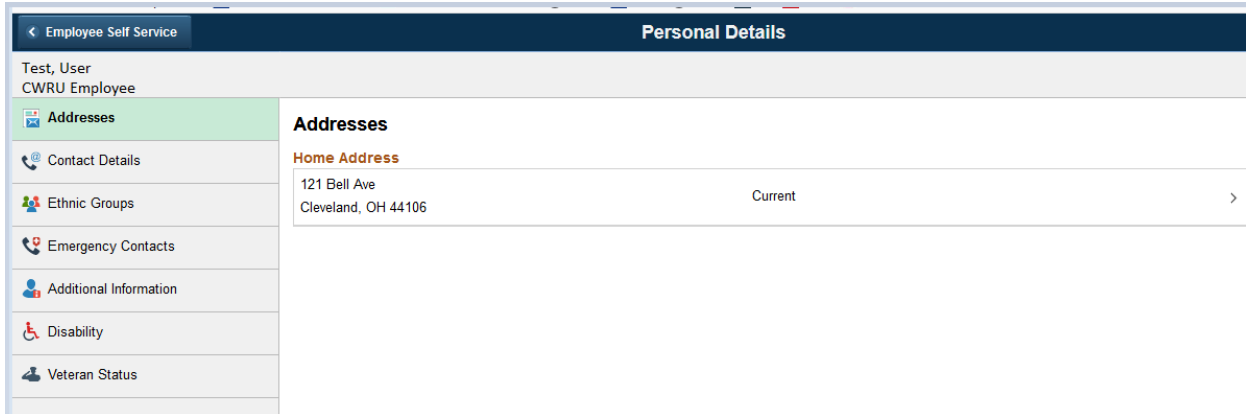
The following items can be updated from the HCM Personal Information web pages:

- Home, Mailing Address
- Contact Details (Telephone)
- Ethnic Groups
- Emergency Contact Information
- Additional Information
- Disability
- Veteran Status

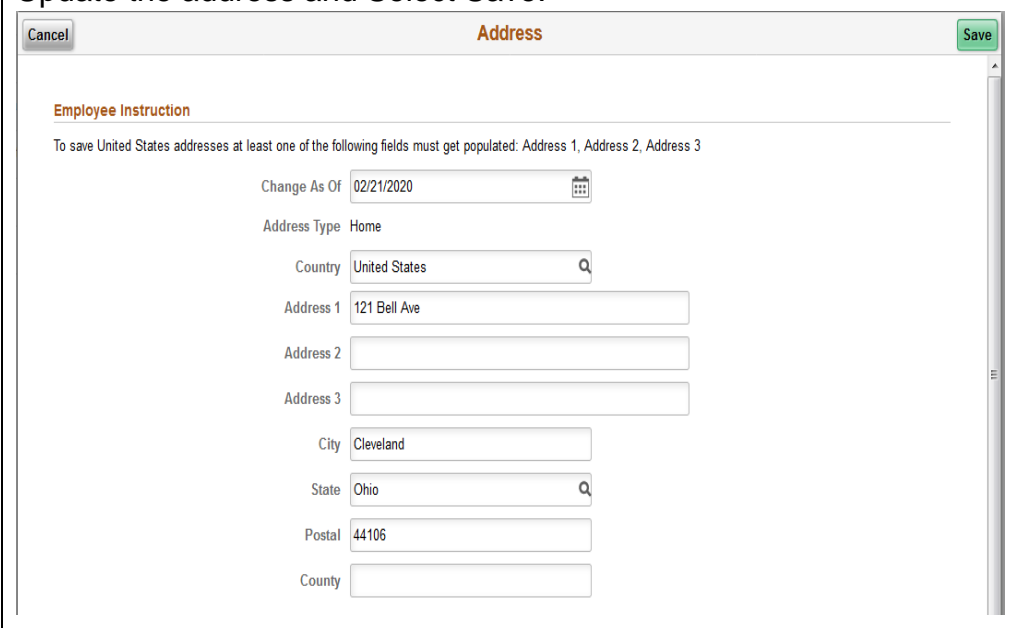


Step	Action
1.	Click the Personal Information tile
2.	The Person Details Menu appears.

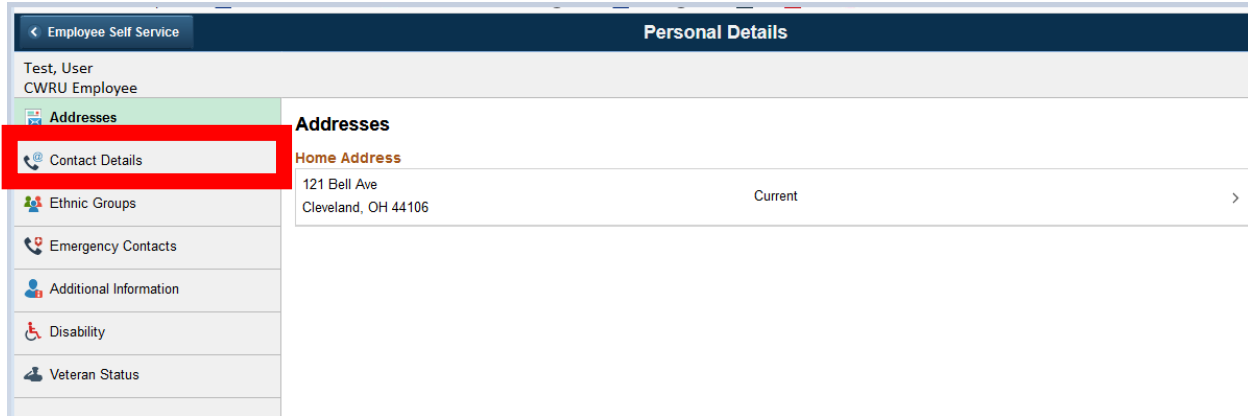
Address Change



The screenshot shows the 'Employee Self Service' interface. The 'Personal Details' section is active, displaying a list of navigation options on the left: Addresses, Contact Details, Ethnic Groups, Emergency Contacts, Additional Information, Disability, and Veteran Status. The 'Addresses' section is expanded, showing a 'Home Address' entry with the details: '121 Bell Ave, Cleveland, OH 44106'. The address is marked as 'Current' and has a right-pointing arrow for editing.

Step	Action
1.	Address Displays by default when selecting the Person Details tile.
2.	Select the address to update
3.	<p>Update the address and Select Save.</p>  <p>The screenshot shows the 'Address' update form. It includes a 'Cancel' button on the left and a 'Save' button on the right. Below the buttons is an 'Employee Instruction' section with the text: 'To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3'. The form fields are: 'Change As Of' (02/21/2020), 'Address Type' (Home), 'Country' (United States), 'Address 1' (121 Bell Ave), 'Address 2' (empty), 'Address 3' (empty), 'City' (Cleveland), 'State' (Ohio), 'Postal' (44106), and 'County' (empty).</p>

Contact Details



Employee Self Service | Personal Details

Test, User
CWRU Employee

- Addresses
- Contact Details**
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Veteran Status

Addresses

Home Address

121 Bell Ave
Cleveland, OH 44106

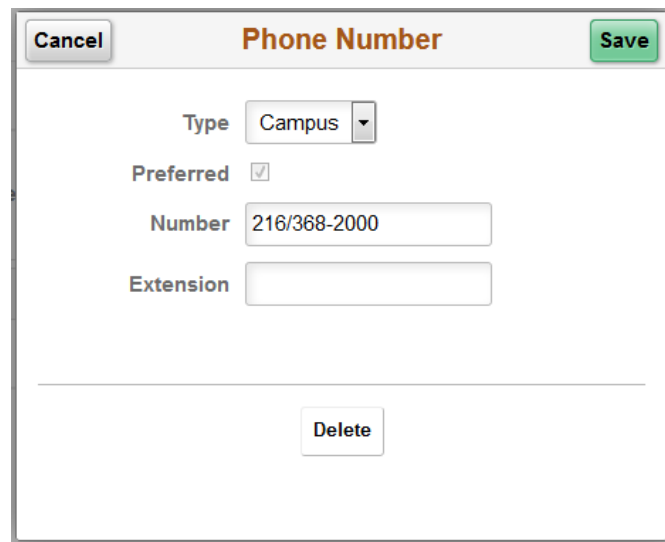
Current

Step	Action
1.	Click the Contact Details , current phone numbers would be displayed.

Phone

+			
Number	Extension	Type	Preferred
216/368-2000		Campus	✓
216/555-5555		Home	

Step	Action
2.	To update an existing number: click on the number to update.
3.	Update the number and select save.



Phone Number

Cancel Save


Type

Preferred

Number

Extension

Delete

Step	Action
4.	To add a new phone number, select the + icon. 
5.	Select the phone type. Select Campus if you would like the number to be added to the campus directory.
6.	Enter the number with area code.
7.	Select Save.

Cancel
Phone Number
Save

*Type Campus

Preferred

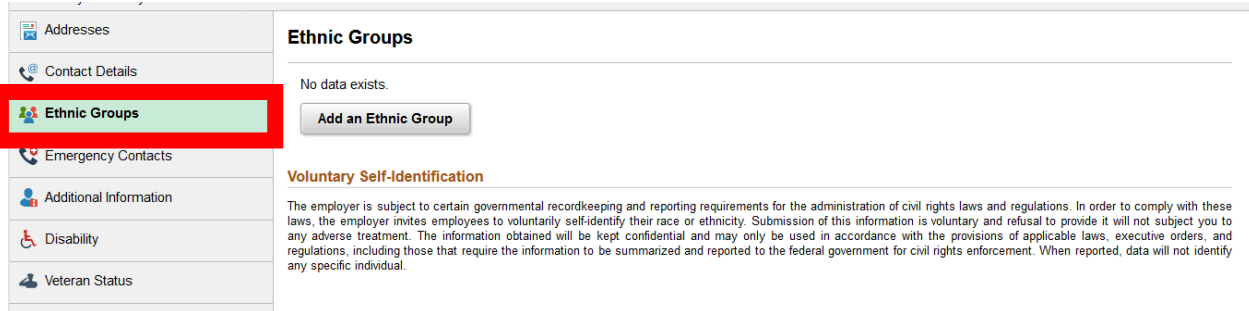
Number 2163682000

Extension

Delete

Ethnic Groups

Voluntary Self Identification.






Ethnic Groups

No data exists.

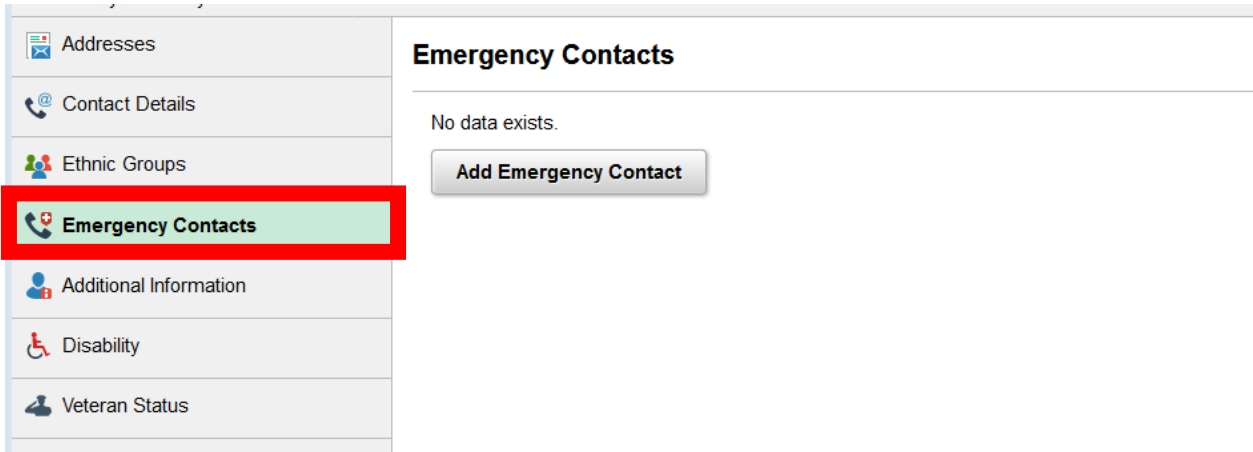
[Add an Ethnic Group](#)


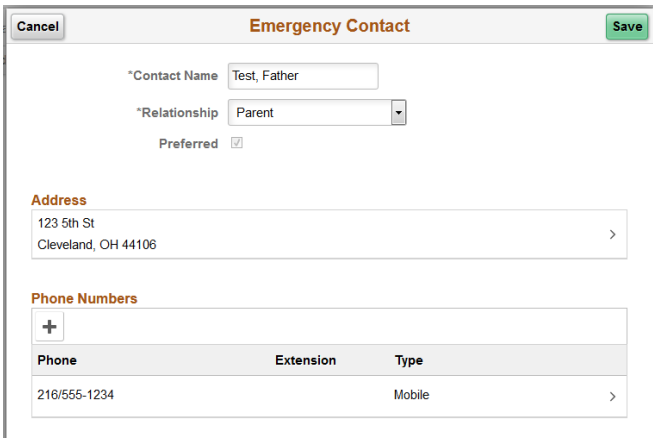
Voluntary Self-Identification

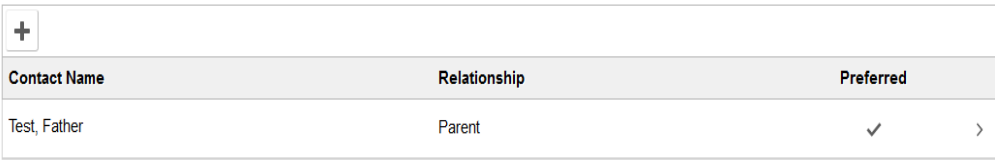

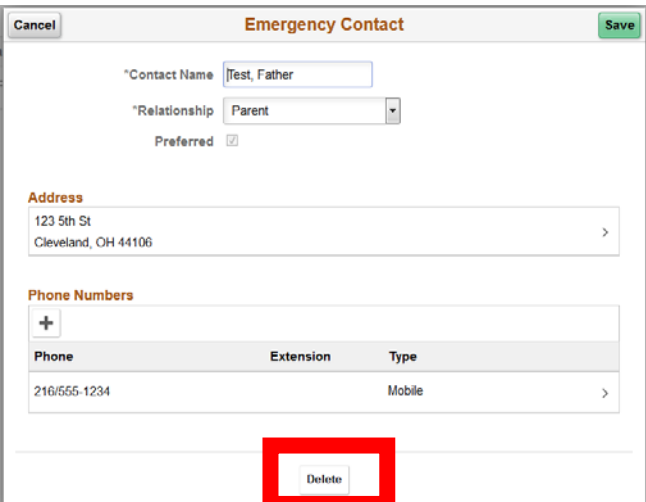
The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Step	Action
1.	To add an Ethnic group: Click the Add an Ethnic Group. 
2.	Click the magnifying glass to show a list: 
3.	Select from the list. 
4.	Select Save.








Emergency Contacts



Step	Action
1.	On initial setup select the Add Emergency Contact Button 
2.	Complete the information box  <p>At least one phone number is required.</p>

3.	Select Save
4.	<p>Will be returned to summary screen.</p> <p>Emergency Contacts</p> 
5.	<p>To add another contact select the plus sign:</p> <p>Emergency Contacts</p> 
6.	To modify a contact, click on the selected contact
7.	<p>To delete a contact click on the name of the contact and then the delete option at the bottom of the screen.</p> 


Additional Information

<ul style="list-style-type: none">  Addresses  Contact Details  Ethnic Groups  Emergency Contacts <li style="border: 2px solid red;"> Additional Information  Disability  Veteran Status 	<p>Additional Information</p> <p style="text-align: right;">Gender Male</p> <p style="text-align: right;">Date of Birth</p> <p style="text-align: right;">Birth Country United States</p> <p style="text-align: right;">Birth State</p> <p style="text-align: right;">Social Security Number</p> <p style="text-align: right;">Smoker</p> <p style="text-align: right;">Date Entitled to Medicare</p> <p style="text-align: right;">Original Start Date 05/10/1999</p> <p style="text-align: right;">Last Start Date 05/10/1999</p> <p style="text-align: right;">Highest Education Level A-Not Indicated</p> <p>Employee Information</p> <p>Contact the HR Service Center at (216) 368-6964 if any of your Employee Information is incorrect.</p>
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Step	Action
1.	Provides a summary of person information
2.	Any incorrect information should be reported to the HR Service center at 216-368-6964

Disability

Addresses	<p>Voluntary Self-Identification of Disability</p> <p style="text-align: right;">Form CC-305 OMB Control Number 1250-0005 Expires 1/31/2020</p> <p>Why are you being asked to complete this form?</p> <p>Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.</p> <p>If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.</p> <p>How do I know if I have a disability?</p> <p>You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.</p> <p>Disabilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Blindness • Autism • Bipolar disorder • Post-traumatic stress disorder (PTSD) • Deafness • Cerebral palsy • Major depression • Obsessive compulsive disorder • Cancer • HIV/AIDS • Multiple sclerosis (MS) • Impairments requiring the use of a wheelchair • Diabetes • Schizophrenia • Missing limbs or partially missing limbs • Intellectual disability (previously called mental retardation) • Epilepsy • Muscular dystrophy
Contact Details	
Ethnic Groups	
Emergency Contacts	
Additional Information	
Disability	

Step	Action
1.	Complete the form.
2.	Any questions should be reported to the HR Service center at 216-368-6964
3.	Select Submit at the bottom of the page. 

Disability

Addresses	<p>Veteran Status</p> <p>▼ Definitions</p> <p>This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:</p> <ul style="list-style-type: none"> A "disabled veteran" is one of the following: <ul style="list-style-type: none"> a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or a person who was discharged or released from active duty because of a service-connected disability. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
Contact Details	
Ethnic Groups	
Emergency Contacts	
Additional Information	
Disability	
Veteran Status	

Step	Action
1.	Complete the form.
2.	Any questions should be reported to the HR Service center at 216-368-6964
3.	Select Submit at the bottom of the page. 