

# Employee Self-Service: *Personal Information*

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## Introduction

You can view and update certain key pieces of personal data. The Personal Information icon contains your personal profile, contact numbers, emergency contact, preferred name, pay rate history and address.

As the employee, you are able to make edits to all information in this section except pay rate history and personal profile information.

This guide will give you step by step instruction on how to update and view information for each link under Personal Information.

## Navigation

1. To access your personal information, click the **Personal Information** icon.



PERSONAL INFORMATION

2. A list of hyperlinks will display each section.

## Change of Address

1. To update your address, click the **Change of Address** link.

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### Personal Information

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2. Enter the effective date of the change & update all applicable information. When complete, click the **Update** button to save changes.
3. Changes to your address cannot be made starting at noon on Monday of the pay week until Tuesday 8pm of the pay week. If you attempt to change your address, you will receive the following error message:

### Dialog

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Error: A payroll cycle is currently in progress so we are unable to make the requested change. Please return anytime Tuesday after 8 p.m.

OK

4. Please note that your main telephone number on file will be stored under your address information. You can update this field as well.


## Move

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### Address

Home

\*Required fields are indicated.

Effective Date\*    
MM/DD/YYYY

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province

Postal Code

County

Country

Phone

Phone Country Code

## Contact Numbers

1. To add and/or update additional telephone numbers, click the **Contact Numbers** link.

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2. To add a contact number, click the **Add** button.

## Additional Contact Numbers

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### Contact Numbers

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To add a contact number, click on the Add button.

Add

3. Enter all required fields (these are notated with a red asterisk\*). Click **Update** to save your changes.

### Detail

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\*Required fields are indicated.

Contact Type\*

Phone Country Code

Phone Number\*

Extension

Start Date\*  MM/DD/YYYY

End Date  MM/DD/YYYY

Comments

Update Cancel

4. Click the phone description link to update or delete an existing number.

## Additional Contact Numbers

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### Contact Numbers

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To add a contact number, click on the Add button.

To change or view additional detail for the contact numbers listed here, click on a phone type.

Description	Phone Number	Start Date
<a href="#">Cell Phone</a>	201-	07/10/2018

Add

5. In the details area, you can update the number but not the phone type. Once you've completed updating the information, click the **Update** button. If you need to delete the number, select the **Delete** button.

## Detail

\*Required fields are indicated.

Description	Cell Phone
Phone Country Code	<input type="text"/>
Phone Number*	<input type="text" value="201-"/>
Extension	<input type="text"/>
Start Date*	<input type="text" value="07/10/2018"/> <small>MM/DD/YYYY</small>
End Date	<input type="text"/> <small>MM/DD/YYYY</small>
Comments	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

6. If you choose to delete a number, a dialog box will appear after you click delete. It will ask you to confirm your selection.

Dialog ×

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Are you sure you want to delete this contact number?

## Emergency Contact

1. To add and/or edit your emergency contact, click the **Emergency Contact** link.

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2. To add an emergency contact, click the **Add** button.

## Emergency Contacts

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### Contacts

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To add an emergency contact, click on the Add button.

Add

3. Enter all required fields (first & last name and at least one phone number). Click **Update** to save your changes.

#### Detail

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\*Required fields are indicated.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Relationship	<input type="text"/>
Cell Phone	<input type="text"/>
Cell Phone Country Code	<input type="text"/>
Home Phone	<input type="text"/>
Home Phone Country Code	<input type="text"/>
Work Phone	<input type="text"/>
Extension	<input type="text"/>
Work Phone Country Code	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
City or Address 5	<input type="text"/>
State or Province	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>

4. Click the emergency contact name link to update or delete an existing contact.

## Emergency Contacts

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### Contacts

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To add an emergency contact, click on the Add button.

To change, delete or view additional detail for contacts listed here, click on a name.

Name [Daisy Duck](#)  
Relationship sister  
Cell Telephone 407-111-2222  
Home Telephone  
Work Telephone

Add

5. In the details area, you can update any applicable information. Once you've completed updating the information, click the **Update** button. If you need to delete the contact, select the **Delete** button.

### Detail

\*Required fields are indicated.

First Name*	<input type="text" value="Daisy"/>
Last Name*	<input type="text" value="Duck"/>
Relationship	<input type="text" value="sister"/>
Cell Phone	<input type="text" value="407-111-2222"/>
Cell Phone Country Code	<input type="text"/>
Home Phone	<input type="text"/>
Home Phone Country Code	<input type="text"/>
Work Phone	<input type="text"/>
Extension	<input type="text"/>
Work Phone Country Code	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
City or Address 5	<input type="text"/>
State or Province	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/>

6. If you choose to delete a contact, a dialog box will appear after you click delete. It will ask you to confirm your selection.

Dialog ✕

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Are you sure you want to delete this emergency contact?


# Job Profile

1. To view your work information, click the **Job Profile** link. This information is view only; you are not allowed to edit this data.

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2. This screen will display information such as your employee number, department, location, job title, work email, hire date and pay rate.

## Job Profile

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### Job Profile

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Employee Name  
Employee Number  
Employee Status  
Process Level  
Department  
Accounting Unit  
Location  
Supervisor  
Position  
Job  
Union  
Work Phone  
Work Phone Extension  
Work Phone Country Code  
Work Email  
Personal Email  
Home Phone  
Home Phone Country Code  
Hire Date  
Adjusted Hire Date  
Next Review Date  
Next Review Type  
Pay Rate  
Pay Grade  
Grade Range Schedule  
FTE  
Total FTE



## Nickname (Preferred Name)

1. To add or update your preferred name, click the **Nickname (Preferred Name)** link.

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2. Add or update the name, enter your preferred name and hit **Update**.

### Nickname

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#### Details

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Nickname

 Update

Cancel

## Pay Rate History

1. To view your current and previous pay rates, click the **Pay Rate History** link.

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2. Select a through date and hit **Continue**. The date will be pre-populated with the current date. You can update this to whatever date you want.

## Pay Rate History

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### History

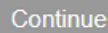
---

\*Required fields are indicated.

Select a through date.\*

07/10/2018 

MM/DD/YYYY



3. After you hit Continue, your pay rates will be displayed. You will see the effective date of the rate, hourly rate, annualized salary and the percent change.

## Personal Information

1. To view your personal profile, click the **Personal Information** link. This information is view only; you are not allowed to edit this data.

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2. This screen will display your name, preferred name, last four digits of your social security number, birthdate, gender, ethnicity, and marital status.

## Personal Profile

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### Personal Information

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Employee Name  
Preferred Name  
Social Number  
Birth Date  
Gender  
Ethnicity  
Disability  
Disability Type  
Marital Status  
Veteran Status  
Former Name  
Maiden Name


## Work Contacts

1. To add your work telephone number, work extension and personal email address, click the **Work Contacts** link.

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2. Enter your personal email address, Saint Peter's work number or extension. Click **Update**.

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[Work Contacts](#)

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Contact Details

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Work Phone

Work Phone Extension

Work Phone Country Code

Work Email

Personal Email