



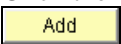


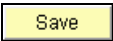

Maintaining Personal Information

you can navigate to the Personal Information Summary page, Self Service → Personal Information → Personal Information Summary to view your personal information. If you wish to change any of the information, click on the yellow “change...” button to access the page to change personal data. The job aid below explains each type of personal information that can be changed and the path if you were to navigate to each page individually. If you are on the Personal Information Summary page, start each section at approximately step 6.


Maintaining Home and Mailing Addresses

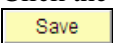

1.	<p>Begin by navigating to the Home and Mailing Address page.</p> <p>Click the Self Service link.</p> 
2.	<p>Click the Personal Information link.</p>
3.	<p>Click the Home and Mailing Address link.</p>
4.	<p>Click the Collapse Menu button.</p> 
5.	<p>Use the Home and Mailing Address page to view a list of all current and future (pending) addresses. If you need to make changes to the addresses listed, click the Edit button.</p>
6.	<p>Note the message at the top of the page explaining that you should contact your campus HR/Payroll office to update an address that is not in the USA.</p> <p>Additionally, you may need to contact other offices about address changes since not all university systems share data.</p>
7.	<p>First, update your home address.</p> <p>Click the Edit button.</p> 
8.	<p>Use the Edit Home Address page to enter new information for your mailing address.</p>
9.	<p>Enter the desired information into the Address 1 field.</p> <p>Enter a valid value e.g. "10 Smith Street".</p>
10.	<p>Enter the desired information into the City field.</p> <p>Enter a valid value e.g. "Newburyport".</p>
11.	<p>In this example, the State field remains unchanged.</p>

12.	<p>Enter the desired information into the Postal field.</p> <p>Enter a valid value e.g. "01950".</p>
13.	<p>You can enter a future date or leave the current date in the On this date field.</p> <p>Entering a past date will result in an error message.</p>
14.	<p>For this exercise, the change will not be effective until a future date.</p> <p>Enter the desired information into the On this date field.</p> <p>Enter a valid value e.g. "03/30/2010".</p>
15.	<p>Click the Save button.</p> 
16.	<p>On the Save Confirmation page, click the OK button.</p> 
17.	<p>On the Home and Mailing Address page, notice that you now have two Home addresses listed - one for the current time and one that will be effective on a future date.</p> <p><i>Note:</i> Unless otherwise specified, your home address is considered your mailing address.</p>
18.	<p>For this example, add a mailing address.</p> <p>Click the Address Type list.</p> 
19.	<p>Click the Mail list item.</p> 
20.	<p>Click the Add button.</p> 
21.	<p>Use the Add Mailing Address page to add a new mailing address.</p>
22.	<p>Enter the desired information into the Address 1 field.</p> <p>Enter a valid value e.g. "PO Box 5879".</p>
23.	<p>Enter the desired information into the City field.</p> <p>Enter a valid value e.g. "Newburyport".</p>
24.	<p>Enter the desired information into the State field.</p> <p>Enter a valid value e.g. "MA".</p>
25.	<p>Enter the desired information into the Postal field.</p> <p>Enter a valid value e.g. "01950".</p>
26.	<p>This change can take effect immediately. Keep the default date.</p>

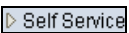

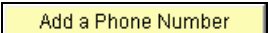

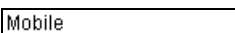
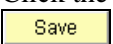
27.	Click the Save button. 
28.	Click the OK button. 
29.	Review the changes you've made on the Home and Mailing Address page.
30.	Congratulations! You've successfully updated your home and mailing address information. End of Procedure.


Maintaining Personal Email Addresses

1.	Begin by navigating to the Email Addresses page. Click the Self Service link. 
2.	Click the Personal Information link.
3.	Click the Email Addresses link. 
4.	Click the Collapse Menu button. 
5.	Use the Email Addresses page to view, add, update, or delete your email addresses.
6.	In this exercise, you are going to add a new email address. <i>Note:</i> You cannot delete your work email address.
7.	Click the Add an Email Address button. 
8.	Click the Email Type listbox. 
9.	Click the Other list item. 
10.	Enter the desired information into the Email Address field. Enter a valid value e.g. " fflintstone@gmail.com ".

11.	Click the Save button. 
12.	Click the OK button. 
13.	Your additional email address has been added to the Email Addresses page.
14.	Congratulations! You have successfully updated your email address information. End of Procedure.

Maintaining Personal Phone Numbers

1.	Begin by navigating to the Phone Numbers page. Click the Self Service link. 
2.	Click the Personal Information link.
3.	Click the Phone Numbers link.
4.	Click the Collapse Menu button. 
5.	Use the Phone Numbers page to view, add, update, and delete phone numbers.
6.	You can modify existing rows by updating the fields and clicking the Save button. <i>Note:</i> Business phone numbers can not be changed using Employee Self Service.
7.	Click the Add a Phone Number button. 
8.	Use the Phone Type list to select the type of phone number you will be entering. Click the Phone Type list. 
9.	Click the Mobile list item. 
10.	Enter the desired information into the Telephone field. Enter a valid value e.g. "978/444-7890" .
11.	Click the Save button. 

12.	Click the OK button. 
13.	Review the change you've made.
14.	Congratulations! You've successfully added a phone number to your personal information. End of Procedure.