

# PeopleSoft Human Capital Management (HCM)

## Update Personal Information

### Job Aid

Employee Self Service (ESS)

## Updating Personal Information

This process is used to update personal information, such as contact information or biographical information. This job aid demonstrates making an address change, but the same procedure is followed to update various other personal information as well.

*Note: Before making changes to Martial Status, Date of Birth, Gender, or Name, please contact your Human Resources representative for assistance as updating these may trigger an event which could potentially place benefits on hold until the issue is cleared by HR.*

### Updating Personal Details

1. Log into PeopleSoft using your credentials.
2. The **Self-Service page** is displayed.

*Note: Ensure **Employee Self-Service (ESS)** is selected.*

3. **Select** the **Personal Details Tile**.

# PeopleSoft Human Capital Management (HCM) Update Personal Information Job Aid



The **Personal Details** page is displayed. From this page, employees can open various tiles to review, edit, or update their varying personal information. This job aid will demonstrate one example of making a personal data change, however, the same general process would be followed to adjust any other types of personal information.

# PeopleSoft Human Capital Management (HCM) Update Personal Information Job Aid

4. Select the **Addresses** tile.

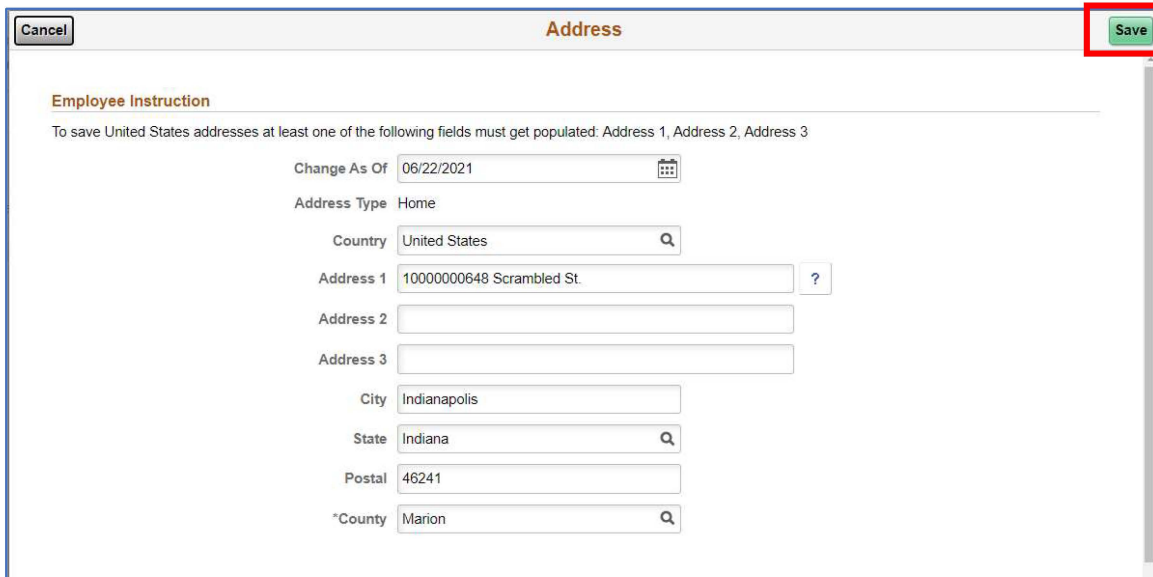
The screenshot shows a grid of 12 tiles under the heading "Personal Details". The "Addresses" tile in the top-left corner is highlighted with a red box. A red circle with the number "4" is positioned to the left of the grid. Other tiles include Contact Details (5 Details), Emergency Contacts (2 Contacts), Social Media (No Accounts), Marital Status, Name (Updated 03/30/2003), Ethnic Groups (1 Ethnic Group), Disability (Not Submitted), Veteran Status (Updated 10/22/1984), Form I-9 (Not Submitted), Business Partners (No Business Partners), and Additional Information.

5. Next, select the **Home Address** box to open a pop-up box where you will type or select your address information from the various dialog boxes.

The screenshot shows the "Personal Details" page for "Accountant 1". The "Addresses" section is expanded, and the "Home Address" field is highlighted with a red box. A red circle with the number "5" is positioned to the right of the field. The address information is: "1000000648 Scrambled St, Indianapolis, IN 46241, Marion". Below this, the "Mailing" section shows "No data exists." and an "Add Mailing Address" button.

# PeopleSoft Human Capital Management (HCM) Update Personal Information Job Aid

6. Select the Save button when finished to complete this procedure.



**Address**

Cancel Save

**Employee Instruction**  
To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of: 06/22/2021

Address Type: Home

Country: United States

Address 1: 10000000648 Scrambled St. ?

Address 2:

Address 3:

City: Indianapolis

State: Indiana

Postal: 46241

\*County: Marion

*Note: As an example, the above steps demonstrate only how to update address information. However, the same general steps would be followed to update various other biographical information as well.*

When updating other information, such as **Emergency Contact Information**, there is a **Plus Sign** you must select in order to add additional information.



**Emergency Contact Details**

+

Contact Name	Relationship	Preferred
[REDACTED]	Spouse	✓ >
[REDACTED]	Parent	>

End of Procedure