

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](#).

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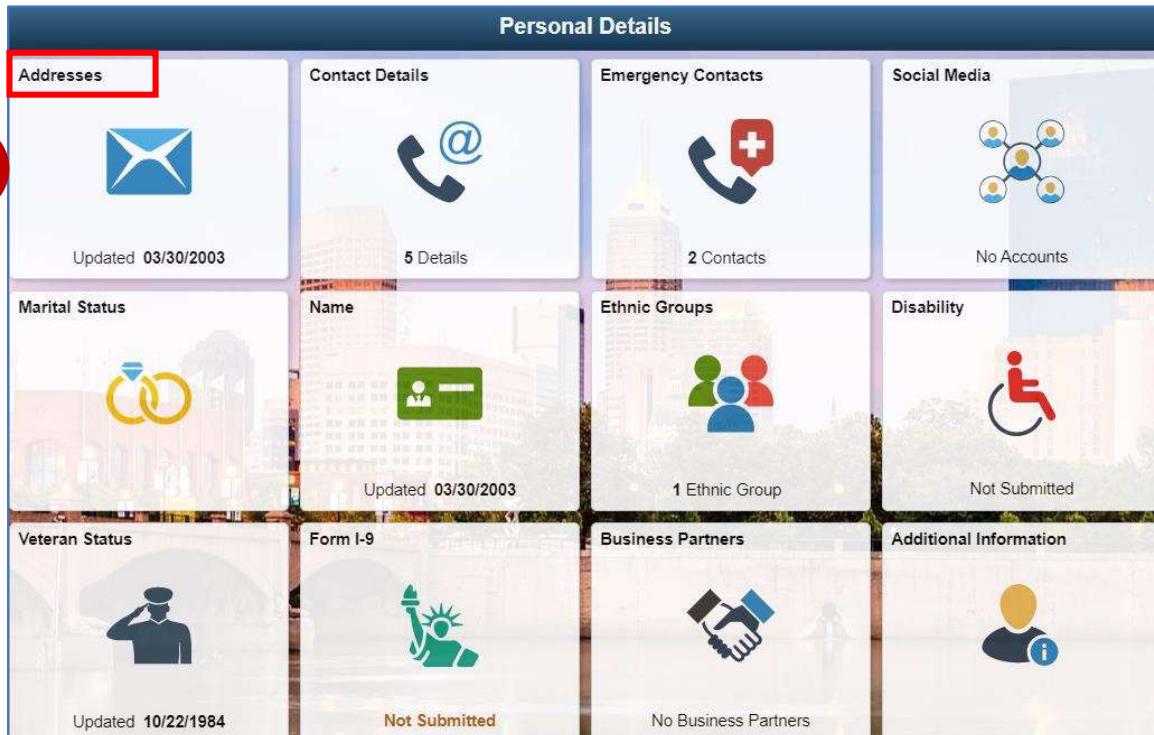
The **Personal Details** page is displayed. From this page, employees can open various tiles to review, edit, or update their varying personal information. This job aid will demonstrate one example of making a personal data change, however, the same general process would be followed to adjust any other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

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4. Select the **Addresses** tile.



The screenshot shows a grid of tiles under the heading "Personal Details". The "Addresses" tile is highlighted with a red box and a red circle containing the number 4. Other tiles include "Contact Details" (5 Details), "Emergency Contacts" (2 Contacts), "Social Media" (No Accounts), "Marital Status" (Updated 03/30/2003), "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". Each tile has a small icon representing the category.

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 dialogue boxes.



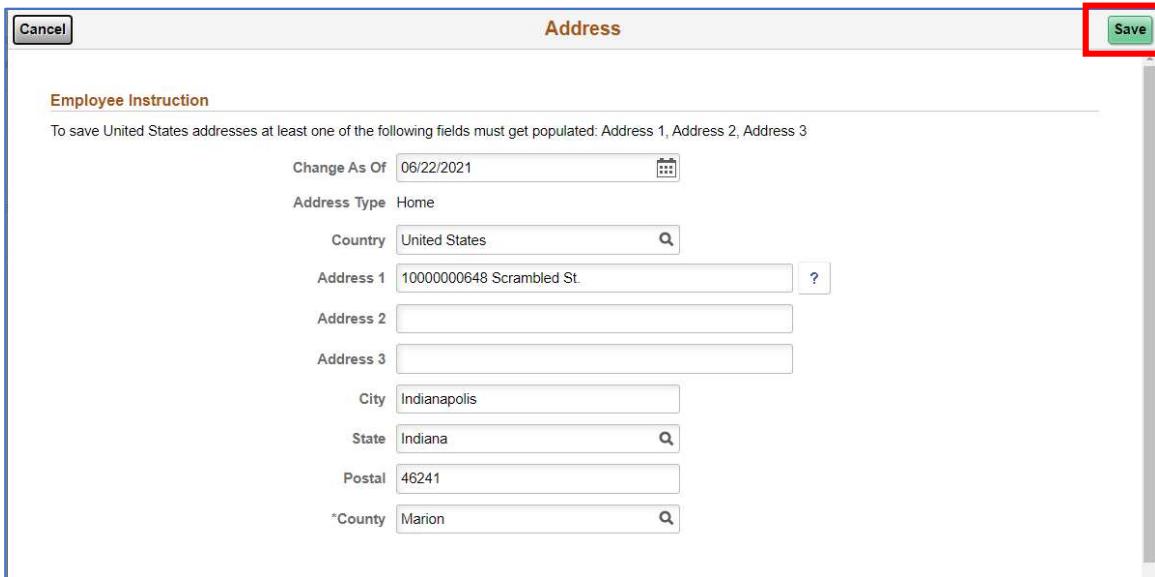
The screenshot shows the "Personal Details" page with the "Addresses" section selected. A red box highlights the "Home Address" input field, which contains the address "10000000648 Scrambled St. Indianapolis, IN 46241 Marion" and the status "Current". To the right of the input field is a red circle with the number 5. The left sidebar lists other categories: "Contact Details", "Social Media", "Marital Status", "Name", "Ethnic Groups", and "Emergency Contacts". Below the address input field is a "Mailing" section with the message "No data exists." and a "Add Mailing Address" button.

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



The screenshot shows the 'Address' update form. At the top, there are 'Cancel' and 'Save' buttons, with 'Save' highlighted by a red box and the number '6' in a red circle. The form includes fields for 'Change As Of' (set to 06/22/2021), 'Address Type' (set to Home), 'Country' (United States), 'Address 1' (10000000648 Scrambled St.), 'Address 2' (empty), 'Address 3' (empty), 'City' (Indianapolis), 'State' (Indiana), 'Postal' (46241), and '*County' (Marion). The 'Employee Instruction' section at the top states: 'To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3'.

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.



The screenshot shows the 'Emergency Contact Details' table. At the top left is a red box containing a plus sign icon. The table has columns for 'Contact Name', 'Relationship', and 'Preferred'. It contains two rows: one for 'Spouse' (marked with a checkmark) and one for 'Parent'.

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

End of Procedure