

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](#).

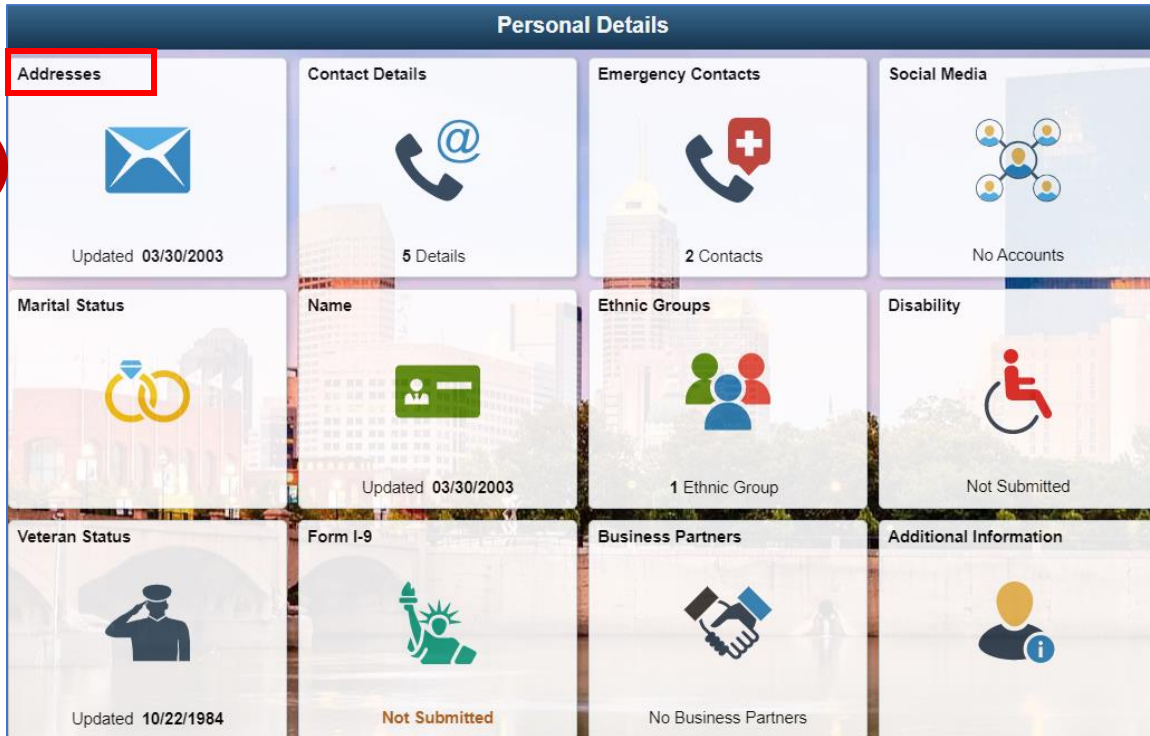
PeopleSoft Human Capital Management (HCM) Update Personal Information Job Aid



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.

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4. Select the **Addresses** tile.

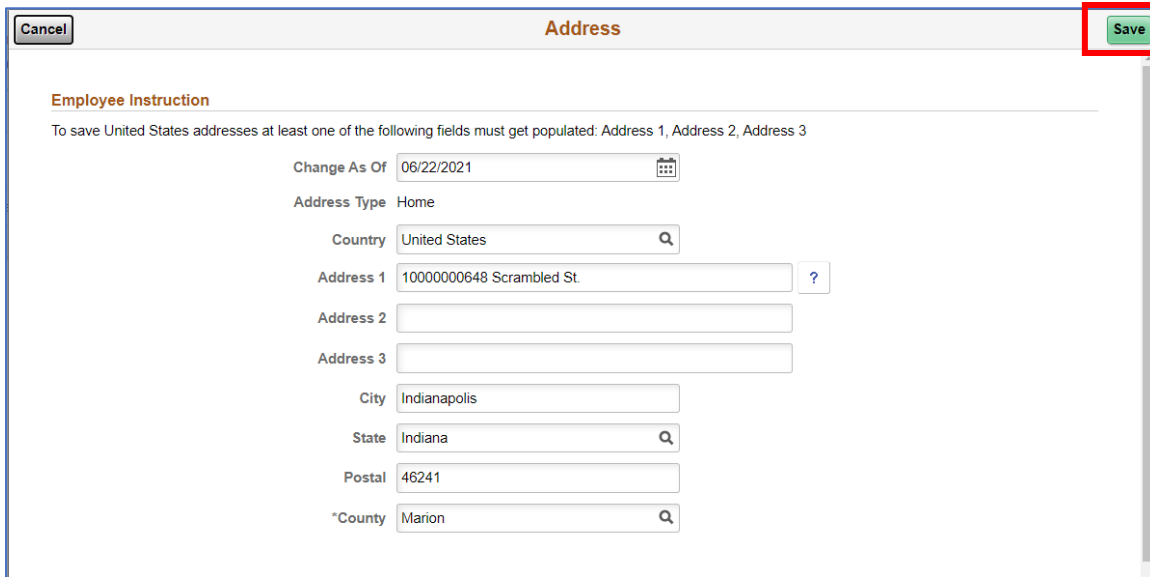


5. Next, select the **Home Address** box to open a pop-up box where you will **type** or **select** your address information from the various dialogue boxes.



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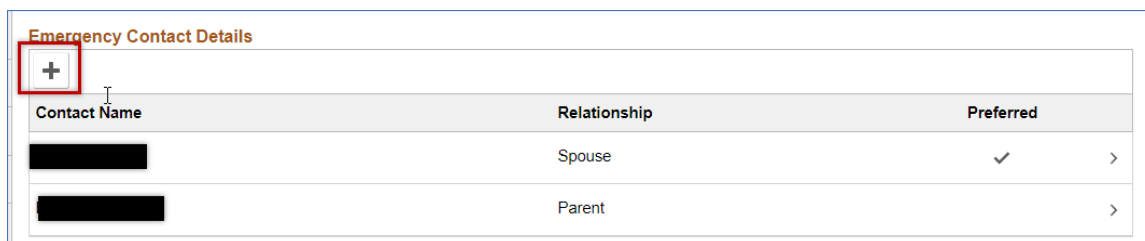
6. Select the Save button when finished to complete this procedure.



The screenshot shows the 'Address' form in PeopleSoft HCM. The form title is 'Address'. There are 'Cancel' and 'Save' buttons at the top. The 'Save' button is highlighted with a red box. Below the title, there 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 contains several input fields: '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), and '*County' (Marion). A red circle with the number '6' is located to the right of the form.

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' form in PeopleSoft HCM. The form title is 'Emergency Contact Details'. There is a plus sign icon in the top left corner, highlighted with a red box. Below the title, there is a table with the following columns: 'Contact Name', 'Relationship', and 'Preferred'. The table contains two rows of data:

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

End of Procedure