
ESS - Personal Information

This section is divided into the following topics:

[Personal Information Home](#)

[Personal Information Summary](#)

[Home And Mailing Address](#)

[Phone Numbers](#)

[Email Addresses](#)

[Emergency Contacts](#)

Personal Information Home

1. Select the **Employee Self Service** menu group.
2. Select the **Personal Information** menu.
3. Select the **Personal Information Home** component. The Personal Information Home page (**Figure 491**) is displayed.

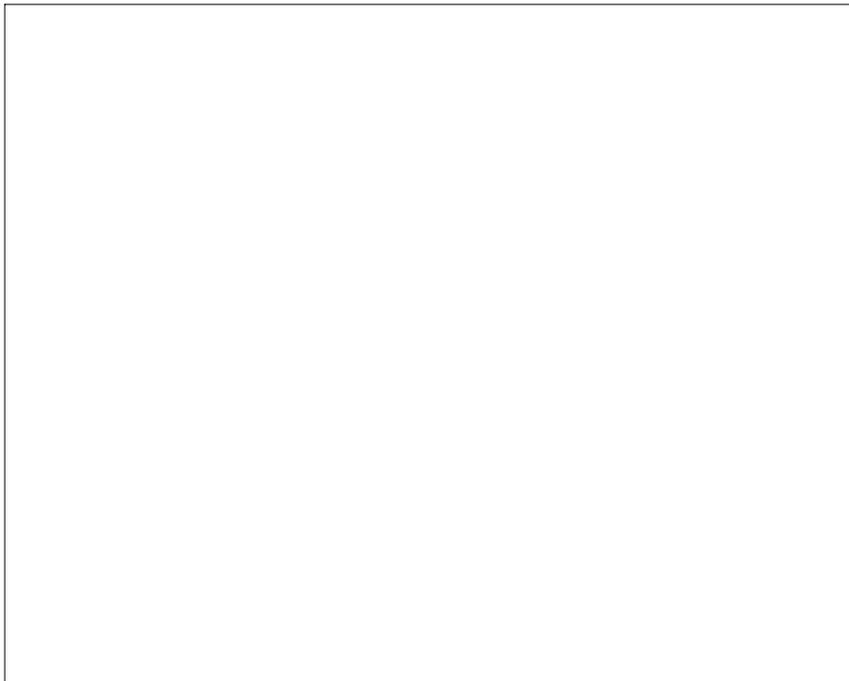


Figure 491. Personal Information Home page

Personal Information Summary

1. Select the **Employee Self Service** menu group.

2. Select the **Personal Information** menu.
3. Select the **Personal Information Summary** component. The Personal Information page (Figure 492) is displayed.

Personal Information
Kevin Kelley

Addresses

As Of	Address
04/11/1999	7701 290TH STREET BRANFORD, FL 32008

[Change home/mailling addresses](#)

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Business	543508-9195	102	<input checked="" type="checkbox"/>

[Change phone numbers](#)

Emergency Contacts

Name	Relationship to Employee	Primary Contact
ATKINS, CATHY	Mother	<input checked="" type="checkbox"/>

[Change emergency contacts](#)

Email Addresses

Email Type	Email Address	Preferred
Business		<input checked="" type="checkbox"/>

[Change email addresses](#)

Marital Status

Marital Status: Unknown As of:

[Change marital status](#)

Employee Information

Gender: Male
 Date of Birth: 11/20/1957
 Birth Country:
 Birth State:
 Social Security Number: 0200
 Military Status: Not a Veteran

Highest Education Level:
 Contact the Human Resources department if any of your Employee Information is incorrect.
 Go to: [Contact Information Home](#)

Figure 492. Personal Information page

4. Click **Change Home/Mailing Addresses** to edit an existing address or add a new one. For more information about this topic, refer to the [Home And Mailing Address](#) section of this procedure manual.
5. Click **Change Phone Numbers** to edit an existing phone number or add a new one. For more information about this topic, refer to the [Phone Numbers](#) section of this procedure manual.
6. Click **Change Emergency Contacts** to edit an existing phone number or add a new one. For more information about this topic, refer to the [Emergency Contacts](#) section of this procedure manual.
7. Click **Change Email Addresses** to edit an existing phone number or add a new one. For more information about this topic, refer to the [Email Addresses](#) section of this procedure manual.

Home And Mailing Address

To view a Home And/Or Mailing Address:

1. Select the **Employee Self Service** menu group.
2. Select the **Personal Information** menu.

3. Select the **Home And Mailing Address** component. The Home Address page (**Figure 493**) is displayed.

Home Address

Kevin Kelley

Effective Date	Address Line 1	City	State	Postal Code	County	Country
04/11/1999	7701 290TH STREET	BRANFORD	FL	32008	SUWANNEE	USA

[Add new Address](#)

Go To: [Contact Information Home](#)

Figure 493. Home Address page

4. Click **Add New Address**. The Home Address Detail page (**Figure 494**) is displayed.

Your Home Address

Home Address Detail

Kevin Kelley

Home Address

*Date Address is Effective: **Address Entered via:** HR Entered Online

*Address Line 1:

Address Line 2:

Address Line 3:

*City:

*State:

Country:

*Postal Code:

Country: United States

[Save](#)

[Return to Address](#)

* Required Field

Figure 494.

5. Complete the fields as follows:

6. Click **Save** to save the information.
7. Click the **Return To Address** link. The Home Address page (**Figure 493**) is displayed.
8. Click the **Contact Information Home** link. The Contact Information Home page (**Figure 495**) is displayed.

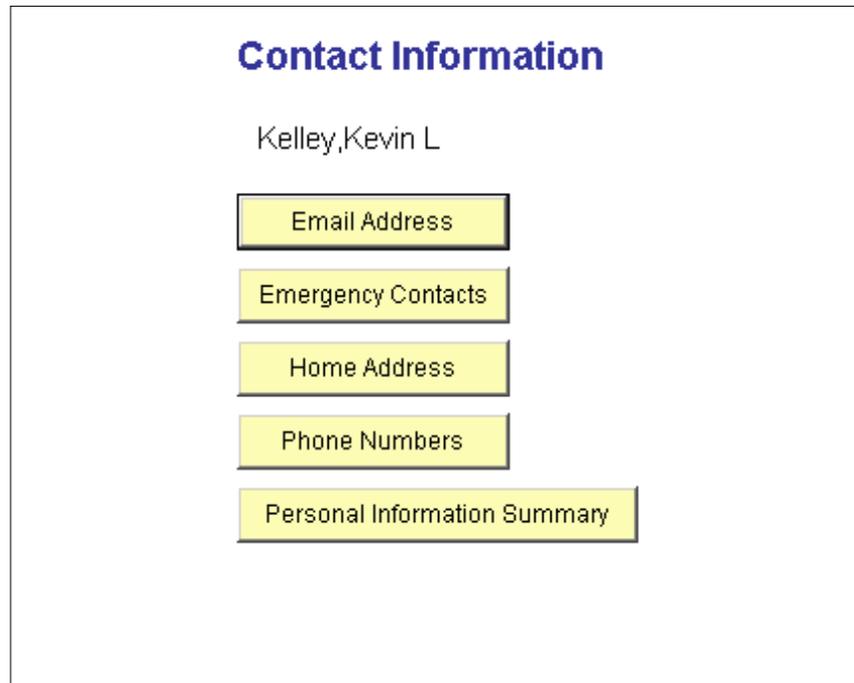


Figure 495. Contact Information page

9. Click **Email Address** to edit an existing phone number or add a new one. For more information about this topic, refer to the [Email Addresses](#) section of this procedure manual.
10. Click **Emergency Contacts** to edit an existing phone number or add a new one. For more information about this topic, refer to the [Emergency Contacts](#) section of this procedure manual.
11. Click **Home Address** to edit an existing address or add a new one. For more information about this topic, refer to the [Home And Mailing Address](#) section of this procedure manual.
12. Click **Phone Numbers** to edit an existing phone number or add a new one. For more information about this topic, refer to the [Phone Numbers](#) section of this procedure manual.
13. Click **Personal Information Summary** to view and edit existing personal information. For more information about this topic, refer to the [Personal Information Summary](#) section of this procedure manual.

Phone Numbers

To view a Phone Numbers:

1. Select the **Employee Self Service** menu group.
2. Select the **Personal Information** menu.
3. Select **Phone Numbers** component. The Phone Numbers page (**Figure NO TAG**) is displayed.

Phone Numbers

Dawn Jaguar

Enter your phone numbers below.

*Phone Type	Telephone	
Business	555/555-5555	Delete
Cellular	555/222-2222	Delete
Home	555/111-1111	Delete

Note : Business Phone is reported to Employee Directory

Add a Phone Number

* Required Field

Save

Go To: [Contact Information Home](#)

4. Click **Add A Phone Number** to activate the open fields for new data.
5. Complete the fields as follows:
6. Click **Save** to save the information.
7. Click **Delete** to delete a phone number.
8. Click the **Return To Address** link. The Home Address page (**Figure 493**) is displayed.
9. Click the **Contact Information Home** link. The Contact Information Home page (**Figure 495**) is displayed.

Email Addresses

To view Email Addresses:

1. Select the **Employee Self Service** menu group.
2. Select the **Personal Information** menu.

3. Select the **Email Addresses** component. The Email Address page (**Figure 496**) is displayed.

Email Addresses
Kevin Kelley

*Email Type	*Email Address	Preferred	
Business		<input checked="" type="checkbox"/>	Delete

Add an Email Address

* Required Field

Save

Go To:
[Contact Information Home](#)

Figure 496. Email Addresses page

4. Click **Add An Email Address** to activate the open fields for new data.
5. Complete the fields.
6. Click **Save** to save the information.
7. Click **Delete** to delete a phone number.
8. Click the **Contact Information Home** link. The Contact Information Home page (**Figure 495**) is displayed.

Emergency Contacts

To view Emergency Contacts:

1. Select the **Employee Self Service** menu group.
2. Select the **Personal Information** menu.
3. Select the **Emergency Contacts** component. The Emergency Contact page (**Figure 497**) is displayed.

Emergency Contacts

Kevin Kelley

Emergency Contacts				
First Name	Middle Name	Last Name	Name Suffix	Relationship to Employee
CATHY		ATKINS		Mother

Primary Contact: ATKINS,CATHY

Go To: [Contact Information Home](#)

Figure 497. Emergency Conacts page

4. Click **Add An Emergency Contact**. The Home Address Detail page (**Figure 494**) is displayed.

Emergency Contacts

Emergency Contact Detail

Kevin Kelley

Address and Telephone

Contact Name:

*First Name Middle Name

*Last Name Name Suffix

*Relationship to Employee:

Contact has the same address as the employee
 Contact has the same telephone number as the employee

Address

Country: United States

Address: [Edit Address](#)

Phone

Telephone:

Other Telephone Numbers

Phone Type	Phone Number
<input type="text"/>	<input type="text"/>

* Required Field

[Return to Emergency Contacts](#)

Figure 498. Emergency Contact Detail page

5. Complete the fields.
6. Click **Add A Phone Number** to activate the open fields for new data.

7. Complete the fields.
8. Click **Save** to save the information.
9. Click the **Edit Address** link. The Edit Address page (**Figure 499**) is displayed.

Edit Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

Figure 499. Edit Address page

10. Click the **Return To Address** link. The Home Address page (**Figure 493**) is displayed.
11. Complete the fields.
12. Click **OK** to save the information. The Home Address Detail page (**Figure 494**) is displayed.
13. Click **Cancel** to cancel the action. The Home Address Detail page (**Figure 494**) is displayed.
14. Click the **Return To Change Primary Contact** link. The Emergency Contact page (**Figure 497**) is displayed.
15. Click **Change The Primary Contact** to cancel the action. The Change Primary Contact page (**Figure 500**) is displayed.

Emergency Contacts
Change Primary Contact

Kevin Kelley

Primary Contact: ATKINS, CATHY

Save

[Return to Emergency Contacts](#)

Figure 500. Change Primary Contact page

16. Complete the fields.
17. Click **Save** to save the information.
18. Click the **Return To Emergency Contacts** link. The Emergency Contact page (**Figure 497**) is displayed.