

Viewing and Updating Personal Information

You use the Employee Personal Information self-service transaction pages to review personal information in the HR Direct database. You will use the **Personal Information** page to review all personal information at once. A buttons on the **Personal Information** page provide quick access make changes to your emergency contacts when needed..

Upon completion of this lesson, you will be able to:

- View personal information
- Update your emergency contact information

Viewing Personal Information

Use the **Personal Information** page to review a summary of your personal information; including name, addresses, phone number, emergency contact, and marital status.

You may only update your emergency contacts. Any changes that need to be made to other data on the page must be submitted to HR following your campus' normal business process.


This page contains sensitive information. Be sure to close the page when you are finished to prevent unwanted access by another person.

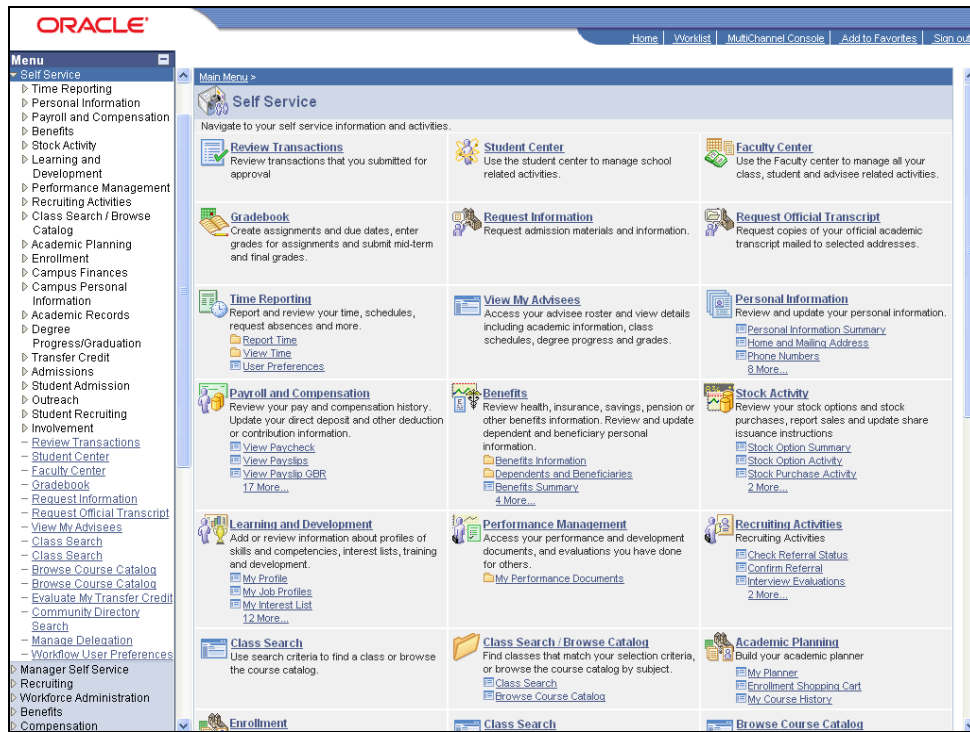
Procedure

Consider this scenario:

You want to review the information that HR has on file for you. Use the Personal Information page to view your personal information.



Step	Action
1.	<p>Begin by navigating to the Personal Information page.</p> <p>Click the Self Service link.</p> <p></p>



Step	Action
2.	Click the Personal Information link.
3.	Click the Personal Information Summary link.

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Personal Information

Robert Vento

Name

Robert Vento

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	09/23/2008	USA	123 Park Ave Brookfield, MA 01506

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Business	508/999-5555		<input checked="" type="checkbox"/>
Home	508/999-2929		<input type="checkbox"/>

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Samuel Vento	Parent	<input checked="" type="checkbox"/>

[Change emergency contacts](#)

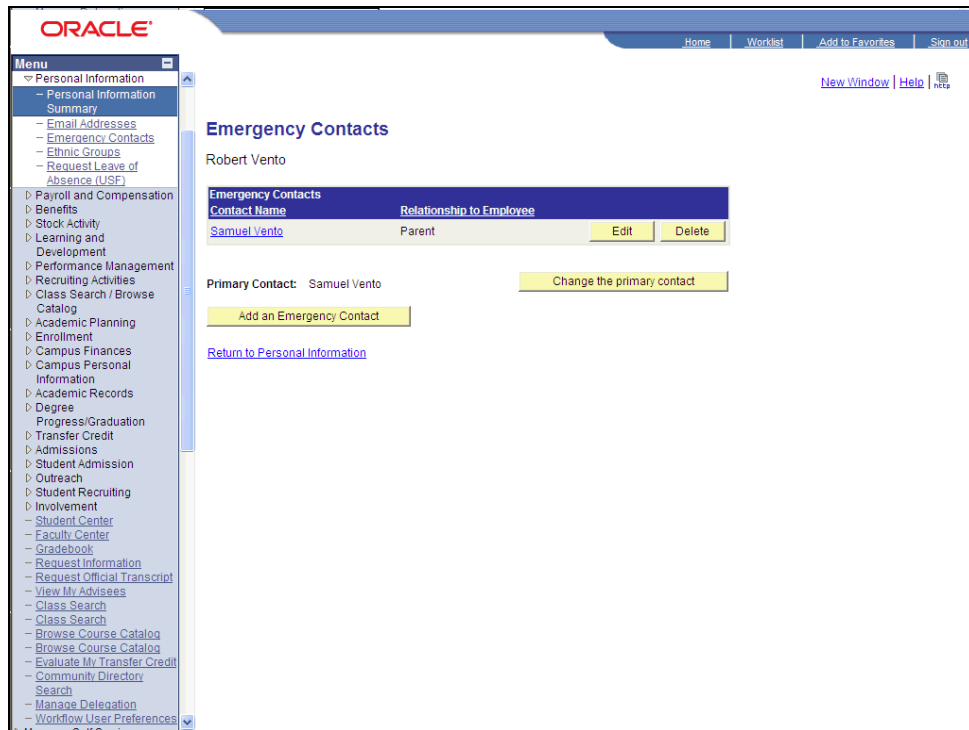
Email Addresses

Email Type	Email Address	Preferred
Business	rvento@umassx.edu	<input checked="" type="checkbox"/>

Marital Status

Marital Status: Married As of: 09/23/2008

Step	Action
4.	Use the Personal Information page to view your current data.
5.	Use the Name section to view name information.
6.	Use the Addresses section to view your address information.
7.	Use the Phone Numbers section to view phone number information.
8.	Use the Emergency Contacts section to view or update emergency contact information.
9.	<p>The only update you can make to your information is to maintain your emergency contact information.</p> <p>Click the Change emergency contacts button.</p> <p>Change emergency contacts</p>



Step	Action
10.	Use the Emergency Contacts page to edit, delete, or add emergency contact information. You can also change the primary contact from this page.
11.	<p>To add, edit, or delete contact information:</p> <ul style="list-style-type: none"> • Click the Contact Name link to open the Emergency Contact Detail page in read-only mode. • Click the Edit button to open the Emergency Contact Detail page in edit mode. • Click the Delete button to delete an emergency contact row. • Click the Add an Emergency Contact button to open the Emergency Contact Detail page with blank fields for new contact information. • Click the Change the primary contact button to open the Change Primary Contact page where you can select which contact you want to designate as your primary contact. <p>See the topic, <i>Maintaining Emergency Contacts_UM</i>, for more specific information on how to maintain your emergency contacts.</p>
12.	<p>From this page, you can navigate back to the Personal Information page.</p> <p>Click the Return to Personal Information link.</p> <p>Return to Personal Information</p>

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Emergency Contacts

Name	Relationship to Employee	Primary Contact
Samuel Vento	Parent	<input checked="" type="checkbox"/>

[Change emergency contacts](#)

Email Addresses

Email Type	Email Address	Preferred
Business	vento@umassx.edu	<input checked="" type="checkbox"/>

Marital Status

Marital Status: Married As of: 09/23/2008

Ethnic Groups

Description	Primary
White	<input checked="" type="checkbox"/>

Employee Information

Gender: Male

Date of Birth: 01/01/1975

Social Security Number: 321-55-8748

Step	Action
13.	View Email Addresses, Marital Status, Ethnic Groups, and Employee Information.
14.	The last section of the Personal Information page, Employee Information , displays your gender, birthdate and social security number.
15.	Note: <u>This is your personal information.</u> Please be sure to sign out of HR Direct when you are finished with your transactions to maintain confidentiality.
16.	Congratulations! You have successfully used the Personal Information page to view your current data. End of Procedure.