9.2 ESS Review Personal Information (Fluid)

Purpose: Use this document as a reference to review personal information in ctcLink.

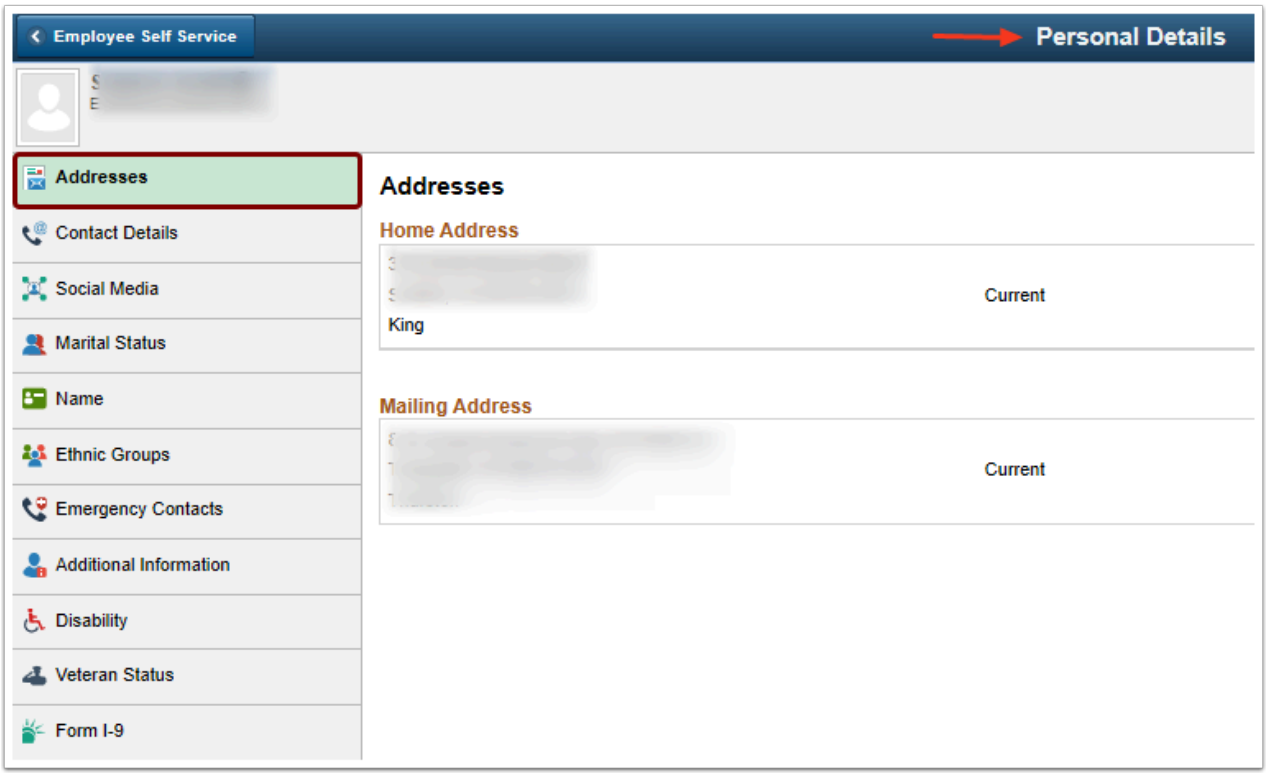
Audience: Employees.

Review Personal Information

Navigation: HCM Employee Self Service > Personal Details

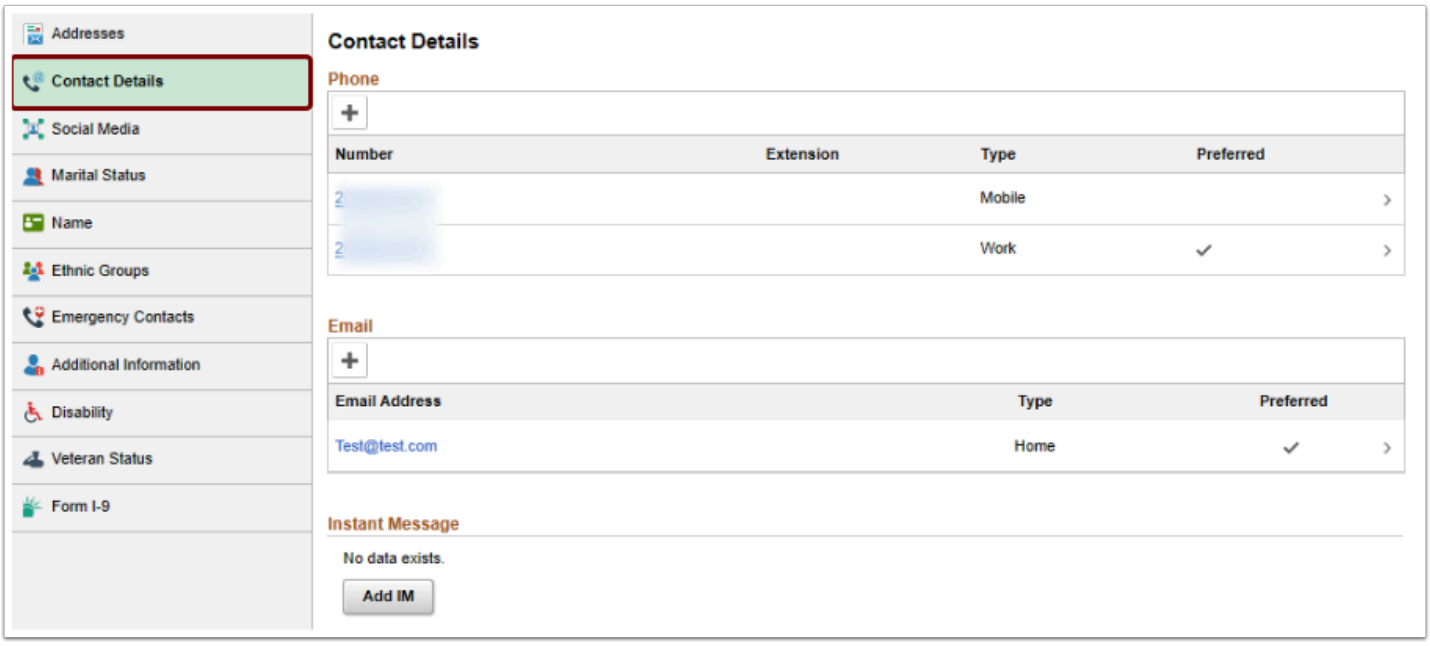
Addresses

1. The **Personal Details** page displays.
2. The **Addresses** homepage defaults.
3. Review the data.



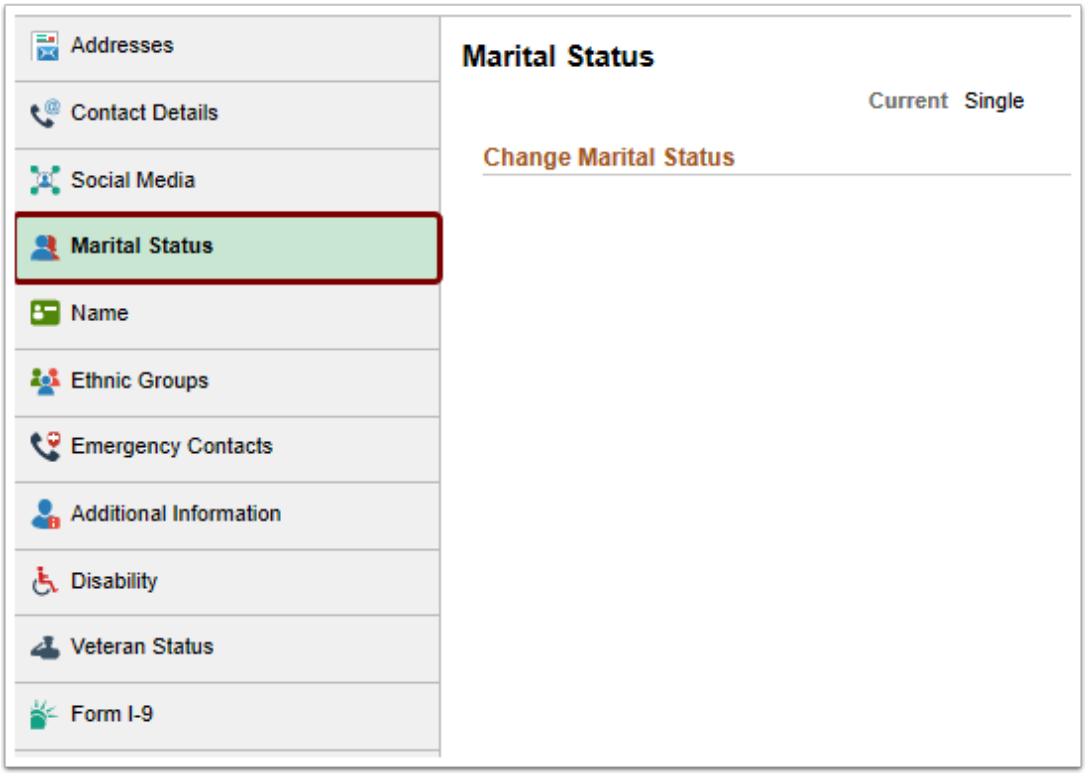
Contact Details

4. Select the **Contact Details** menu.
5. Review the data.



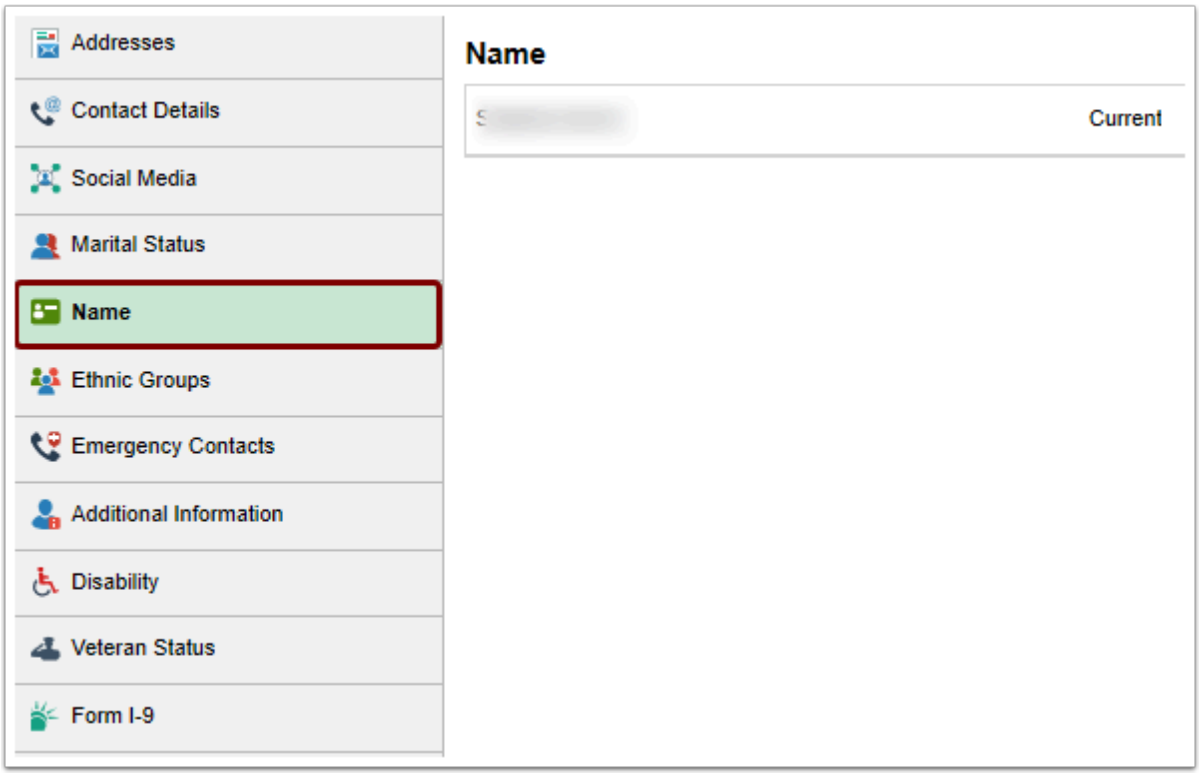
Marital Status

6. Select the **Marital Status** menu.
7. Review the data.



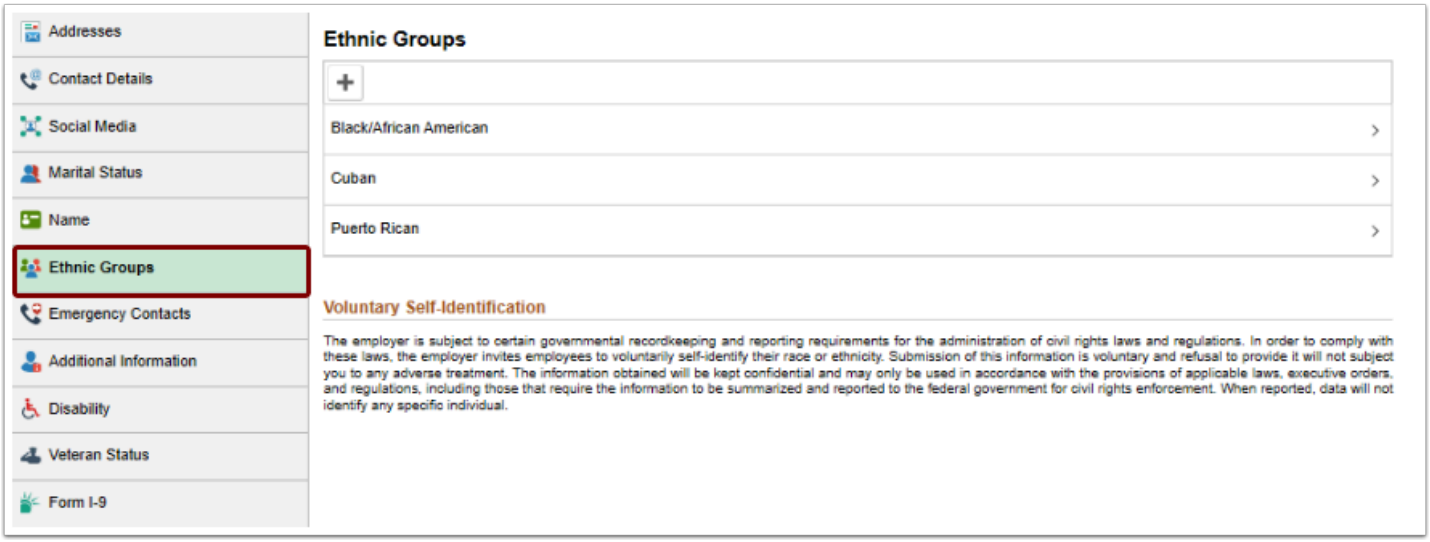
Name

8. Select the **Name** menu.
9. Review the data.



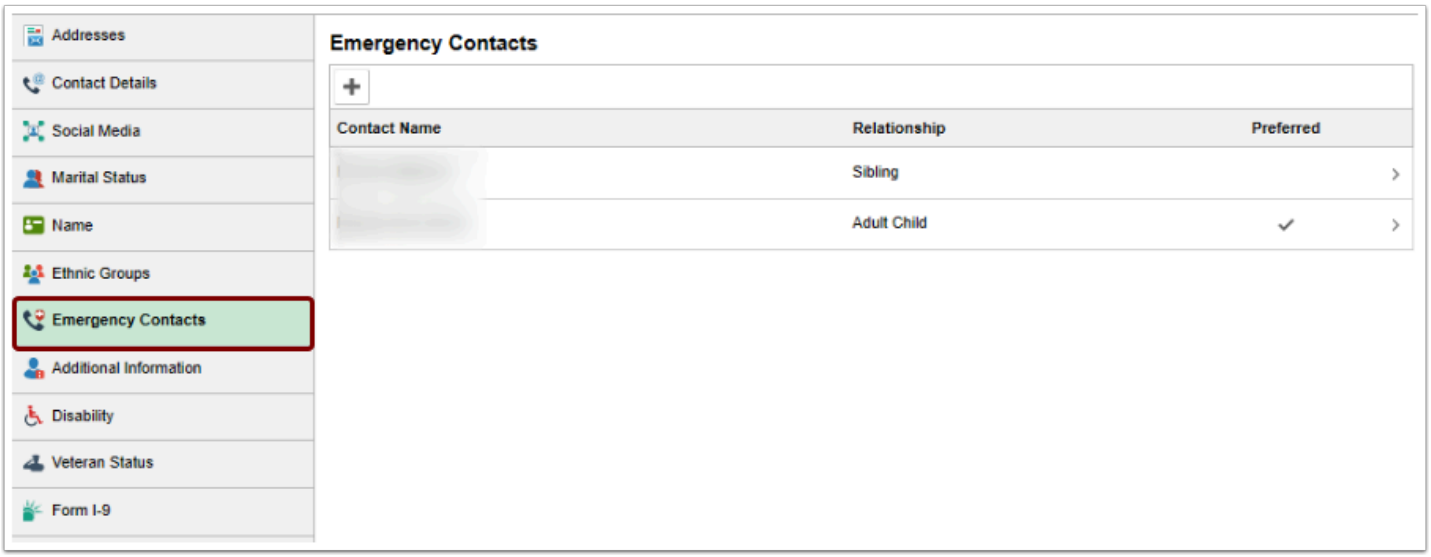
Ethnic Groups

10. Select the **Ethnic Groups** menu.
11. Review the data.



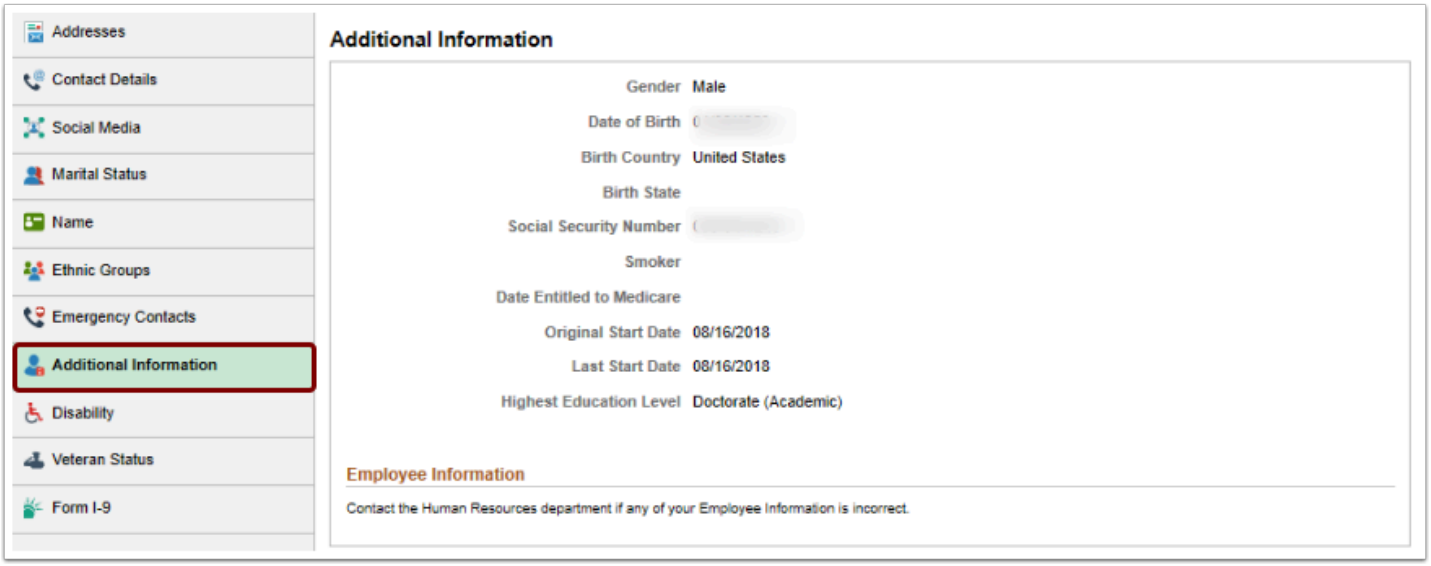
Emergency Contacts

12. Select the **Emergency Contacts** menu.
13. Review the data.



Additional Information

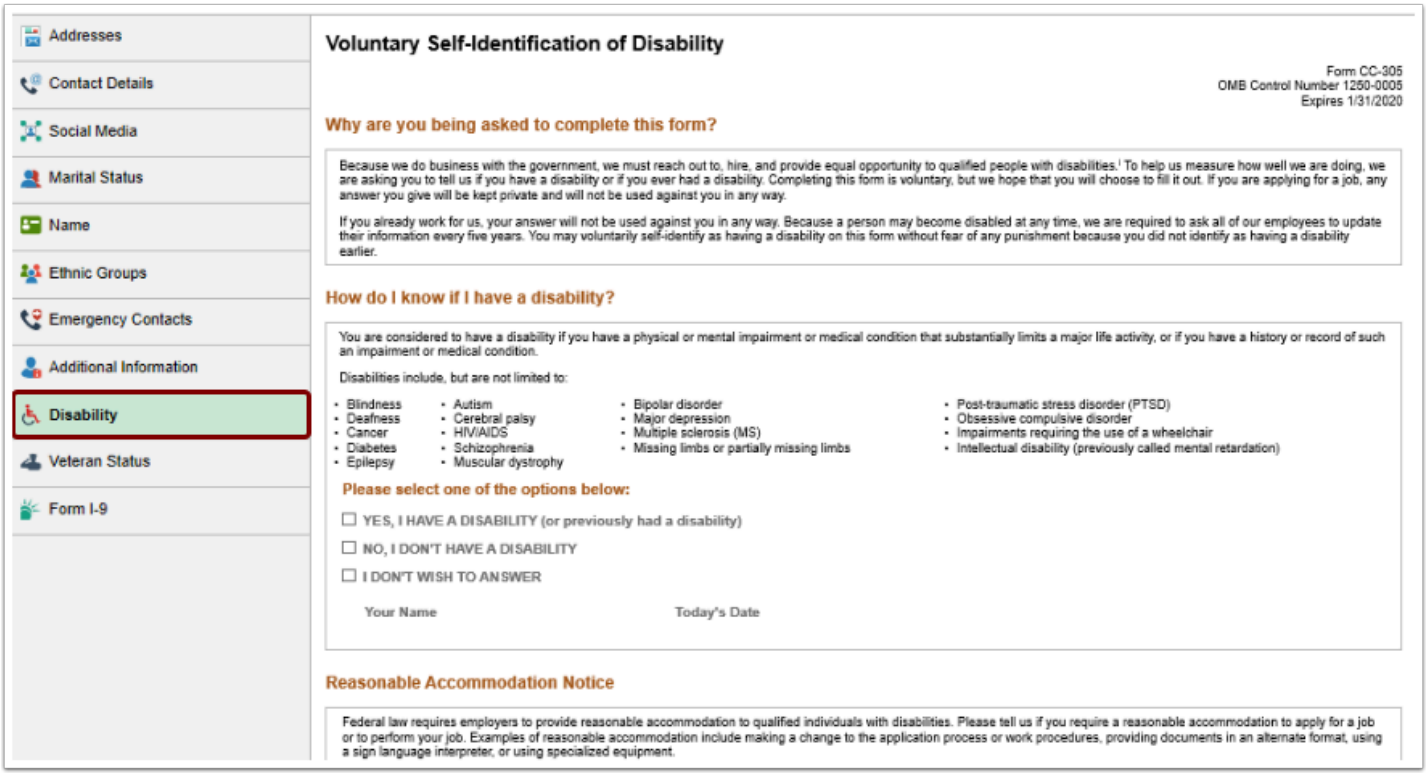
14. Select the **Additional Information** menu.
15. Review the data.



Disability

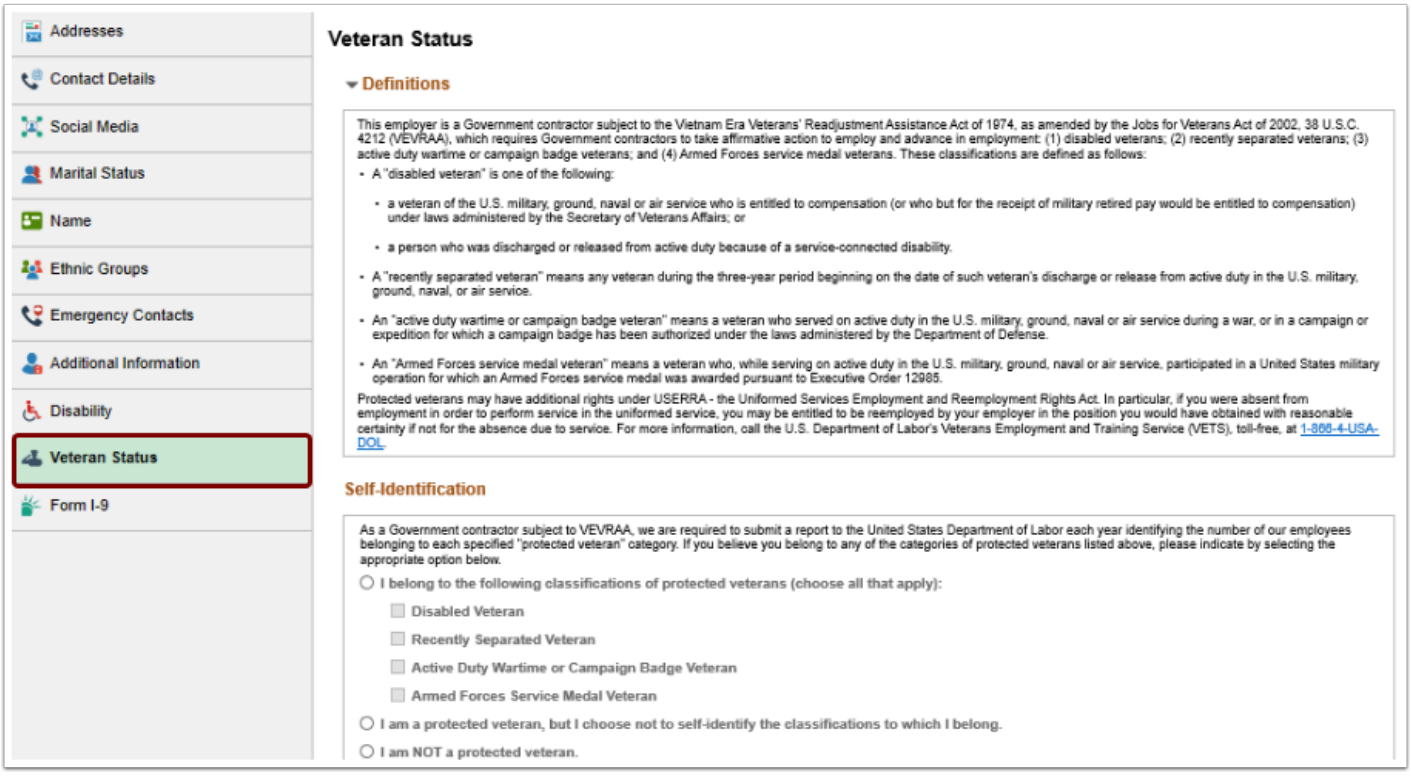
16. Select the **Disability** menu.

17. Review the data.



Veterans Status

18. Select the **Veterans Status** menu.
19. Review the data.



20. The process to review personal information is now complete.
21. End of procedure.