ESS Manage Personal Information (Fluid)

Purpose: Use the **Personal Details** tile to view and update personal information such as addresses, phone numbers, and emergency contacts in ctcLink.

Audience: All Faculty and Staff

The **HCM Self Service** page provides access to a variety of information that can be viewed or edited. Information includes:

- Onboarding Activities
- Careers
- Time Reporting
- Payroll Self Service
- Personal Details
- Benefit Details

View the following Employee Self-Service QRGs for additional information.

Reporting Time

Requesting an Absence

Requesting Overtime

Manage Personal Information

Navigation: HCM Employee Self Service > Personal Details (tile)

Once the **Personal Details** tile is selected, all options are available on the left side of the screen.

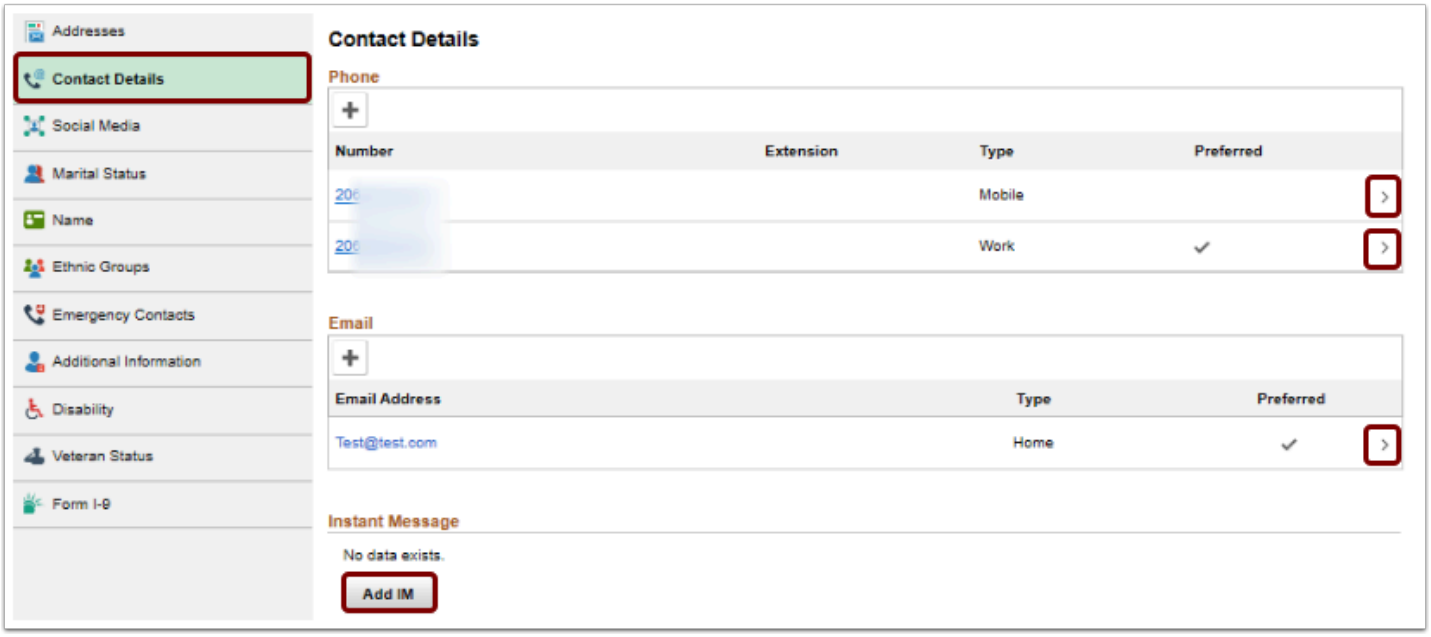
Addresses

1. **Addresses** is the default page view.
2. Select the arrow to edit/correct either the Home Address or the Mailing Address. (Scroll image below to view arrow for editing).
3. Alternatively, if no data exists to review, a button will display to **Add Mailing Address**.

The process to update the Addresses section is now complete.

Contact Details

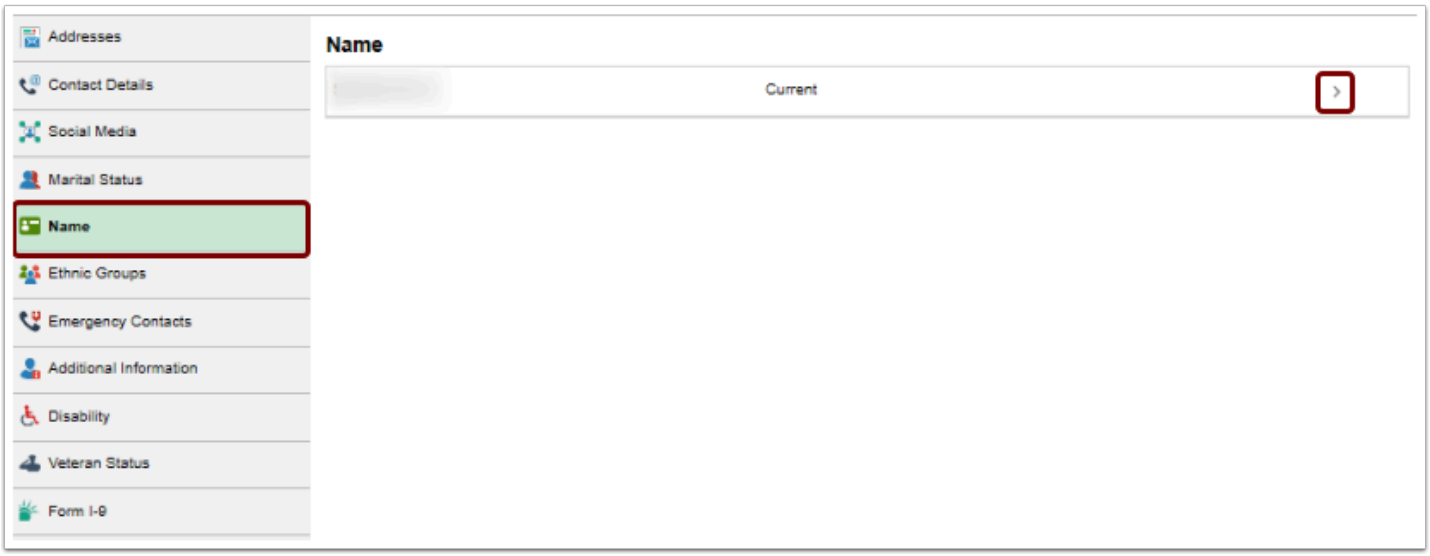
1. Select **Contact Details** from the left navigation panel.
2. Select arrow to the right of phone number, email address or instant message to edit.
3. If no information exists, you can select the **Add** button (+)to enter information.



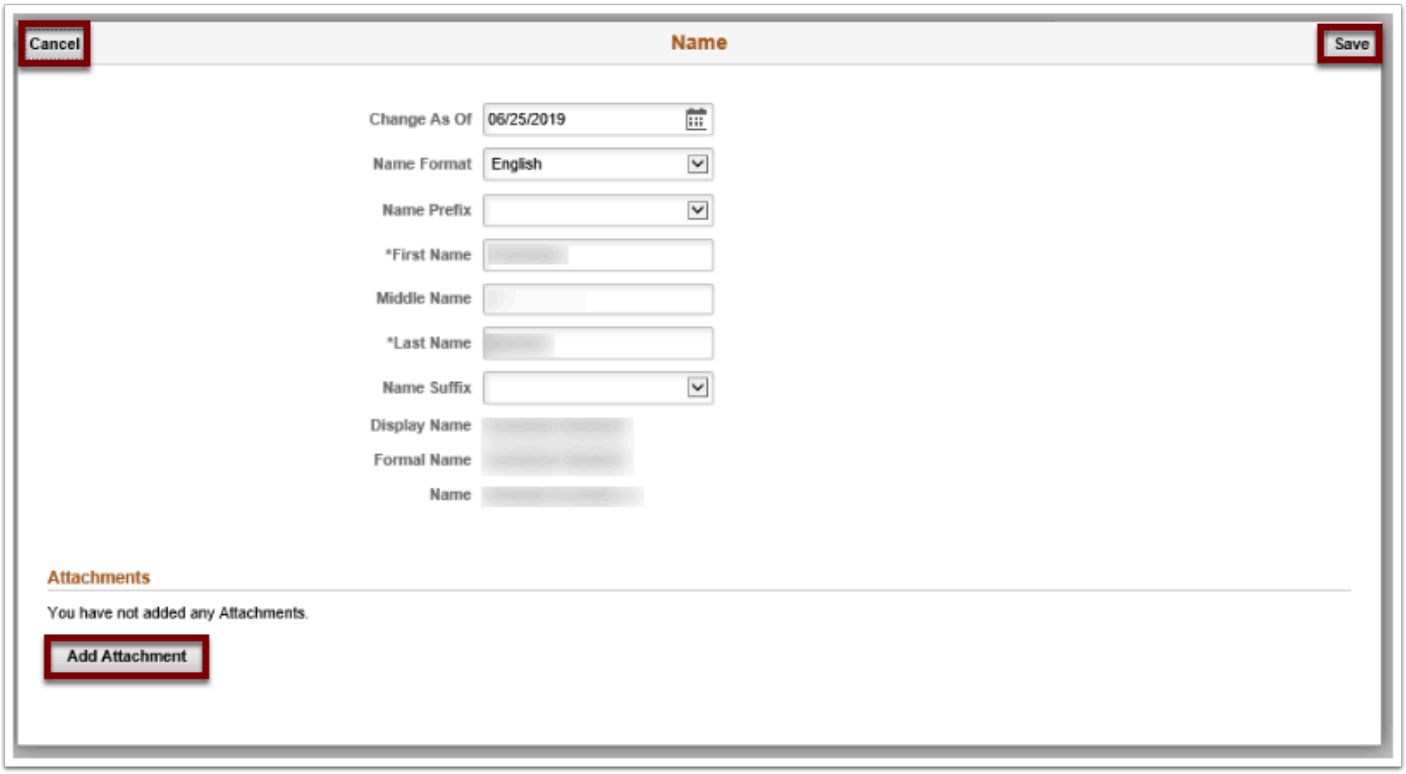
The process to update Contact Details is now complete.

Name

1. Select **Name** from the left navigation panel. (Scroll image below to the right to view arrow for editing).
2. Select the edit arrow at the right side of listed name.



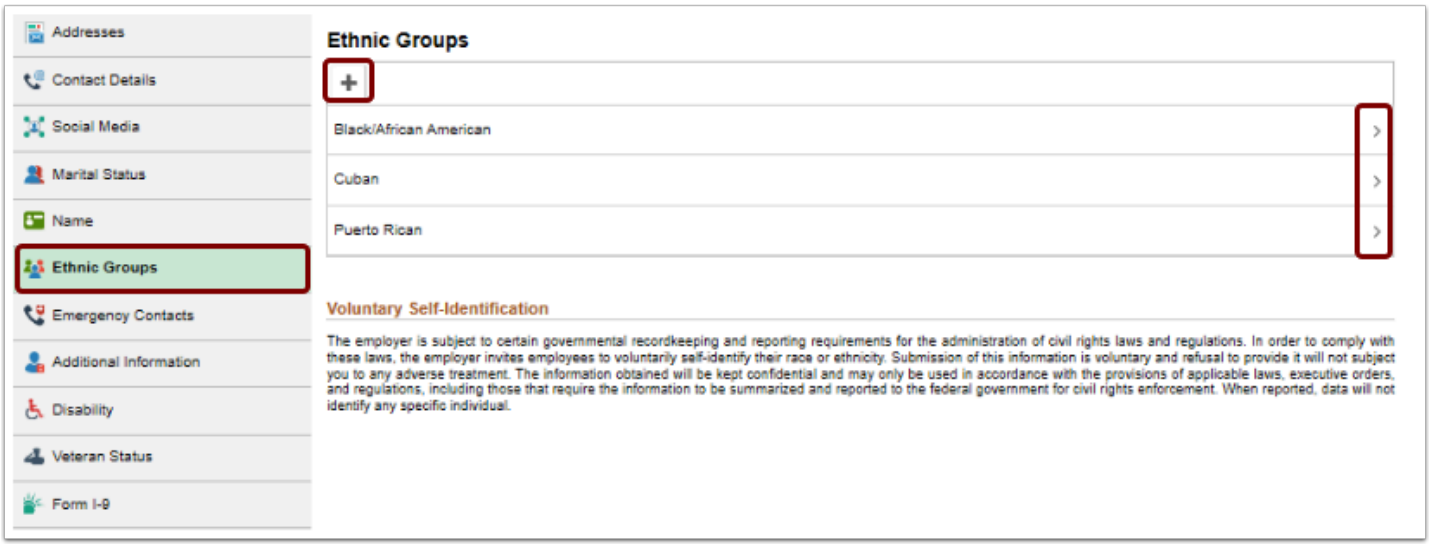
3. The **Name** pagelet displays. On the page make any needed edits.
4. Select **Add Attachment** button if attachments are needed.
5. Select **Cancel** button if you wish to close without saving.
6. ***Consult the local HR department on additional information needed to process a name change.***
7. Select the **Save** button.



The process to update the Name section is now complete.

Ethnic Groups

1. Select **Ethnic Groups** from the left navigation panel.
2. Edit by selecting arrow on the right of the area to edit or add groups by selecting the plus sign at top of screen **[+]** sign.

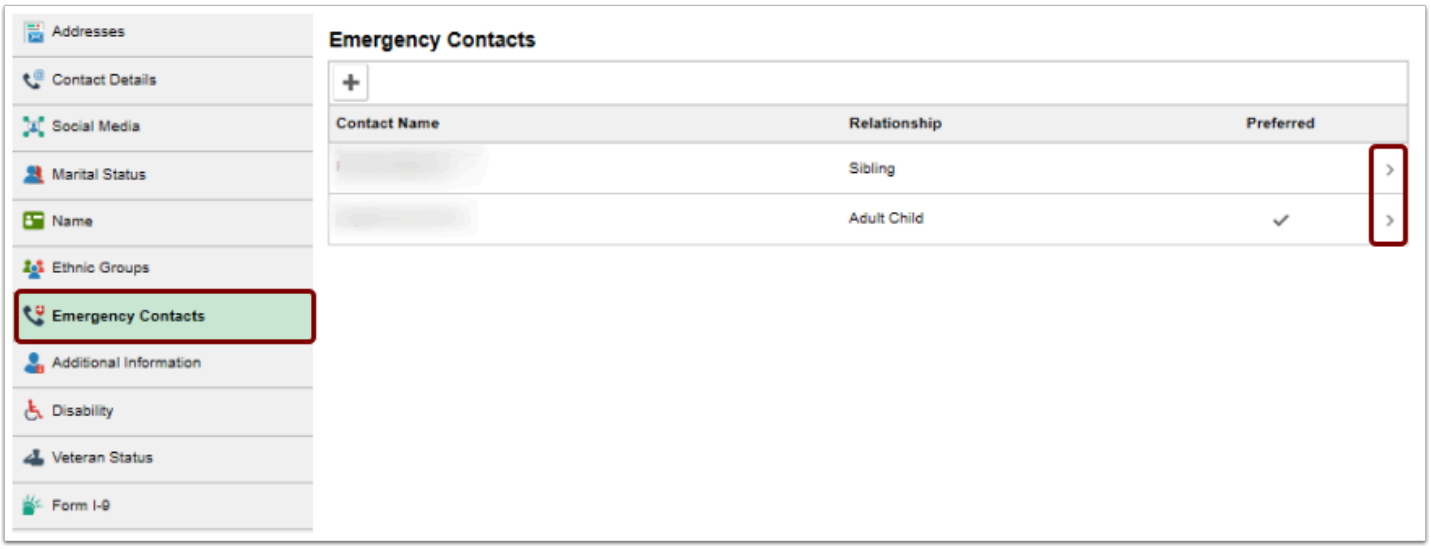


3. The **Ethnic Group** pagelet displays. On the pagelet, **Add/Edit** Ethnic Group by using the magnifying glass icon for choices.
4. Select the **Delete** button to remove existing Ethnic Group.
5. Select the **Save** button.

The process to update Ethnic Groups is now complete.

Emergency Contacts

1. Select **Emergency Contacts** from left navigation panel.
2. Select arrow to the right of the screen for areas to edit.

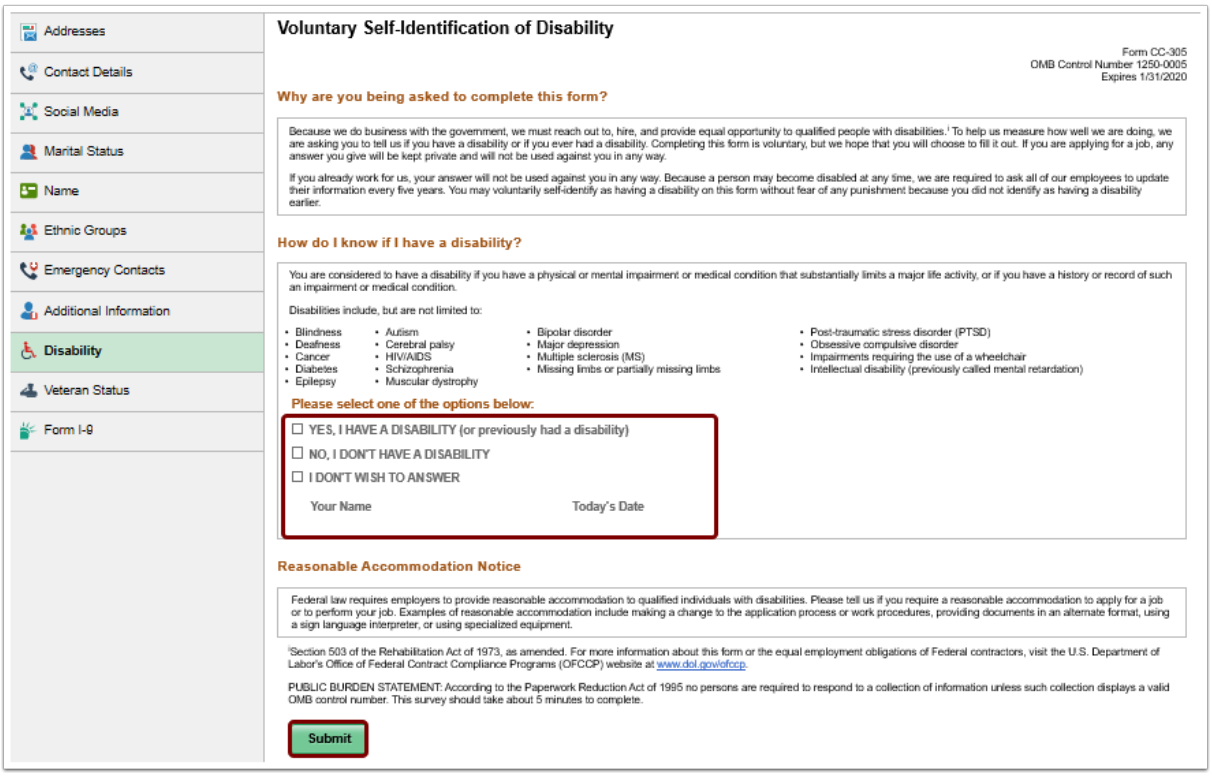


3. The **Emergency Contact** pagelet displays. On this page, edit fields as needed.
4. Select the **Save** button.

The process to update Emergency Contacts is now complete.

Disability

1. Select **Disability** from the left side navigation panel.
2. The **Voluntary Self-Identification of Disability** page displays. Review and complete the form as needed.
3. Select the **Submit** button.



Addresses
Contact Details
Social Media
Marital Status
Name
Ethnic Groups
Emergency Contacts
Additional Information
Disability
Veteran Status
Form I-9

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[1] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)
☐ NO, I DON'T HAVE A DISABILITY
☐ I DON'T WISH TO ANSWER

Your Name Today's Date

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

[1]Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

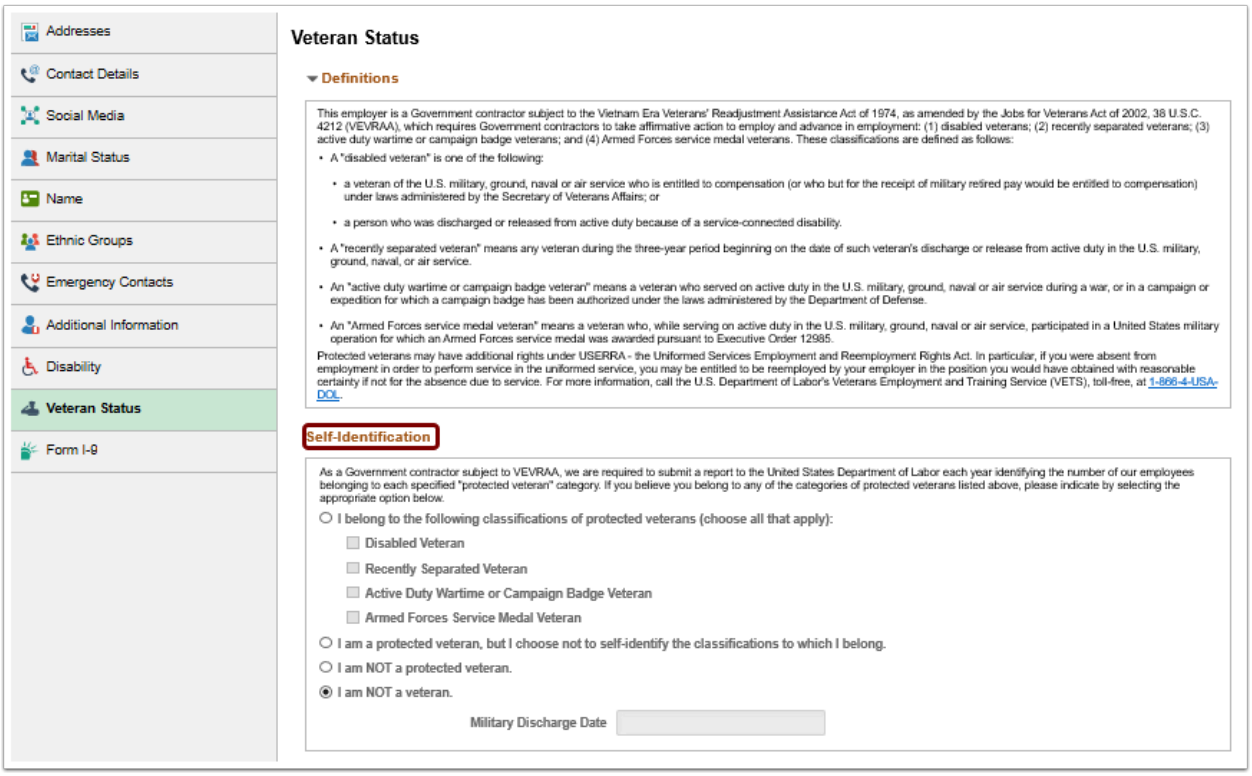
PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Submit

The process to update the Disability status is now complete.

Veteran Status

1. Select **Veteran Status** from the left side navigation panel.
2. The **Veteran Status** page displays. On this page, complete the **Self Identification** section.



3. Scroll down to review the **Reasonable Accommodation Notice**.
4. Select the **Submit** button.

The process to update personal information is now complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to ESS Manage Personal Information. This link will open in a new tab/ window.