

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**.

Addresses

Home Address

PO BOX Current >

Mailing

No data exists.

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.

Contact Details

Phone

Number	Extension	Type	Preferred
206		Mobile	>
206		Work	✓ >

Email

Email Address	Type	Preferred
Test@test.com	Home	✓ >

Instant Message

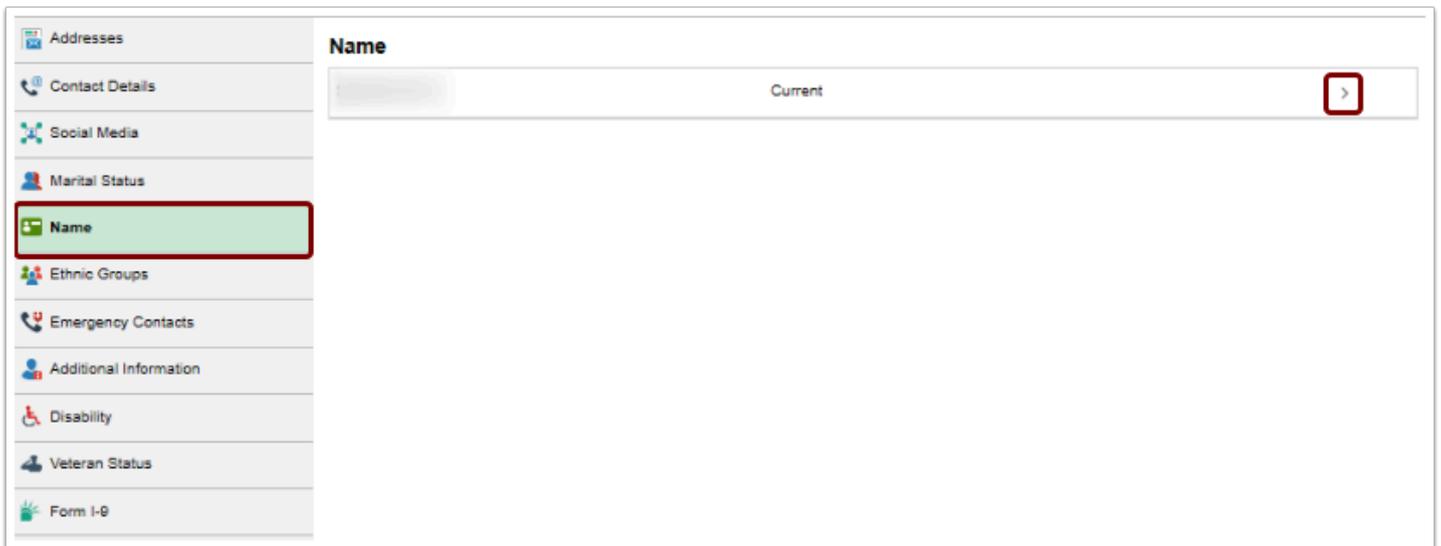
No data exists.

Add IM

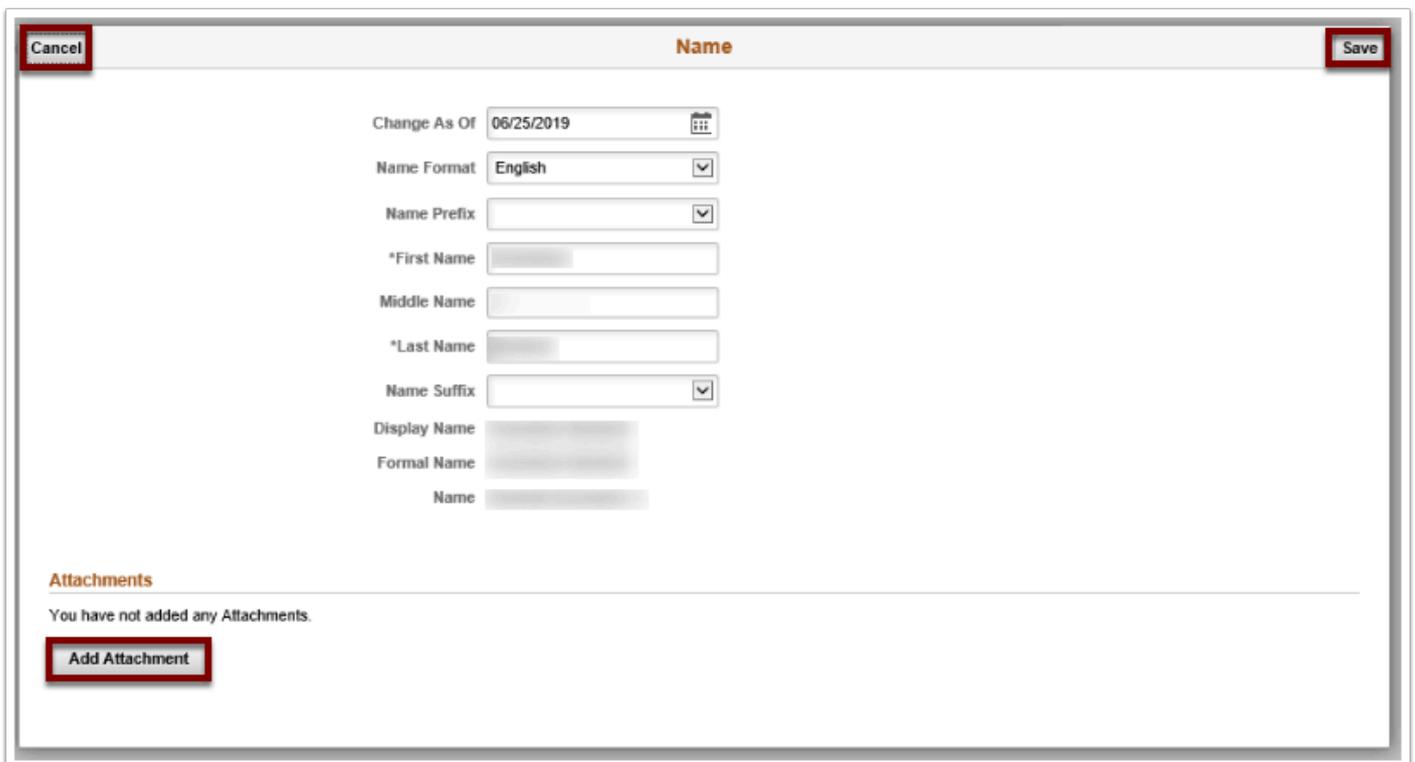
The process to update Contact Details is now complete.

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.

The screenshot shows a user interface for managing 'Ethnic Groups'. On the left is a navigation menu with items: Addresses, Contact Details, Social Media, Marital Status, Name, Ethnic Groups (highlighted), Emergency Contacts, Additional Information, Disability, Veteran Status, and Form I-9. The main content area is titled 'Ethnic Groups' and features a plus sign icon for adding new groups. Below this is a table listing existing groups: 'Black/African American', 'Cuban', and 'Puerto Rican'. Each row in the table has a right-pointing arrow for editing. Underneath the table is a section titled 'Voluntary Self-Identification' with a disclaimer: 'The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.'

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.

Contact Name	Relationship	Preferred
[Redacted]	Sibling	
[Redacted]	Adult Child	✓

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

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.

¹Section 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.

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.

Addresses	<h3>Veteran Status</h3> <p>Definitions</p> <p>This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:</p> <ul style="list-style-type: none"> A "disabled veteran" is one of the following: <ul style="list-style-type: none"> a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. <p>Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOE.</p> <p>Self-Identification</p> <p>As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.</p> <p><input type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran <input type="checkbox"/> Armed Forces Service Medal Veteran <p><input type="radio"/> I am a protected veteran, but I choose not to self-identify the classifications to which I belong.</p> <p><input type="radio"/> I am NOT a protected veteran.</p> <p><input checked="" type="radio"/> I am NOT a veteran.</p> <p>Military Discharge Date <input type="text"/></p>
Contact Details	
Social Media	
Marital Status	
Name	
Ethnic Groups	
Emergency Contacts	
Additional Information	
Disability	
Veteran Status	
Form I-9	

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.