



Confirm and update your personal information with Employee Self-Service

Since OnePurdue's Employee Self-Service (ESS) became available in July, many faculty and staff have enjoyed the convenience of not only viewing their salary statements online, but also being able to change their personal information on file with the University.

Converting data from several old systems to the OnePurdue database involved automated comparisons and translations to new formats. In addition, there is information in OnePurdue that did not exist in the old "legacy" database, and a few categories have changed. Although numerous audits and validations were performed before the new HR and Payroll systems went live earlier this summer, it is important that all employees make sure their information is up to date and accurate — even if your circumstances have not changed in the past year.

It is especially important that all employees check their information now because Purdue is getting ready to publish its faculty and staff rosters and directory for next year and will report Employee Equal Opportunity Commission (EEOC) data to the federal government soon.

Even if you have requested that your personal information (home address, phone number, etc.) not be published in the directory, it is vital that this data is accurate and current with the University in case it ever needs to make an emergency contact on your behalf.

Fortunately, it is quick and easy to check and update this information using ESS. Simply go to the OnePurdue home page, click on the "Portal Login" button on the left side, log in to OnePurdue and click on the "Employee Self-Service" tab at the top. From there, you can review and update all your personal data.

Although you should keep all of your information current, there are three very important things that need to be confirmed — or, if necessary, corrected — now:

Your Area Code: Since area codes were not in the old database, that field in OnePurdue was filled based on where you work. For example, if you work at the West Lafayette campus, OnePurdue automatically listed your area code as 765. If that is not your area code, it needs to be corrected by [Aug. 31](#).

Your Education Information: There are new options available for this in the OnePurdue database. For example, the new system recognizes two curriculum categories, such as a double major or major/minor. Other education data also may have



converted differently, or possibly not at all. Make sure the information there for you is correct and complete or it could be listed in the directory or roster inaccurately.

Your Self-Identification Information: There are now options that allow you to select multiple races — and in any combination that applies to you. In addition, there is a new category called “Military Status” (along with veteran and disability status). This data is important to Purdue’s Affirmative Action Office for its mandated reports to federal agencies.

If you have any questions about using Employee Self-Service, click here for more detailed information and instructions.

If you are having problems accessing ESS with your Internet browser, read important information about this issue and possible solutions here.

If you need help, please contact your local IT support staff or the OnePurdue Support Center at onephelp@purdue.edu or (765) 49-46000.

For assistance at the Calumet, North Central and Fort Wayne (IPFW) campuses, please contact your campus help desk for support:

Calumet: Call ext. 2888 and press 2.

Fort Wayne: Call 16030 (Click here for more information about support at IPFW.)

North Central: helpdesk@pnc.edu or ext. 5511