



Quick Reference Card Employee Self-Service: Address/Phone

V1.0 June 2007

Address/Phone

Perform this procedure when you want to create, display and/or edit your home mailing address/phone.

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Overview | Employee Search | Personal Information | Payment | Travel and Expenses

Personal Information

Personal Information



Personal Information

Personal Data

Enter, change, or delete your personal data.

Self Identification Information

Enter or change your ethnicity, race, disabled status and military/veteran status.

Address

Enter, change, or delete your home address.

Bank Information

Enter, change, or delete your bank information.

Education Data

Enter, change, or delete your education information.

Suppression of Personal Data

Change directory access to home address/phone.

Guidelines for Entering Data Into Employee Self Service:

- [Names](#)
- [Addresses](#)
- [Telephone Numbers](#)
- [Bank Information](#)
- [Education Information](#)

Suppressing Personal Data

Indicate the personal information you want included in the Purdue phone directory.

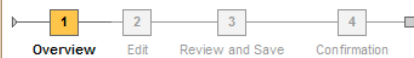
Click on
"Address"
to
get started!

Click the Address link to create or change your information.

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Addresses



New Mailing address ▶ Exit

To enter your address/phone, click the **New Mailing address** ▶ button.

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Addresses



Mailing address (Valid from Today)

Street Address: 111 Main Street
City: Lafayette
Telephone No.: 555-1111

Edit ▶

Exit

To change your address/phone, click the **Edit** ▶ button.



Employee Self-Service: Address/Phone

1. On this screen, you will be able to create, display or edit your home address and phone information. When entering information on this screen, there are four mandatory fields: House Number and Street, City, State and ZIP Code. All are indicated by a red asterisk (*). You also may complete the other fields if you want that information in the system.
2. For information which should go into effect in the future, select the As of Future Date option. Once selected, a calendar will appear from which you'll select a date when the change will go into effect. You also can manually type in a date.
3. To verify the information you entered, click the **Review** button.
4. If the information is correct on the Review and Save screen, click the **Save** button. If you need to make any changes before saving, click the **Previous Step** button to go back to the previous screen.
5. After you click the "Save" button, your entries will be saved.
6. To exit Employee Self-Service from this page, click the **Log Off** tab located in the upper-right corner of the screen.