



Employee Self-Service: Personal Data

V1.0 June 2007

Personal Data

Perform this procedure when you want to display or edit your personal information relating to name, marital status, nationality and birth date.

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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/phone.

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.

Click on "Personal Data" to get started!

Guidelines for Entering Data Into Employee Self Service:

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

Suppressing Personal Data

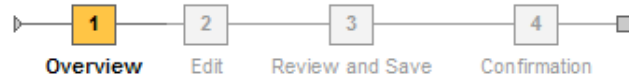
Indicate the personal information you want included in the Purdue phone directory

Click the "Personal Data" link to view or edit your information.

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Personal Data



Personal Data (Valid from Today)

Full Name: Portal Patricia P.

Edit ▶

Exit

Click the **Edit ▶** button to enter or change your personal data.



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Personal Data

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Personal Data

Name Data

Title:

First Name: *

Middle Name:

Last Name: *

Name at Birth:

Initials:

Known as:

HR Data

Language:

Gender: Male Female Unknown

Date of Birth: *

Nationality:

Marital Status:

Marital Status Since:

Don't forget to enter your **First Name, Last Name, and Date of Birth**. They are required and must appear as they do on your Social Security card.

Click the "Previous Step" button to exit this page.

1. On this screen, you will be able to create, display or edit several personal data items. There are three mandatory fields: First Name, Last Name and Date of Birth. All are indicated by an asterisk (*). You may complete the other fields if you want those items populated in the system.

Note: Your first, middle and last names in the system must be as they appear on your Social Security card. Also included on this page are free text fields and drop down and calendar icons.

2. To verify the information you entered, click the button.
3. If the information is correct on the Review and Save screen, click the button. If you need to make any changes before saving, click the button to go back to the previous screen.
4. After you click the button, your entries will be saved.
5. To exit Employee Self-Service from this page, click the tab located in the upper-right corner of the screen.