



Suppression of Personal Data

Perform this procedure when you want to display or suppress your home address and telephone number in the Purdue Telephone Book.

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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.

Guidelines for Entering Data Into Employee Self Service:

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

Click on "Suppression of Personal Data" to get started!

Suppressing Personal Data

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

Click the "Suppression of Personal Data" link to select, view or edit the display/suppression of your home address and phone information in the Purdue Telephone directory.

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Suppression of Personal Data History Back

Suppression of Personal Data

The University generally has a business need to publish the office address and phone number of employees.

However, the University allows employees to withhold home mailing address and phone number information from the Student/Staff Telephone Directory, the ITAP web directory and various printed reports.

Therefore, the following options are available, please select one.

- Display/publish home mailing address/phone information
- Suppress home mailing address/phone information

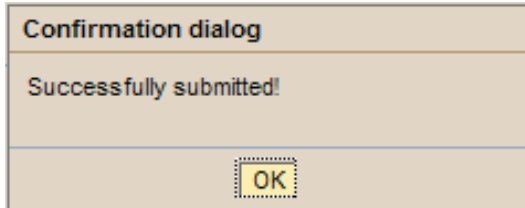
Submit Exit

On the Suppression of Personal Data screen, select either "Display/publish" or "Suppress" your home mailing address and phone information. Then click the **Submit** button. Click the **Exit** button to leave this screen.



Employee Self-Service: Suppression of Personal Data

After clicking the **Submit** button, you will receive a confirmation dialog box telling you that your transaction has been successfully submitted. Click the **OK** button to continue.



To exit Employee Self-Service from this page, click the **Log Off** tab located in the upper-right corner of the screen.