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Personal Data Change

Concept

Description:

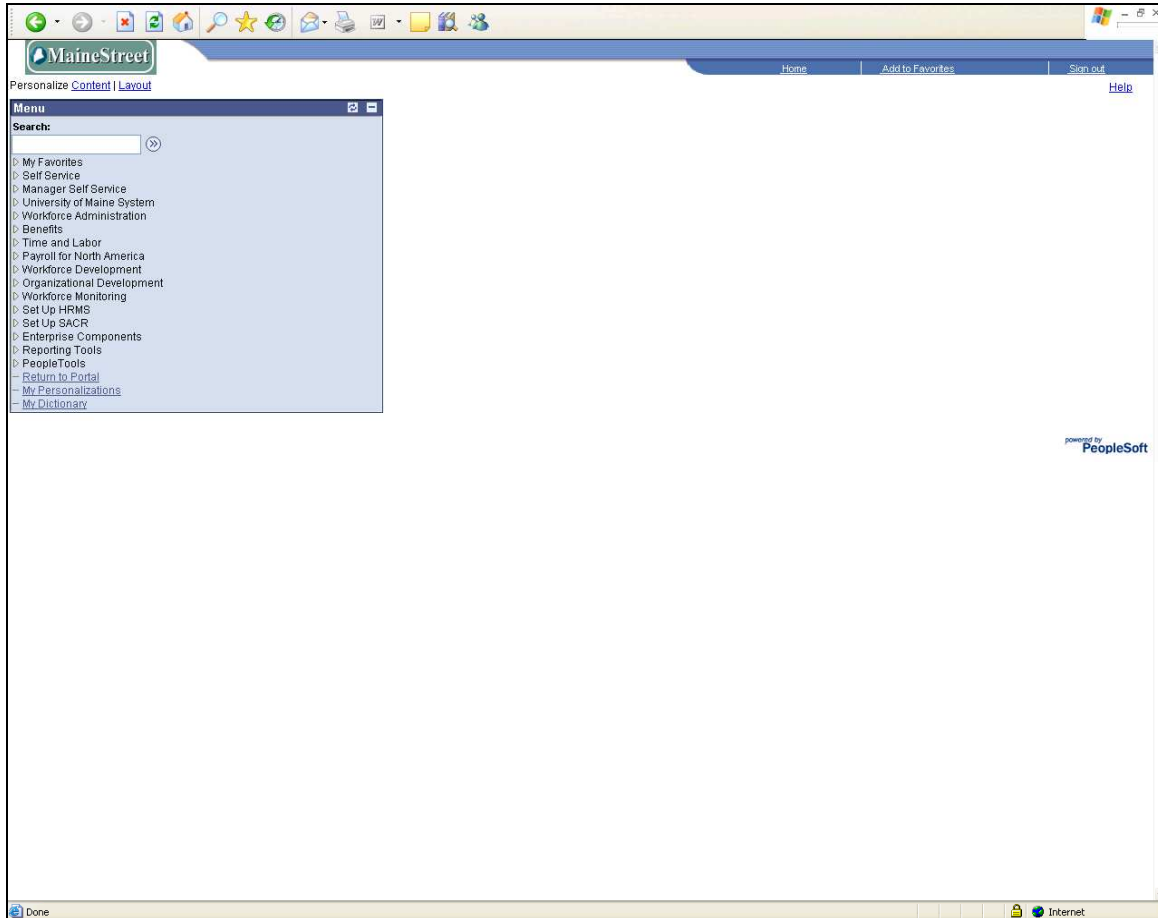
Employees should be encouraged to make changes to phone numbers, Home and Mailing Address, and e-mail (other than Business E-mail) addresses via self-service.

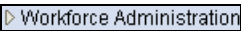
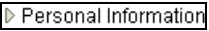
Employee may have changes to their marital status, military status, work eligibility, e-mail address, home phone number, etc. Changes are effective-dated and involve inserting a new row of data. For changes to an employee's name or address refer to the following processes:

- Address Change
- Name Change

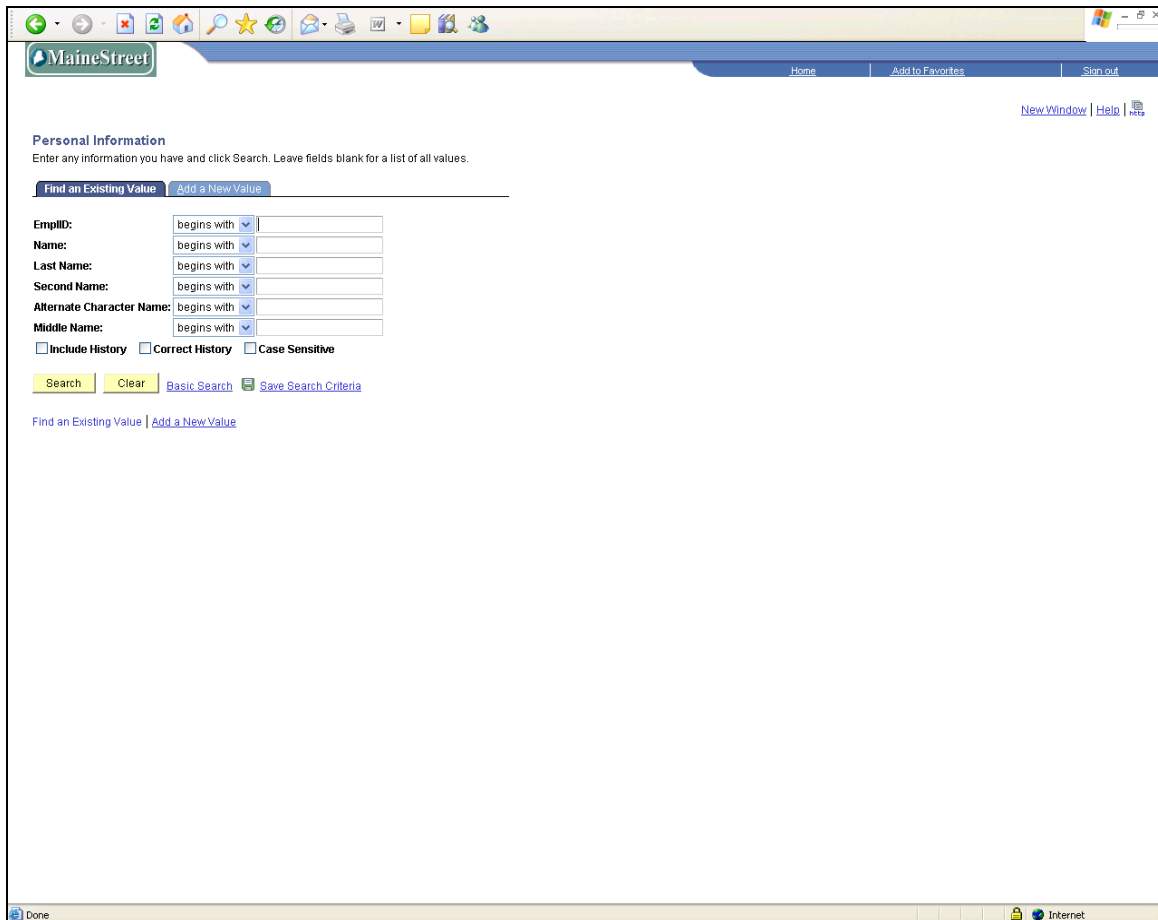
Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Navigation:



Step	Action
1.	Click the Workforce Administration link. 
2.	Click the Personal Information link. 
3.	Click the Modify a Person link.

Procedure:



The screenshot shows a web browser window displaying the 'MaineStreet' HRMS interface. The page title is 'Personal Information' and it includes a search form with the following fields: 'EmpID:', 'Name:', 'Last Name:', 'Second Name:', 'Alternate Character Name:', and 'Middle Name:'. Each field has a dropdown menu set to 'begins with' and an adjacent text input box. Below the fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The browser's address bar shows 'Done' and the status bar shows 'Internet'.

Step	Action
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4. Enter EmplID, Name or Last Name. Drop down menus can be used to select 'begins with', 'contains', etc. to locate an employee. The more data that is entered, the narrower the search and the shorter the search results list for review.
5. Click the **Search** button.

If multiple employee records are listed, click the appropriate employee record.

Search

Process Document

HRMS: Personal Data Change



[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)
[New Window](#) | [Help](#) | [Customize Page](#)

Biographical Details | [Contact Information](#) | [Regional](#)

Susan Brown **Person ID:** 0099999

Name Find | View All First 1 of 1 | Last
Effective Date: 08/01/2009 [+]
Format Type: English
Display Name: Susan Brown [View Name](#)

Biographic Information

Date of Birth: 02/06/1949 60 Years 6 Months **Date of Death:**
Birth Country: USA United States
Birth State:
Birth Location: **Waive Data Protection**

Biographical History Find | View All First 1 of 1 | Last

***Effective Date:** 08/27/2003 [+]
***Gender:** Female
***Highest Education Level:** C-HS Graduate or Equivalent
***Marital Status:** Married **As of:** 08/19/1985
Language Code:
Alternate ID: Full-Time Student

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	005-48-9999	<input checked="" type="checkbox"/>

[Save](#) | [Return to Search](#) | [Notify](#) | [Previous tab](#) | [Next tab](#) | [Refresh](#) | [Add](#) | [Update/Display](#) | [Include History](#)

[Biographical Details](#) | [Contact Information](#) | [Regional](#)

Step

Action

- Click the **Plus (+) key** to add a new row of data into the **Biographical History** section.



- Enter the effective date of the change into the **Effective Date** field.
- Click the drop down arrow to select from the **Highest Education Level** list.



- Click the appropriate item from the **Highest Education Level** list.

F-2-Year College Degree

- Click the drop down arrow to select from the **Marital Status** list.

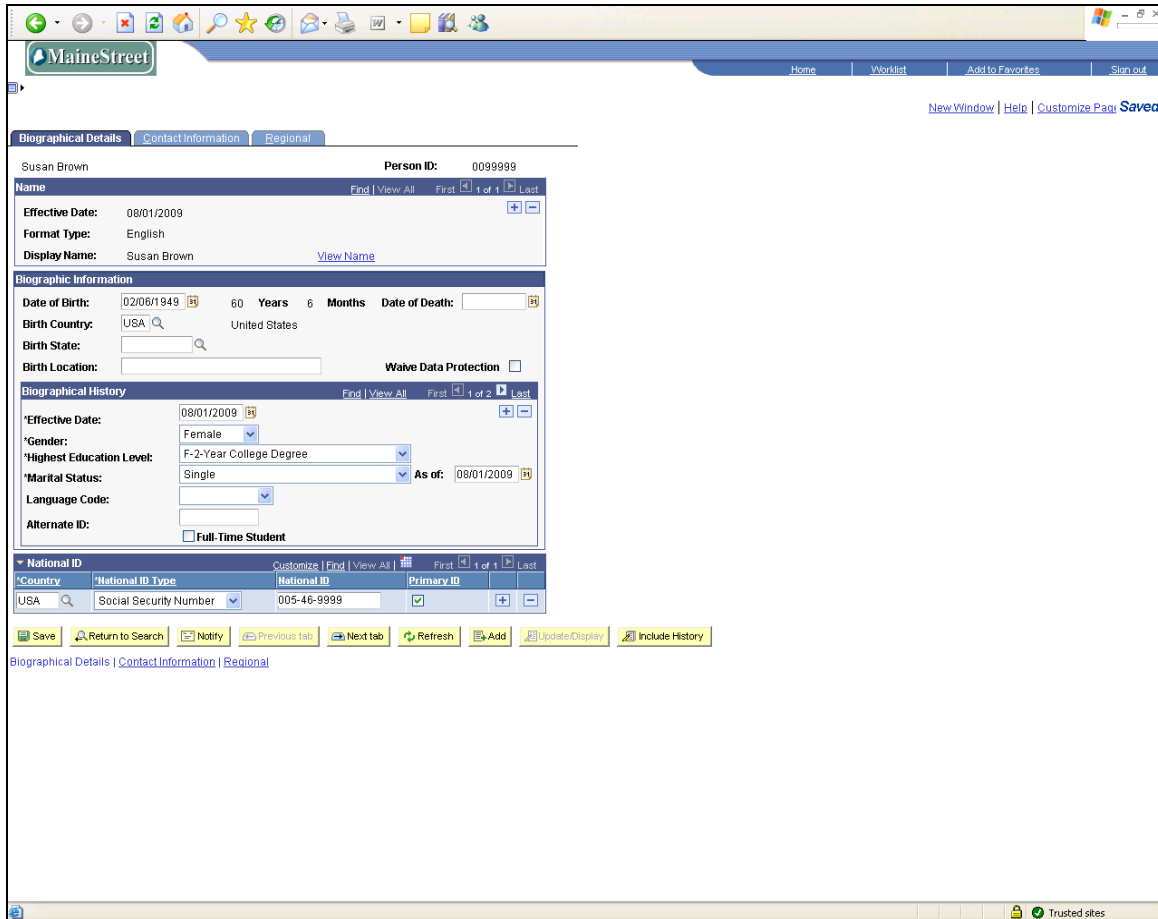


- Click the appropriate item from the **Marital Status** list.

Single

Step	Action
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12.	Enter the effective date of the change to Marital Status into the As of field.
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The screenshot shows a web browser window displaying the HRMS system. The user is logged in as Susan Brown (Person ID: 0099999). The 'Biographical History' tab is active, showing the following details:

- Name:** Susan Brown
- Effective Date:** 08/01/2009
- Format Type:** English
- Display Name:** Susan Brown
- Biographic Information:**
 - Date of Birth:** 02/06/1949 (60 Years 6 Months)
 - Birth Country:** USA (United States)
 - Birth State:** [Empty]
 - Birth Location:** [Empty]
- Biographical History:**
 - Effective Date:** 08/01/2009
 - Gender:** Female
 - Highest Education Level:** F-2-Year College Degree
 - Marital Status:** Single (As of: 08/01/2009)
 - Language Code:** [Empty]
 - Alternate ID:** [Empty]
 - Full-Time Student
- National ID:**

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	005-46-9999	<input checked="" type="checkbox"/>

Navigation buttons at the bottom include: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Add, Update/Display, and Include History.

Step	Action
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13.	Click the Contact Information tab.
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[Contact Information](#)

Process Document

HRMS: Personal Data Change



Susan Brown Person ID: 0099999

Address Type	As Of Date	Status	Address	View Address Detail
Home	08/27/2003	A	302 Stillwater Ave Old Town, ME 04468	View Address Detail
Mailing	08/27/2003	A	302 Stillwater Ave Old Town, ME 04468	View Address Detail
Check	08/19/1985	A	Barrows Hall 113 Orono, ME 04469	View Address Detail
Campus	12/18/2006	A	Barrows Hall 101	View Address Detail

Phone Type	Telephone	Extension	Preferred
Home	207827-2682		<input checked="" type="checkbox"/>

Email Type	Email Address	Preferred
Business	niles@maine.edu	<input checked="" type="checkbox"/>
Other	SUSAN@ECEE.MAINE.EDU	<input type="checkbox"/>

Step

Action

14. Click the **Plus (+) key** in the **Phone Information** section to add a new row of data.



15. Click the drop down arrow to select from the **Phone Type** list.



16. Click the appropriate item from the **Phone Type** list.


Cellular

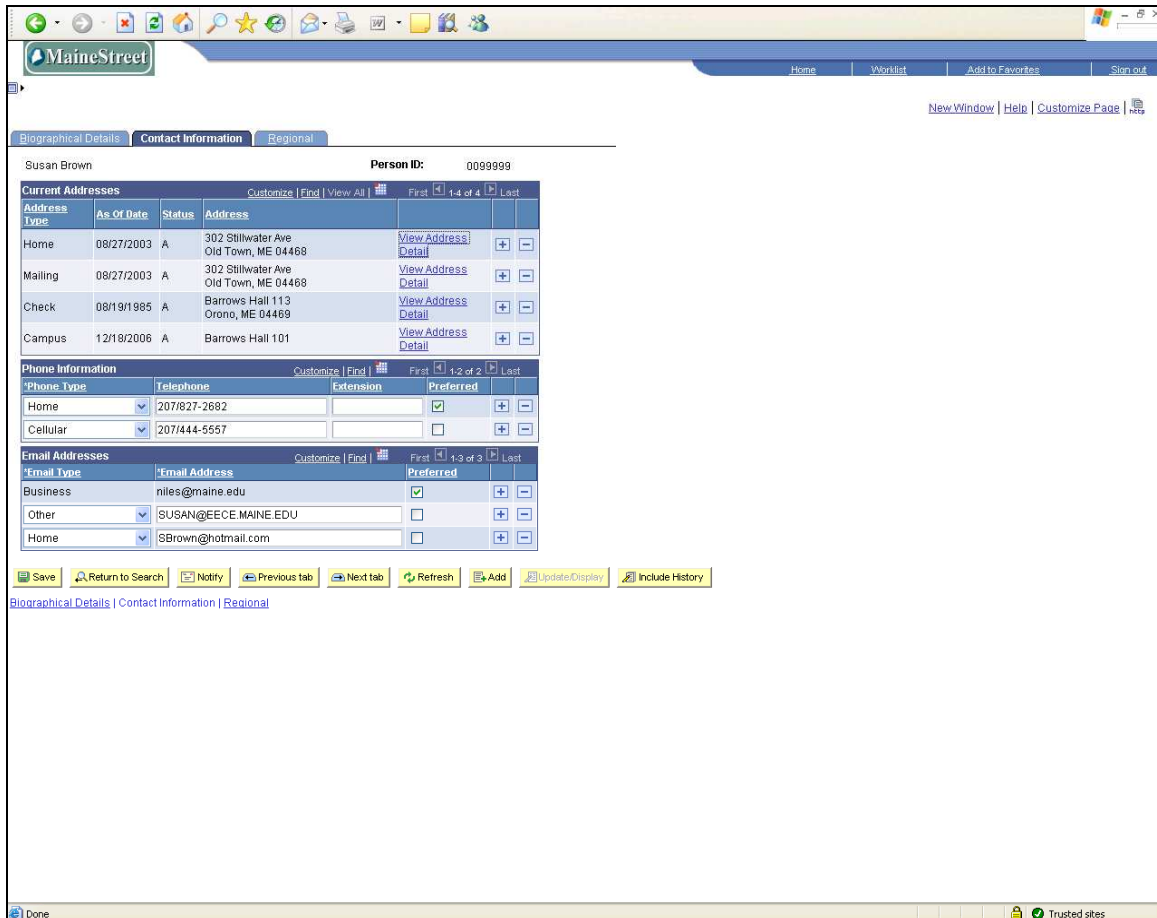
17. Enter the desired information into the **Telephone** field.

NOTE: Enter phone number without spaces or dashes. Number will be re-formatted upon tabbing out of the field.

18. Click the **Plus (+) key** in the **Email Address** section to add a new email address.



Step	Action
19.	Click the drop down arrow to select from the E-mail Type list. 
20.	Click the appropriate item from the E-Mail Type list. <input type="text" value="Home"/>
21.	Enter the new E-mail address into the E-mail Address field.



The screenshot shows the 'MaineStreet' web application interface. The user is logged in as Susan Brown (Person ID: 0099999). The 'Contact Information' tab is active, displaying three sections: 'Current Addresses', 'Phone Information', and 'Email Addresses'.

Current Addresses:

Address Type	As Of Date	Status	Address	View Address Detail	+	-
Home	08/27/2003	A	302 Stillwater Ave Old Town, ME 04468	View Address Detail	+	-
Mailing	08/27/2003	A	302 Stillwater Ave Old Town, ME 04468	View Address Detail	+	-
Check	08/19/1985	A	Barrows Hall 113 Orono, ME 04469	View Address Detail	+	-
Campus	12/19/2006	A	Barrows Hall 101	View Address Detail	+	-

Phone Information:

Phone Type	Telephone	Extension	Preferred	+	-
Home	207827-2682		<input checked="" type="checkbox"/>	+	-
Cellular	207444-5557		<input type="checkbox"/>	+	-

Email Addresses:

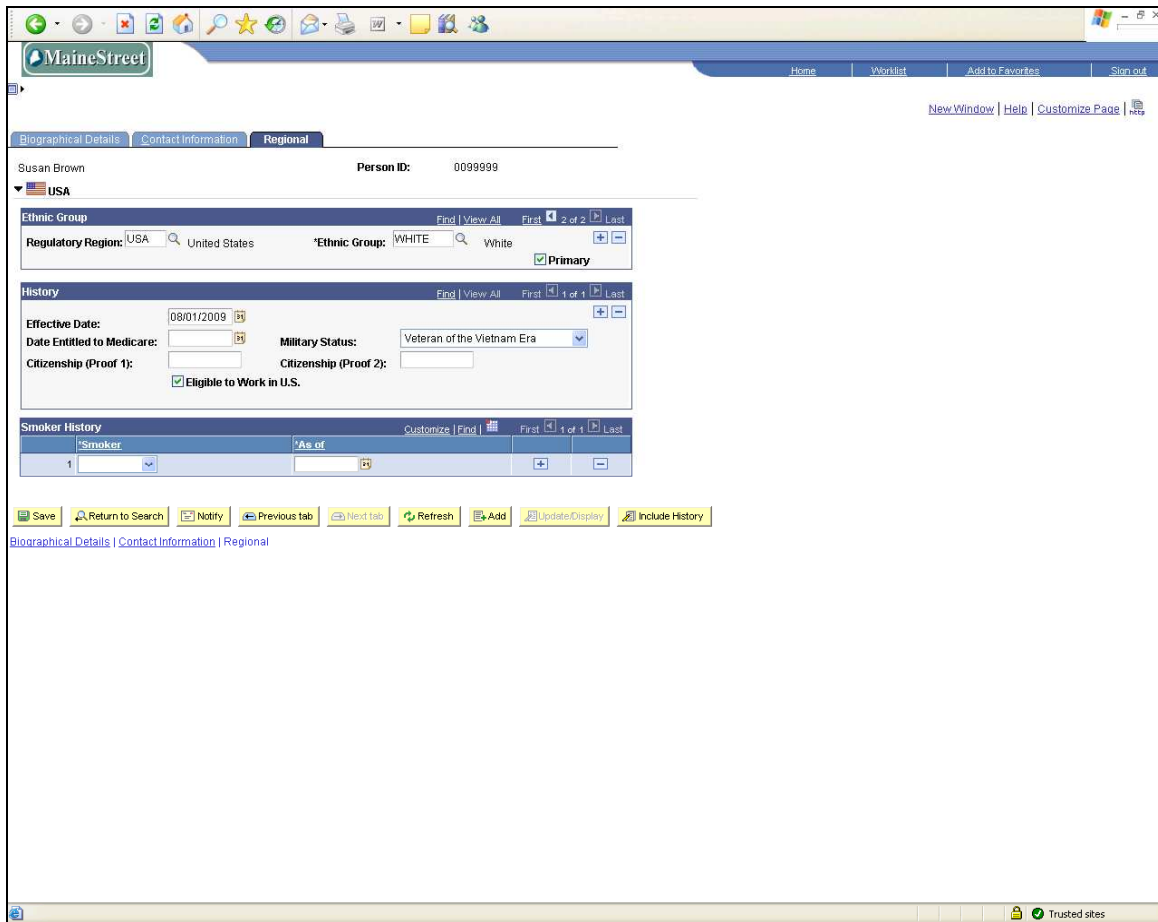
Email Type	Email Address	Preferred	+	-
Business	niles@maine.edu	<input checked="" type="checkbox"/>	+	-
Other	SUSAN@EECE.MAINE.EDU	<input type="checkbox"/>	+	-
Home	SBrown@hotmail.com	<input type="checkbox"/>	+	-






Navigation buttons at the bottom include: Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Add, Update/Display, and Include History. The 'Regional' tab is highlighted in the navigation bar.



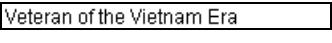


Step	Action
22.	Click the Regional tab. <input type="text" value="Regional"/>

Process Document

HRMS: Personal Data Change



- | Step | Action |
|------|---|
| 23. | If adding a new ethnic group that will be designated as Primary , it is necessary to 'unclick' the current Primary indicator prior to adding a new row.
 |
| 24. | Click the Plus (+) key in the Ethnic Group section to add a new row.
 |
| 25. | Click the Look up Ethnic Group button.
 |
| 26. | Click an entry in the Ethnic Group column.
 |
| 27. | Click the Primary option.
 |

Step	Action
28.	Click the Plus (+) key in the History section to add a new row. 
29.	Enter the effective date of the change into the Effective Date field.
30.	Click the drop down arrow to select from the Military Status list. 
31.	Click the appropriate item in the Military Status list. 
32.	Click the Eligible to Work in U.S. option to indicate that you have received an I-9 for this employee. 
33.	Click the Save button. 
34.	End of Procedure.