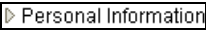
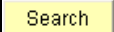




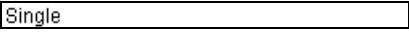















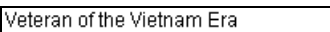




## Personal Data Change

1.	Click the <b>Workforce Administration</b> link. 
2.	Click the <b>Personal Information</b> link. 
3.	Click the <b>Modify a Person</b> link.
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 <b>Search</b> button.  If multiple employee records are listed, click the appropriate employee record. 
6.	Click the <b>Plus (+) key</b> to add a new row of data into the <b>Biographical History</b> section. 
7.	Enter the effective date of the change into the <b>Effective Date</b> field.
8.	Click the drop down arrow to select from the <b>Highest Education Level</b> list. 
9.	Click the appropriate item from the <b>Highest Education Level</b> list. 
10.	Click the drop down arrow to select from the <b>Marital Status</b> list. 
11.	Click the appropriate item from the <b>Marital Status</b> list. 
12.	Enter the effective date of the change to Marital Status into the <b>As of</b> field.
13.	Click the <b>Contact Information</b> tab. 
14.	Click the <b>Plus (+) key</b> in the <b>Phone Information</b> section to add a new row of data. 
15.	Click the drop down arrow to select from the <b>Phone Type</b> list. 
16.	Click the appropriate item from the <b>Phone Type</b> list. 

# Quick Guide



17.	<p>Enter the desired information into the <b>Telephone</b> field.</p> <p><b>NOTE:</b> Enter phone number without spaces or dashes. Number will be re-formatted upon tabbing out of the field.</p>
18.	<p>Click the <b>Plus (+) key</b> in the <b>Email Address</b> section to add a new email address.</p> 
19.	<p>Click the drop down arrow to select from the <b>E-mail Type</b> list.</p> 
20.	<p>Click the appropriate item from the <b>E-Mail Type</b> list.</p> 
21.	<p>Enter the new E-mail address into the <b>E-mail Address</b> field.</p>
22.	<p>Click the <b>Regional</b> tab.</p> 
23.	<p>If adding a new ethnic group that will be designated as <b>Primary</b>, it is necessary to 'unclick' the current Primary indicator prior to adding a new row.</p> 
24.	<p>Click the <b>Plus (+) key</b> in the <b>Ethnic Group</b> section to add a new row.</p> 
25.	<p>Click the <b>Look up Ethnic Group</b> button.</p> 
26.	<p>Click an entry in the <b>Ethnic Group</b> column.</p> 
27.	<p>Click the <b>Primary</b> option.</p> 
28.	<p>Click the <b>Plus (+) key</b> in the <b>History</b> section to add a new row.</p> 
29.	<p>Enter the effective date of the change into the <b>Effective Date</b> field.</p>
30.	<p>Click the drop down arrow to select from the <b>Military Status</b> list.</p> 
31.	<p>Click the appropriate item in the Military Status list.</p> 
32.	<p>Click the <b>Eligible to Work in U.S.</b> option to indicate that you have received an I-9 for this employee.</p> 
33.	<p>Click the <b>Save</b> button.</p> 



---

34.	<b>End of Procedure.</b>
-----	--------------------------