Viewing and Using Personal Information Summary Page

You use the Employee Personal Information page to review, add, update, or delete personal information in the PeopleSoft database. You can access each transaction individually or use the **Personal Information** page to review all personal information at once. Links on the **Personal Information** page provide quick access to the various transactions that you can use to make changes, if necessary.

The following transactions are designed to use workflow for self-service. If workflow is activated, when a user performs one of the following transactions, the system automatically routes the transaction request to the appropriate person for approval.

- Name change
- Marital status change
- Address change

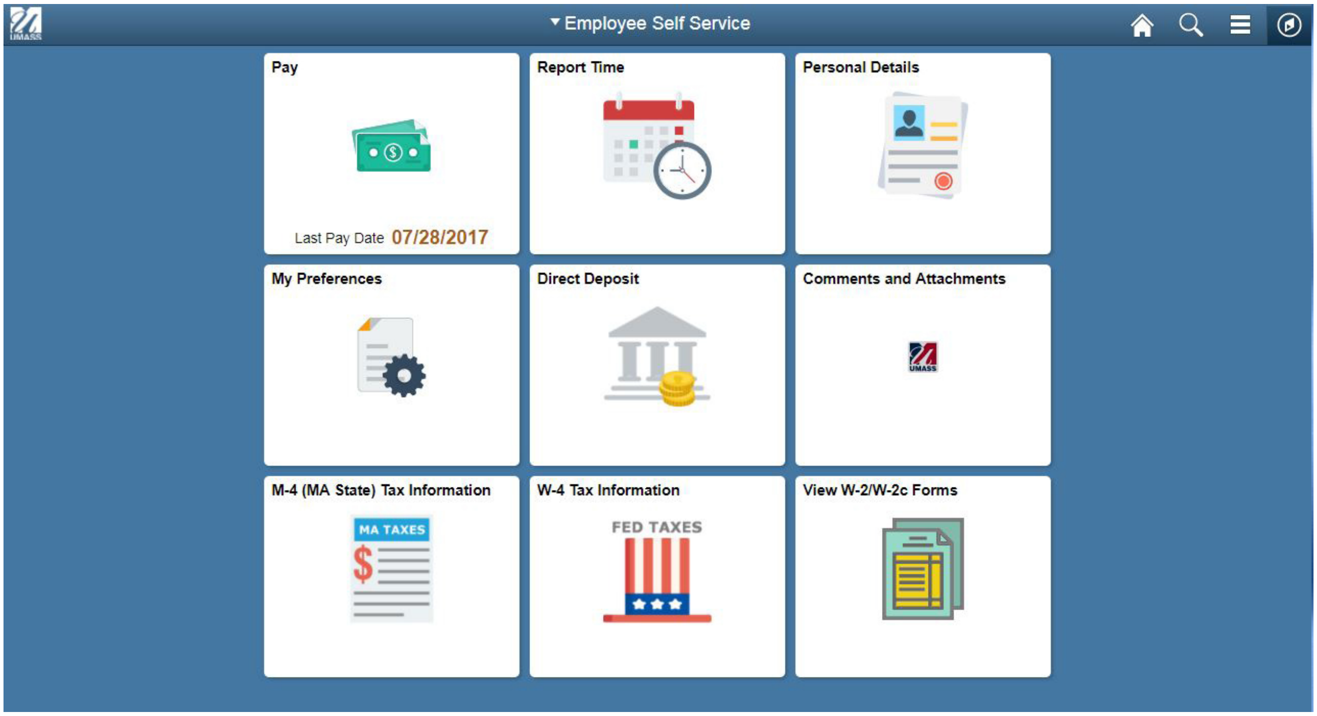
Upon completion of this lesson, you will be able to:

- Maintain home and mailing address information.
- Maintain emergency contact information.
- Maintain email address information.
- Maintain phone number information.
- View personal information.

Procedure

Consider this scenario:

You want to review the information that HR has on file for you. Use the Personal Information page to view and update your personal information.



Step	Action
1.	Begin by clicking on the **Personal Details** tile.
2.	Click the Menu on the left to update Personal Information: Addresses, Contact Details, Ethnic Groups, Emergency Contacts and Additional Information.
3.	Note: The navigation links on the **Personal Information** page provide links to each of the individual sections that the employee can review and edit that are also available on the **Personal Information Summary** page.
4.	Congratulations! You have successfully viewed the Personal Information Summary page. **End of Procedure**.