

Adding, Updating and Reviewing the Personal Details Page - ESS



Step	Action
1.	Users have two ways to access the Personal Details page in TeamWorks.



TeamWorks	✓ Employee Self Service	© : ۵
Monthly Schedule	Home Employee Self Service WorkCenters	Job Descriptions
Performance Notes	Payroll	Personal Details
	Last Pay Date 03/15/2022	
Performance	Compensation History	Benefits Summary
	000	C.

Step	Action
2.	Users can access the Personal Details page by first clicking the Employee Self Service link found in the drop-down menu on the Home page, then by clicking on the Personal Details tile.





Step	Action
3.	Users can also access the Personal Details page by using the NavBar located at the top of the page to access the navigation menu.
	For this example, we will navigate to the Personal Details page using the NavBar . Begin by clicking on the NavBar .
	Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand and the current situation.
	Click the NavBar button.

TeamWorks	~ Home		命	:	\oslash
TeamWorks	✓ Home Announcements Please Complete Timesheets 1 Unread	TeamWorks Informa Customer Service SAO CSC HCM 404-657-3956 888-398-7771 HCM@sao.ga.gov SAO CSC Security 404-657-3956 888-896-7771 SAO_PS_Accese@sao.g Human Resources Administra 404-656-6705 hra@doa.ga.gov	tion : a.gov tion (HRA)	NavBar	© Ces ites
		Monthly System Mainter The application is unavailable 7:00 AM to 9:00 AM every third the month. Thank you for your engoing supp- forward to serving you.	nance: between Sunday of rt, we look	Navigat) 7

Step	Action
4.	Click the Navigator link.
	Ninder Ø
	N Train























Step	Action
8.	The Personal Details page displays. Users can use this page to review current personal data and to access other Employee Self Service pages.





Step	Action	
9.	Users can now view or update their address information by clicking on the Addresses tile.	
	Click the Addresses tile.	
	Addresses	
	Updated 07/06/2021	

Personal Details	Personal Details	5	ራ	:	\oslash
Junie Bees 📀 HR Generalist Spv					
Addresses	Home Address				
🕲 Contact Details	2300 Princess Lane Gainesville, GA 30504	Current			>
Amarital Status	Hall				
Name	Mailing				
Magnetic Groups	No data exists.				
C Emergency Contacts	Add Mailing Address				
Sectional Information					

Step	Action
10.	The Addresses details page displays with the user's current address information. Users can use this page to edit current home and mailing address information.
	Note : A menu on the left side of the page displays the different categories of personal details that are the same as the tile options located on the Personal Details home page.



C Personal Details	Personal D	etails	ŵ	:	\oslash
Junie Bees 🕑 HR Generalist Spv					
Addresses	Home Address				
Contact Details	2300 Princess Lane Gainesville, GA 30504	Current			>
🍳 Marital Status	Hall				
Name	Mailing				
Kennic Groups	No data exists.				
Emergency Contacts	Add Mailing Address				
SAdditional Information					

Step	Action
11.	If the Home Address is different from their Mailing address, the user can click the Add
	Mailing Address button to enter or update their correct mailing address.

Personal Details	Personal Details	ŵ	:	\oslash
Junie Bees © HR Generalist Spv				
Addresses	Home Address			
Contact Details	2300 Princess Lane Gainesville, GA 30504 Current			>
2 Marital Status	Hall			
Name	Mailing			
Number 2015 Ethnic Groups	No data exists.			
C Emergency Contacts	Add Mailing Address			
Lange Additional Information				



Step	Action
12.	Click on the Home Address box to update the current address information. Click the Home Address button. Home Address
	2300 Princess Lane Gainesville, GA 30504 Current > Hall
13.	Once on the Address page, users can update and save their information.

	TeamWorks HCM session expire 🗙 🧮	Addresses	× +				-	ð	×
< [−]	→ C https://hcmupg.tear	mworks.georgia.go	v/psc/empltst/EMPLOYEE/HRMS/c/	A" 20	Ĭ	ଓ ☆	Ē	6	
< Ca	ancel		Address						Ô
C	County Add/Change Information								
	The County is a required field and mus	st be populated. If	the address is outside the State of G	eorgia plea	ise sele	ct 'Out Of Stat	te' as th	e value	- fc
C.	Employee Instruction								
2	To save United States addresses at	least one of the fo	llowing fields must get populated: Ad	dress 1, Ad	ldress 2	Address 3			
		Change As Of	09/08/2022						
2.5		Address Type	Home						
• 0		Country	United States	Q					
~		Address 1	2300 Princess Lane						
~		Address 2							10
		Address 3							
		City	Gainesville						
14		State	Georgia	Q					ų.
		Postal	30504						
		County	Hall	۹					Ŧ
	P Type here to search	0	H 🖇 🛤 🛃 🕽 💌 🗉	88 🔾	70°F	∧ ⇔ ≌ <i>@</i>	의) (1)) 9/	35 AM 8/2022	-

Step	Action
14.	Click Cancel to return to the Personal Details page.
	Click the Cancel button.



Personal Details	Personal De	etails	ŵ	:	\oslash
Junie Bees HR Generalist Spv					
Addresses	Home Address				
🥐 Contact Details	2300 Princess Lane Gainesville, GA 30504	Current			>
Arital Status	Hall				
E Name	Mailing				
Kennic Groups	No data exists.				
Centracts Emergency Contacts	Add Mailing Address				
Additional Information					

 15. The user can choose to view or edit other personal details. Let's view the Contact section. Click the Contact Details link. Addresses Contact Details Marial Status Mariae Ethnic Groups Ethnic Groups Ethnic Groups Ethnic Groups Ethnic Information 	Details



Personal Details	Persona	al Details			: (
Junie Bees 📀 HR Generalist Spv					
Addresses	Email and Phone # Add/Cha	ange Information			
🔮 Contact Details	Emails and phone numbers service providers; including	are shared with other St health and flexible bene	ate enterprise syste fits, payroll service	ems and authors, learning, rec	rized
2 Marital Status	and customer relationship m State of Georgia may use yo regarding work-related matt	anagement systems for our email and/or phone r ers. When entering your	official state busin number to commun r phone or email pl	less purposes. Nicate with you lease select the	The e most
Name	appropriate type.	ero. When entering you	phone or emaily p	icuse sereet th	e mose
Note: Strate Str	Phone Number – If assigner Email – Agency/work email HR with any changes. If an	d, your work/office numbe should be designated as alternate email is accepta	er should be 'Busine: 'Business' email type ble for office use in y	ss' type. e. Please conta your agency, ple	ct your ease
Emergency Contacts	use 'Business Alternate' as	email type.			
Sectional Information	+				
				Destaura	
	Number	Extension	Туре	Preferred	
	Number 700/777-9311	Extension	Type Business	Preterred	>
	Number 700/777-9311 700/666-8666	Extension	Type Business Mobile	Preferred	>
	Number 700/777-9311 700/666-8666	Extension	Type Business Mobile		>
	Number 700/777-9311 700/666-6666	Extension	Type Business Mobile		>
	Number 700/777-9311 700/666-6666 Email +	Extension	Type Business Mobile		>
	Number 700/777-9311 700/666-8666 Email + Email Address	Extension	Type Business Mobile Type	Preferred ✓ Prefer	> >

Step	Action				
16.	The Contact Details page allows the user to edit, delete, or add phone number nformation.				
	The user can click on any phone number listed to update the current phone number information.				
	For this example, click on the Mobile phone number listed.				
	+				
	Number Extension Type Preferred				
	700/777-9311 Business >				
	700/666-6666 Mobile V				



Personal Details	Personal Details		ል :	Ø
Junie Bees 📀 HR Generalist Spv				
Addresses	Email and Phone # Add/Change Information			
🕲 Contact Details	Emails and phone numbers are shared with other Stat service providers; including health and flexible ben <u>efit</u>	te enterprise syste <u>ts. pav</u> roll services	ms and authorize , learning, recruit	d ing
Aarital Status	Cancel Phone Number	Save state busine	ss purposes. The cate with you	
S Name	Phone Type Help	or email, pie	ease select the mo	ost
Kenter Street St	Type Mobile 🗸	t be 'Busines ss' email type ffice use in v	s' type. . Please contact yo	our
C Emergency Contacts	Preferred Number 700/666-6666	ince use in y	our agency, please	
& Additional Information	Extension			
		pe	Preferred	
	Delete	siness		>
		bile	~	>
	Email			
	+ Email Address	Туре	Preferred	
	j.bees@dbf.state.ga.us	Business	~	>

Step	Action
17.	On this page the user is able to update the Type of phone number, check whether this number is the Preferred contact, and update the phone number if the employee has a new number.
	If the current phone number is no longer used at all, the user can click the Delete button to remove the number from Contact Details .
	The user must click the Save button to save any changes made to this page.



	Personal D	Details	<u>ش</u> : (
Junie Bees HR Generalist Spv			
Addresses	Email and Phone # Add/Chang	e Information	
Contact Details	Emails and phone numbers are service providers; including hea	shared with other State enterprise Ith and flexible benefits, payroll se	systems and authorized rvices, learning, recruiting
Narital Status	Cancel Phone Nu	mber Save state b	usiness purposes. The municate with you
Name	Phone Type Help	or ema	all, please select the most
Ethnic Groups	Type Mobile	✓ J be 'Bu is' email (ffice us)	isiness' type. il type. Please contact your ie in your agency. please
Emergency Contacts	Number 700/666-666	6)
Additional Information	Extension		
		pe	Preferred
	Delete	siness	>
		bile	✓ >
	Email		
	Email Address	Туре	Preferred
	i bees@dbf state ga us	Busines	

Step	Action
18.	Click Cancel to return to the Personal Details page.
	Click the Cancel button.



Personal Details	Personal	Details		ធ	
Junie Bees 📀 HR Generalist Spv					
Addresses	Email and Phone # Add/Chan	ge Information			
Contact Details	Emails and phone numbers an service providers; including he	e shared with other St ealth and flexible bene	ate enterprise syst fits, payroll service	ems and authorizes, learning, recrui	ed ting
Marital Status	and customer relationship man State of Georgia may use your regarding work-related matter	nagement systems for r email and/or phone r rs. When entering your	official state busin number to commun phone or email, n	less purposes. The nicate with you lease select the m	e
Name	appropriate type.	s. When entering you	priorie of erridity p		iose
K Ethnic Groups	 Phone Number – If assigned, Email – Agency/work email sh HR with any changes. If an all 	your work/office numbe nould be designated as ternate email is accepta	er should be 'Busine 'Business' email typ ble for office use in	ess' type. e. Please contact y your agency, pleas	our e
Emergency Contacts	use 'Business Alternate' as er	mail type.			
Sectional Information	+				
	Number	Extension	Туре	Preferred	
	770/986-1638		Business		>
	770/519-1996		Mobile	~	>
	Email				
	+				
	Email Address		Туре	Preferred	
	x.mrharris@dbf.state.ga.us		Business	\checkmark	>

Step	Action
19.	The user can choose to view or edit other personal details. Let's view the Ethnic Groups section. Click the Ethnic Groups link.
	Addresses Contact Details Anartal Status Name Ethnic Groups Ethnic Groups Emergency Contacts Additional Information



Personal Details	Personal Details	ራ	:	\oslash	
Junie Bees 😔 HR Generalist Spv					
Addresses	Ethnic Group Details				
Contact Details					
Arital Status	White			>	
Same	Voluntary Self-Identification				
🛂 Ethnic Groups	The employer is subject to certain governmental recordkeeping and reporting requirement	nts for the adminis	tration	of civil	
C Emergency Contacts	their race or ethnicity. Submission of this information is voluntary and refusal to provid adverse treatment. If you choose to not self-identify your race/ethnicity, the federal gover determine this information by viewal survey and/or other available information. The information	rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self- their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you adverse treatment. If you choose to not self-identify your race/ethnicity, the federal government requires the emplo			
Local Additional Information	determine time information by visual survey and/or other available information. The im confidential and may only be used in accordance with the provisions of applicable regulations, including those that require the information to be summarized and reported to rights enforcement When reported data will not identify any specific individual	 determine this information by visual survey and/or other available information. The information obtained confidential and may only be used in accordance with the provisions of applicable laws, executive regulations, including those that require the information to be summarized and reported to the federal govern debte enforcement. Where control debt will not identify any concentific identified. 			

Step	Action
20.	Use the Ethnic Groups page to add any additional ethnic group information. The "+" button is used to add an additional row to an employee's Ethnic Groups .
	Note: Ethnic Groups is a required field. If only one Ethnic Group listed, it cannot be deleted by the employee. Employees can <u>only</u> add additional ethnicities.



Personal Details	Personal Details 🏠	: 0		
Junie Bees 😔 HR Generalist Spv				
Addresses	Ethnic Group Details			
Contact Details	+			
A Marital Status	White	>		
E Name				
Number 2018 Ethnic Groups	Voluntary Self-Identification			
C Emergency Contacts	⁶ The employer is subject to certain governmental recordkeeping and reporting requirements for the administration rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-it their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you			
Additional Information	adverse treatment. It you choose to not self-identity your race/ethnicity, the tederal government requires thin determine this information by visual survey and/or other available information. The information obtained confidential and may only be used in accordance with the provisions of applicable laws, executive regulations, including those that require the information to be summarized and reported to the federal govern rights enforcement. When reported, data will not identify any specific individual.	 employer to vill be keys, and ument for civil 		

Step	Action
21.	Now, let's view the Emergency Contacts section.
	Click the Emergency Contacts link.
	Addresses
	t [©] Contact Details
	A Mantal Status
	C Name
	4 Ethnic Groups
	C Emergency Contacts
	Le Additional Information



Personal Details	Persor	nal Details	<u>۵</u> : ۵
Junie Bees © HR Generalist Spv			
Addresses	Emergency Contact Detai	ls	
Contact Details	+		
A Marital Status	Contact Name	Relationship	Preferred
Name	Jonas Bees	Adult Child	✓ >
Number 2015 Ethnic Groups			
C Emergency Contacts			
Sectional Information			

Step	Action
22.	Use the Emergency Contacts page to edit, delete, or add emergency contact information. Users can also change the primary contact from this page.

Personal Details	Personal Details		ŵ	:	\oslash
Junie Bees 💿 HR Generalist Spv					
Addresses	Emergency Contact Details				
Contact Details	+				
2 Marital Status	Contact Name	Relationship	Prefer	red	
Same Name	Jonas Bees	Adult Child	~		>
Number 2015 Ethnic Groups					
C Emergency Contacts					
Locational Information					



Step	Action		
23.	The Emergency Conta contact information.	ct Details page allows the user t	o edit, delete, or add emergency
	The user can click on ar	ny contact listed to update the en	nergency contact information.
	For this example, click	on the contact Jonas Bees .	
	Click the Jonas Bees lin	ık.	
	Contact Name	Relationship	Preferred
	Jonas Bees	Adult Child	✓ >

Personal Details	Personal Details		ሴ	: Ø
Junie Bees O HR Generalist Spv				
Cancel	Emergency Contact	Save		
Addresses			J	
Contact Details	*Contact Name Jonas Bees	- 1		
Marital Status	*Relationship Adult Child	- 1	Preferre	d
	Preferred 🔤	- 1	~	>
Same Name		- 1		
Linic Groups				
2300 Princes	s Lane			
Hall	/4 30304 /			
Lange Additional Infor		1		
Phone Numb	bers			
+				
Phone	Extension Type			
477/777-9311	None >			
		- 1		
		- 1		
	Delete	-		

Step	Action
24.	On this page the user is able to update the Contact Name , the relationship , check whether this contact is the Preferred contact, and update the Address and Phone Number of the emergency contact.
	If the current contact is no longer accurate, the user can click the Delete button to remove the contact from the Emergency Contact Details .
	The user must click the Save button to save any changes made to this page.



	Personal Details	ଜ ፡ 🧭
⊖ Spv		
Cancel	Emergency Contact	Save
"Contact Name "Relationship Preferred Address 2300 Princess Lane Gainesville, GA 30504 Hall	Jonas Bees Adult Child V	> Preferred
Phone Numbers	Extension Type	
477/777-0311	Extension type	
	None	
	Spy Cancel *Contact Name *Relationship Preferred 2300 Princess Lane Gainesville, GA 30504 Hall Phone Numbers + Phone 477/777-9311	Sev Cancel Emergency Contact *Contact Name Jonas Bees *Relationship Adult Child Preferred Address 2300 Princess Lane Gainesville, GA 30504 Hall Phone Numbers + Phone Extension Type 477/777-9311 None

Step	Action
25.	Click Cancel to return to the Personal Details page.
	Click the Cancel button.



Personal Details	Per	rsonal Details	<u></u> ۵	:	\oslash
Junie Bees 📀 HR Generalist Spv					
Addresses	Name Details				
Contact Details	Junie Bees	Current		>	
Arital Status					
🔚 Name					
Number 2015 Ethnic Groups					
C Emergency Contacts					
& Additional Information					

Step	Action
26.	Users cannot update their Marital Status or Name from the Personal Information Summary page at this time. Changes to Name and Marital Status constitute "life events" that can only be made by your agency's Human Resources Office. Use theses sections to verify that the current information is accurate. If the information is inaccurate, contact your agency's Human Resources Office for assistance.
27.	The last section, Additional Information is <i>view only</i> . To make changes to the information in this section, contact your agency's Human Resources Office for assistance.



Personal Details	Per	rsonal Details	ŵ	:	\oslash
Junie Bees 📀 HR Generalist Spv					
Addresses	Name Details				
Contact Details	Junie Bees	Current		>	
Arital Status					
🔚 Name					
44 Ethnic Groups					
C Emergency Contacts					
Locational Information					

Step	Action
28.	Click here (<u>https://www.surveymonkey.com/r/25KG2HH</u>) to take a quick survey.

Personal Details		Personal Details	:	\oslash
Junie Bees 📀 HR Generalist Spv				
Addresses	Name Details			
Contact Details	Junie Bees	Current	>	
Arital Status				
🔚 Name				
Note: Street,				
Emergency Contacts				
Lange Additional Information				



Step	Action
29.	Congratulations! You completed Reviewing the Personal Information Summary - ESS page. End of Procedure.