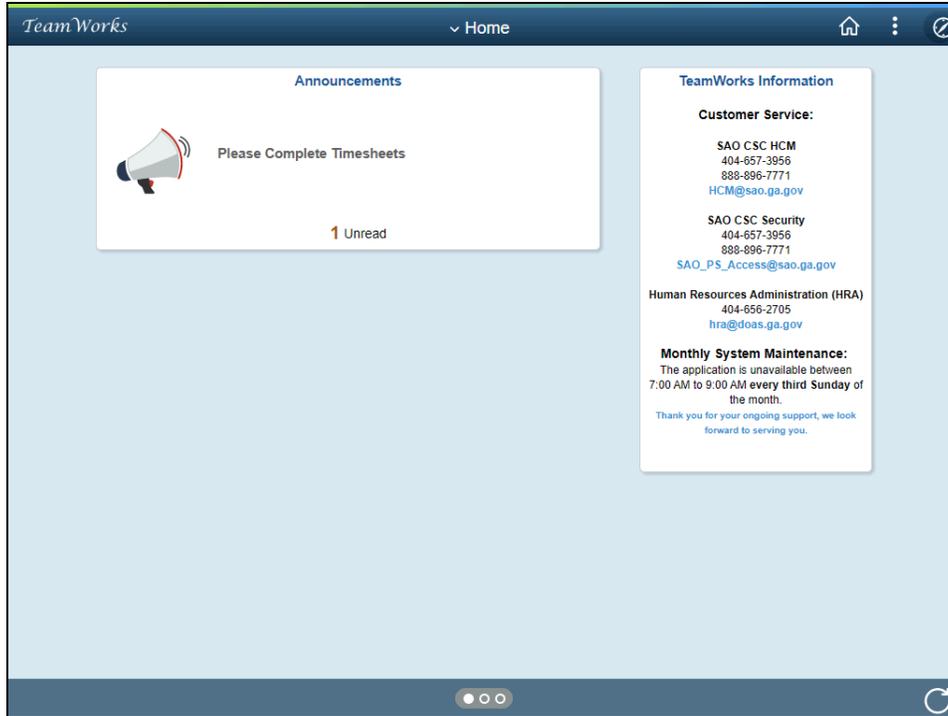
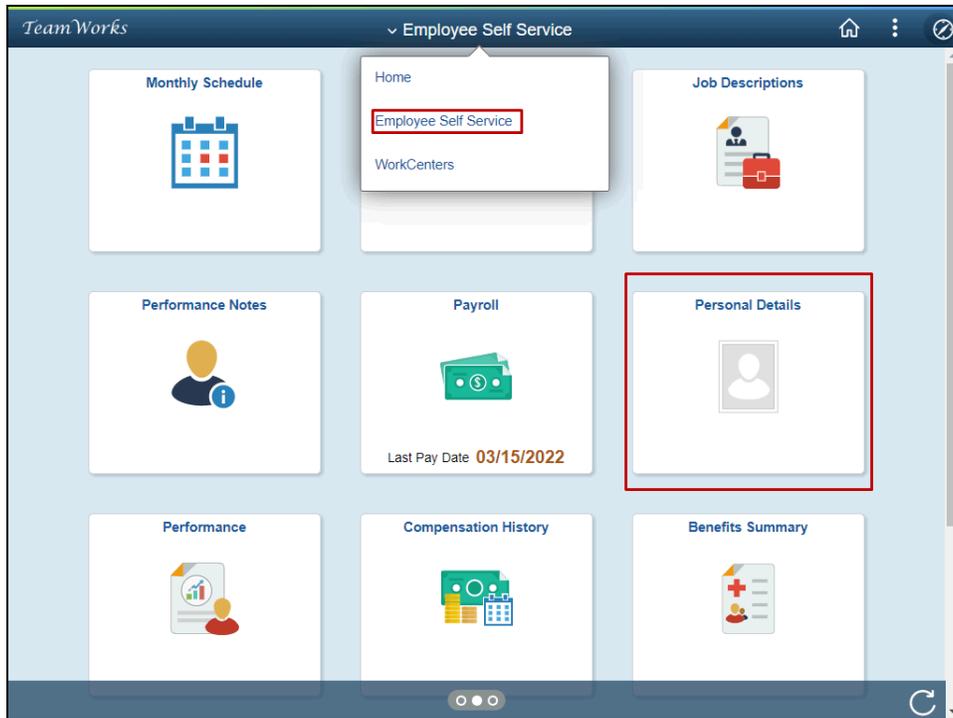


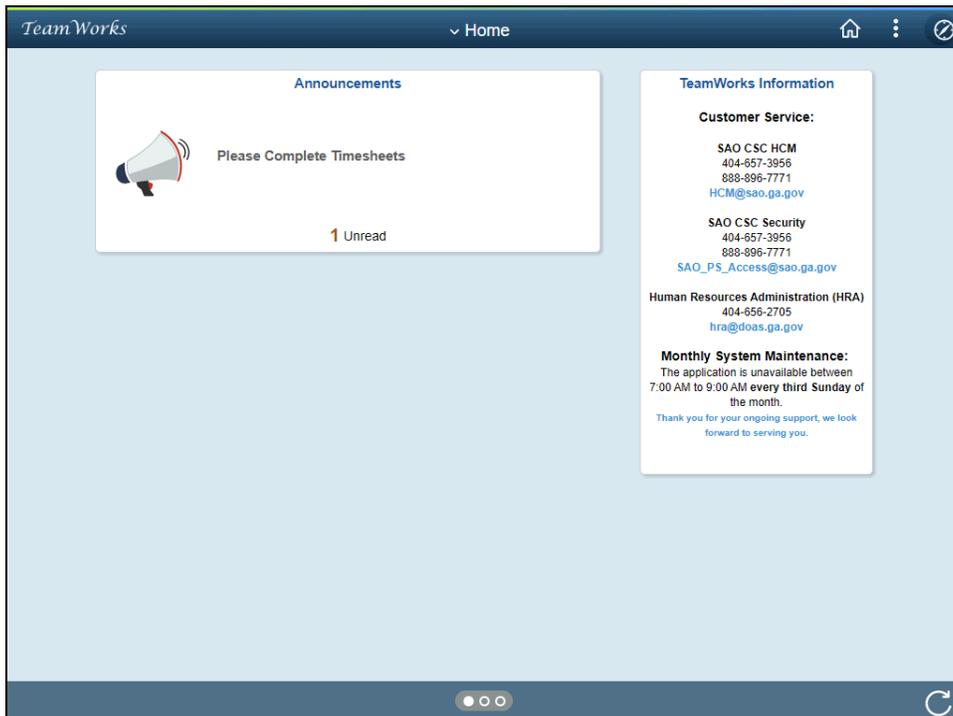
Adding, Updating and Reviewing the Personal Details Page - ESS



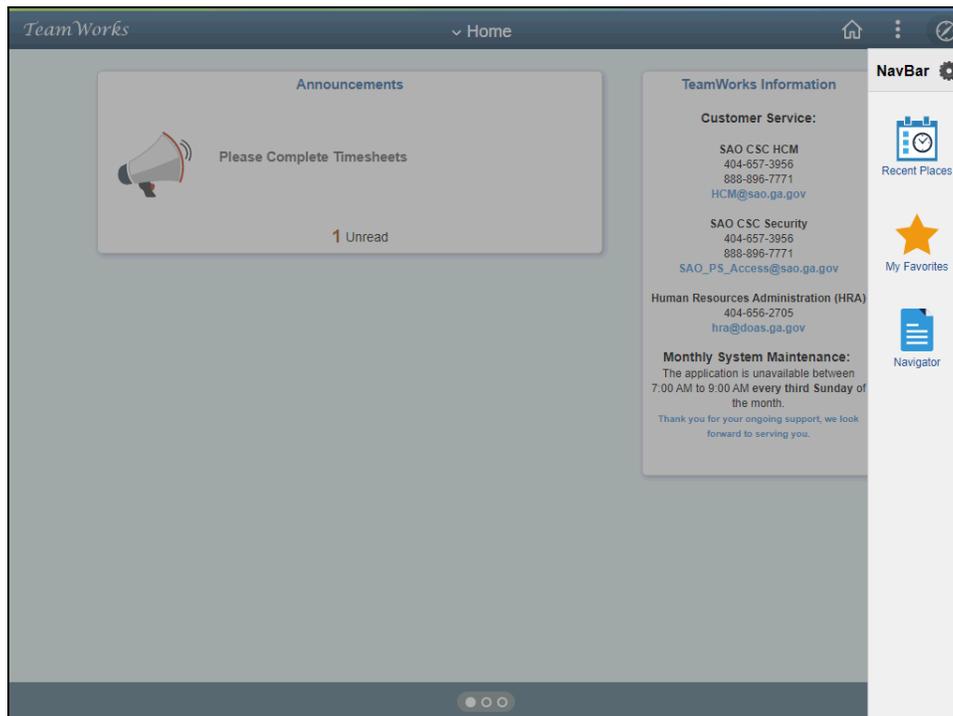
Step	Action
1.	Users have two ways to access the Personal Details page in TeamWorks.



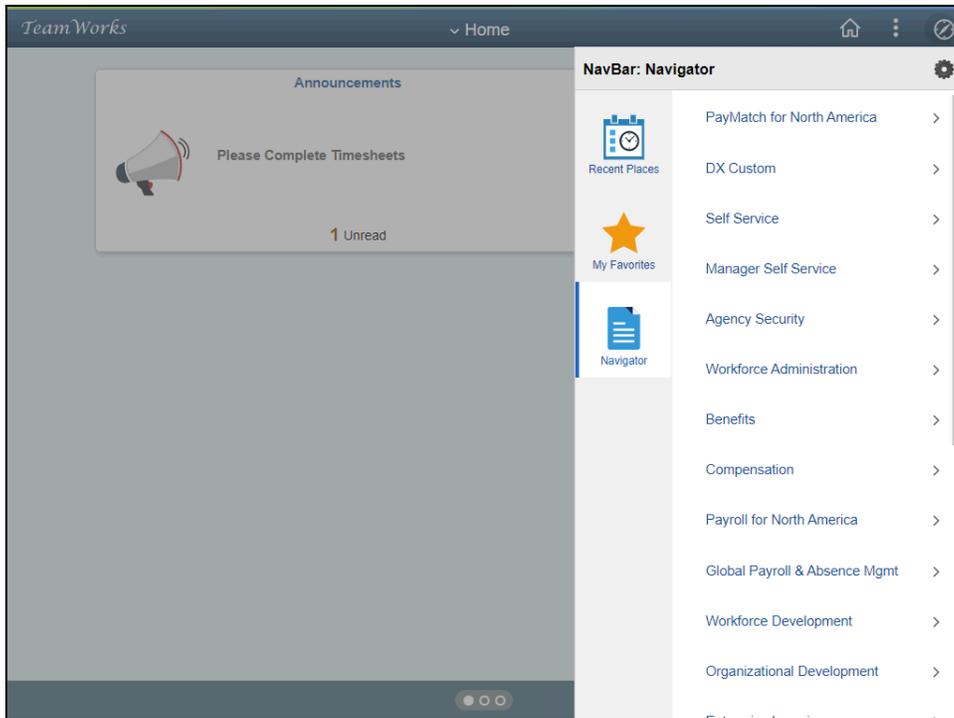
Step	Action
2.	Users can access the Personal Details page by first clicking the Employee Self Service link found in the drop-down menu on the Home page, then by clicking on the Personal Details tile.

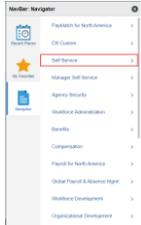


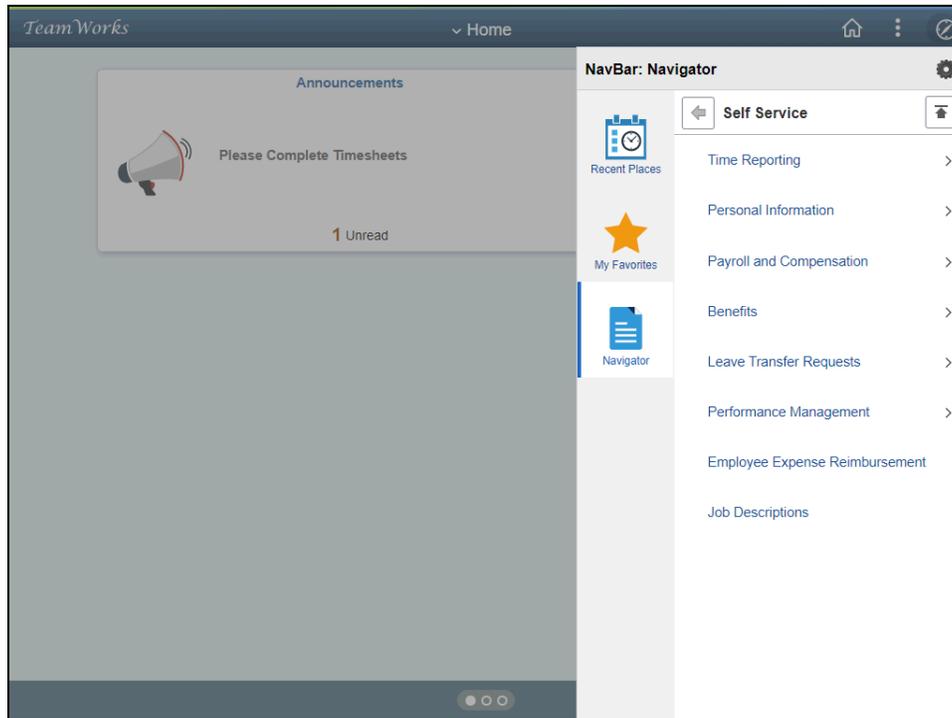
Step	Action
3.	<p>Users can also access the Personal Details page by using the NavBar located at the top of the page to access the navigation menu.</p> <p>For this example, we will navigate to the Personal Details page using the NavBar. Begin by clicking on the NavBar.</p> <p>Note: This simulation is 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.</p> <p>Click the NavBar button.</p> 

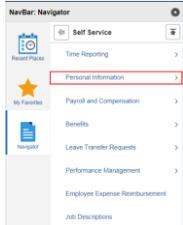


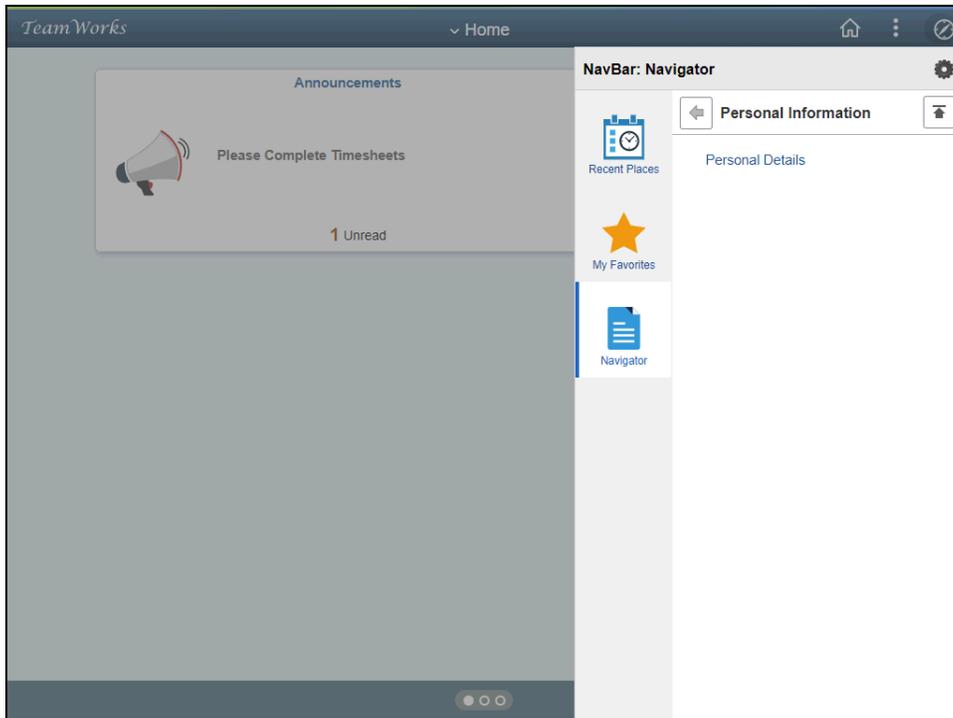
Step	Action
4.	<p>Click the Navigator link.</p> 



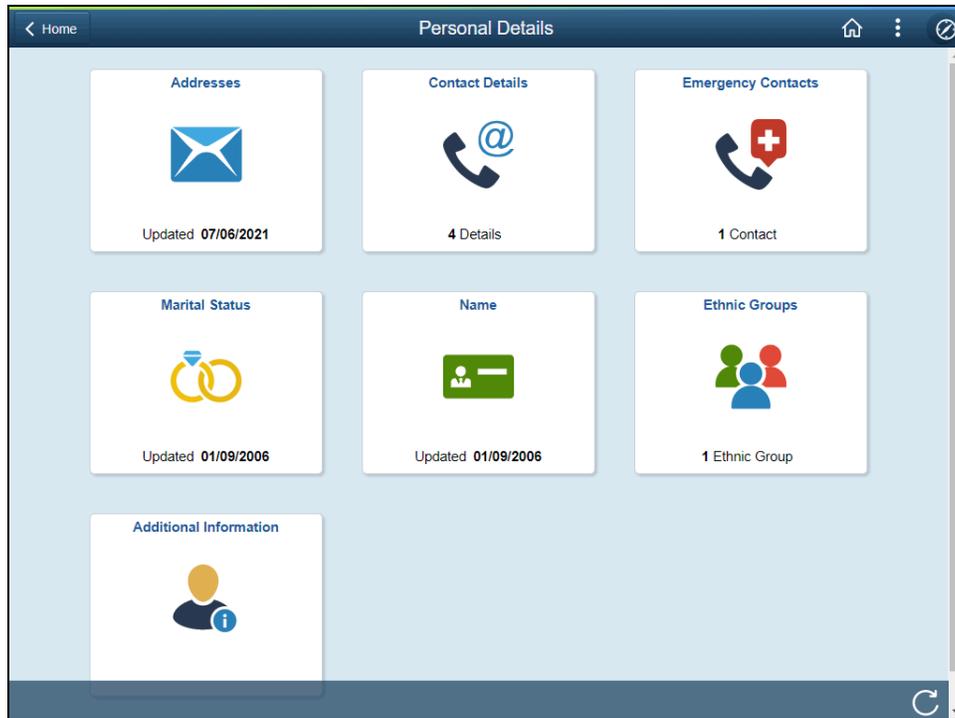
Step	Action
5.	<p>Click the Self Service link.</p> 



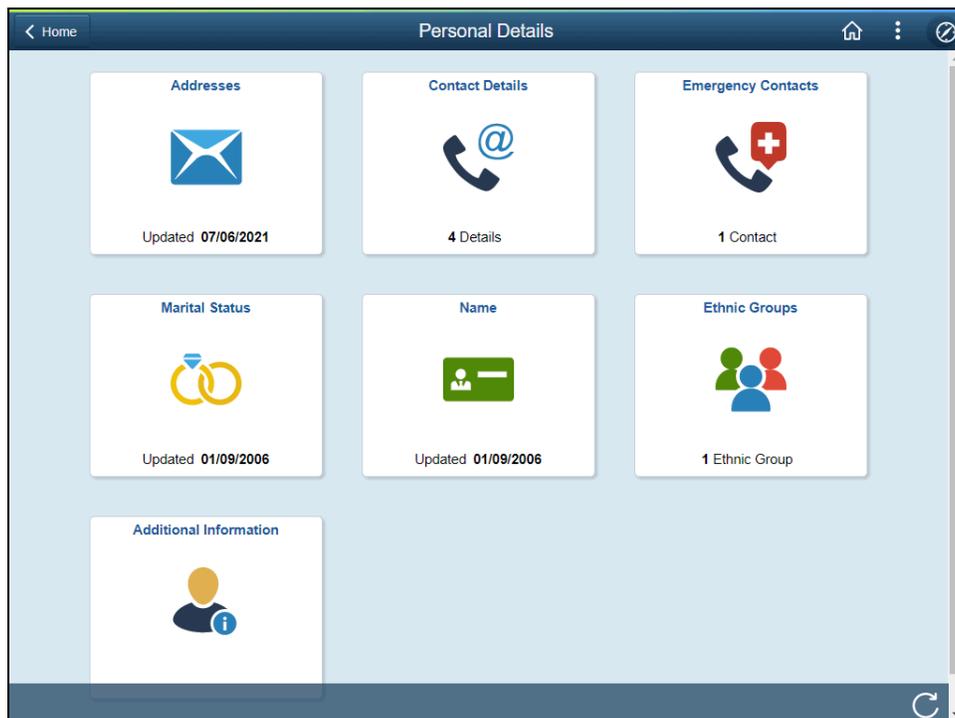
Step	Action
6.	<p>Click the Personal Information link.</p> 



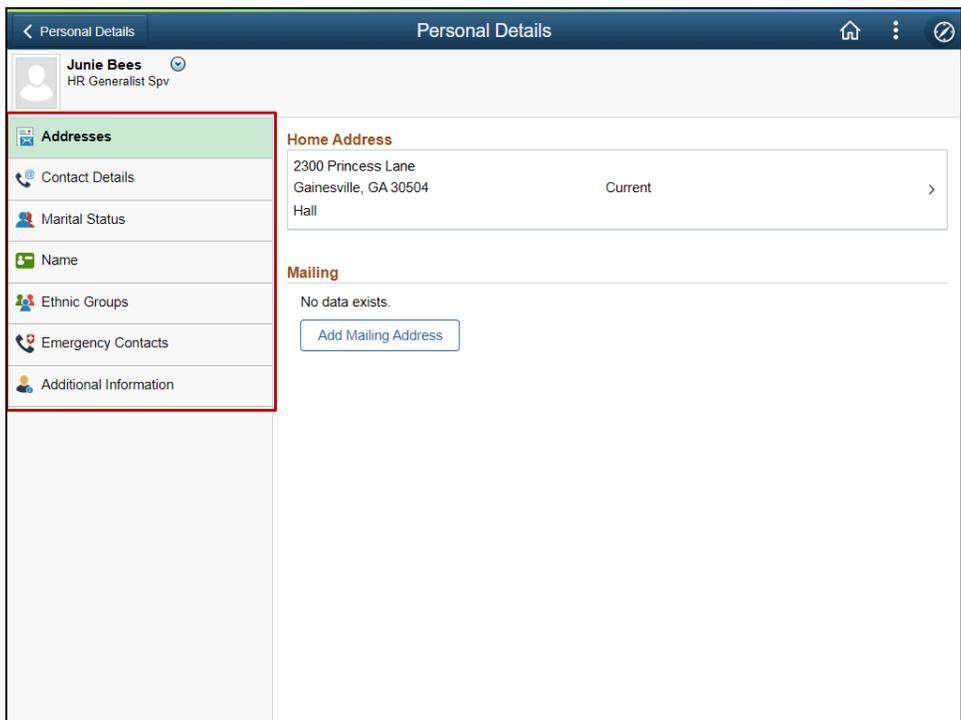
Step	Action
7.	Click the Personal Details link. 



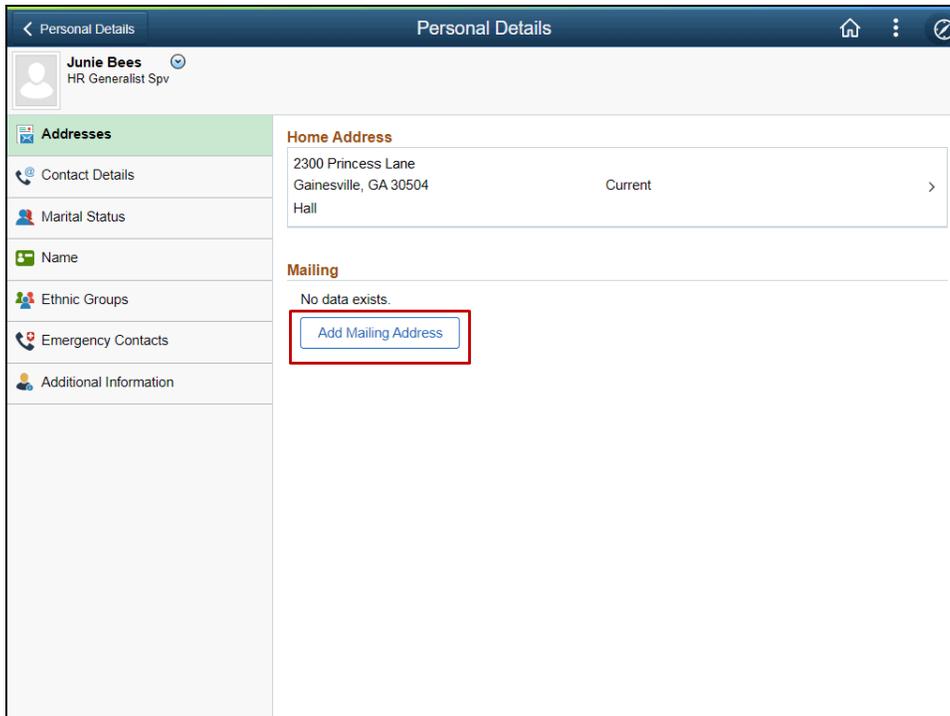
Step	Action
8.	The Personal Details page displays. Users can use this page to review current personal data and to access other Employee Self Service pages.



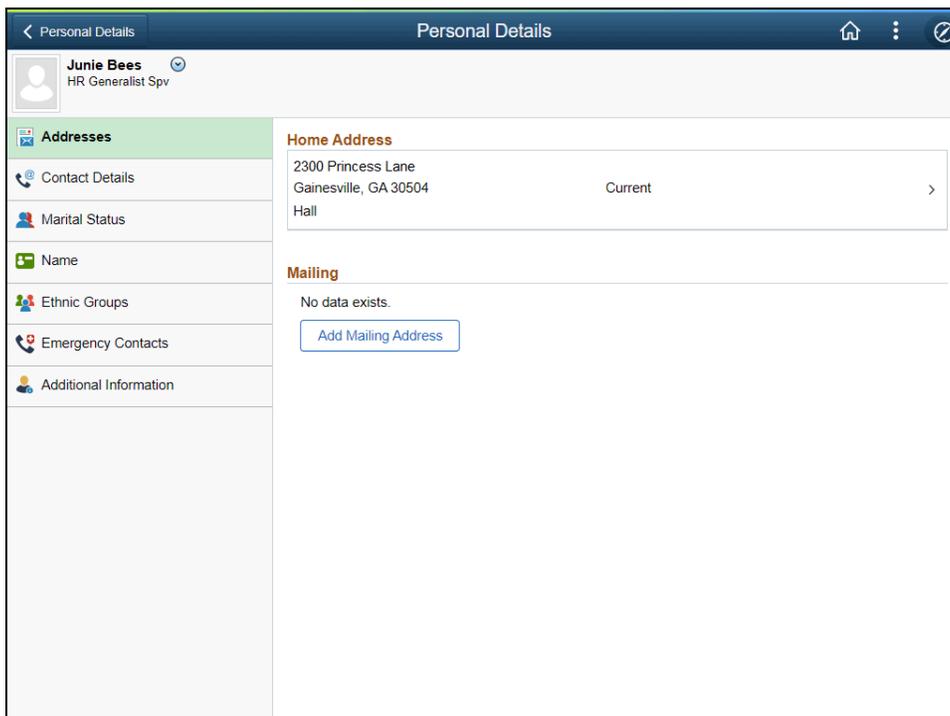
Step	Action
9.	<p>Users can now view or update their address information by clicking on the Addresses tile.</p> <p>Click the Addresses tile.</p> 



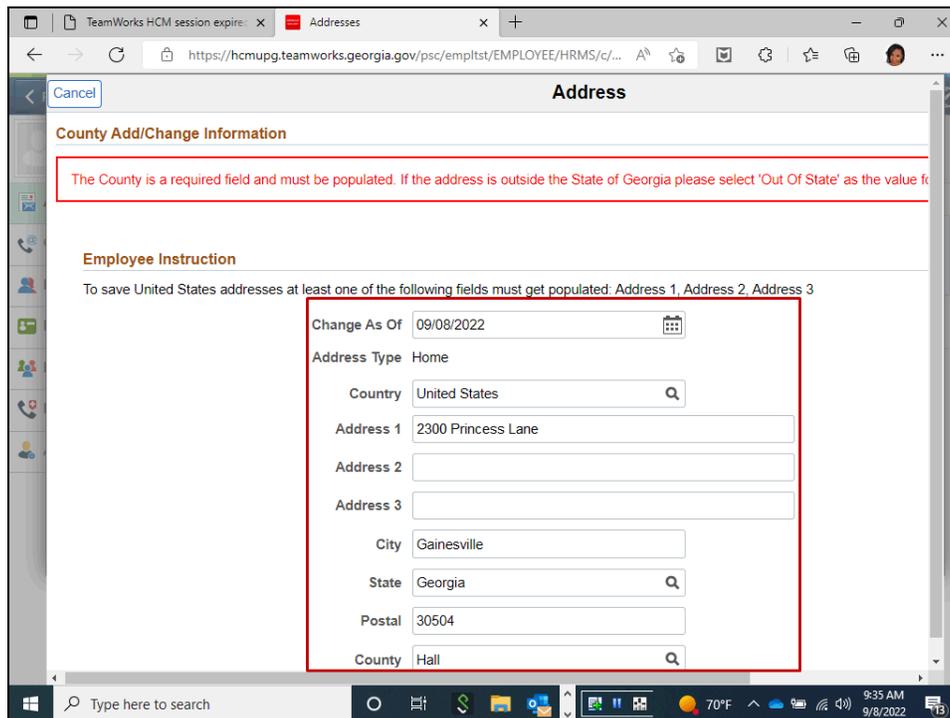
Step	Action
10.	<p>The Addresses details page displays with the user's current address information. Users can use this page to edit current home and mailing address information.</p> <p>Note: A menu on the left side of the page displays the different categories of personal details that are the same as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



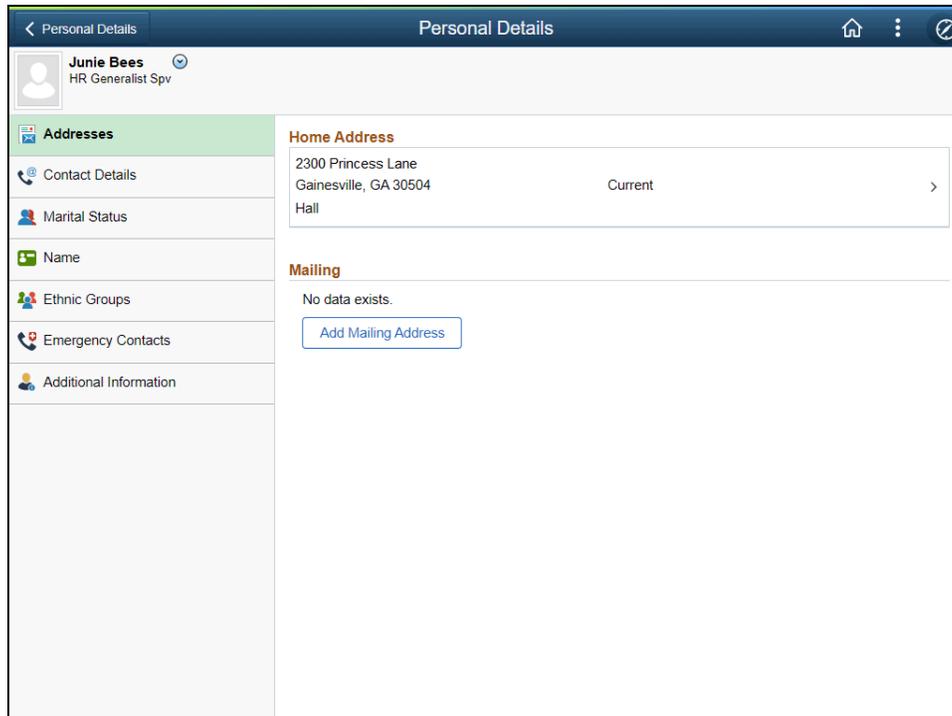
Step	Action
11.	If the Home Address is different from their Mailing address, the user can click the Add Mailing Address button to enter or update their correct mailing address.

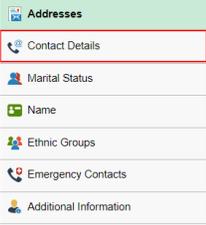


Step	Action
12.	<p>Click on the Home Address box to update the current address information.</p> <p>Click the Home Address button.</p> <p>Home Address</p> <div style="border: 1px solid red; padding: 5px;"> <p>2300 Princess Lane Gainesville, GA 30504 Hall</p> <p style="text-align: right;">Current ></p> </div>
13.	Once on the Address page, users can update and save their information.



Step	Action
14.	<p>Click Cancel to return to the Personal Details page.</p> <p>Click the Cancel button.</p> <div style="border: 1px solid blue; padding: 2px; display: inline-block;">Cancel</div>



Step	Action
15.	<p>The user can choose to view or edit other personal details. Let's view the Contact Details section.</p> <p>Click the Contact Details link.</p> 

Personal Details
Personal Details

Junie Bees
HR Generalist Spv

⌵

- Addresses
- Contact Details**
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information

Email and Phone # Add/Change Information

Emails and phone numbers are shared with other State enterprise systems and authorized service providers; including health and flexible benefits, payroll services, learning, recruiting and customer relationship management systems for official state business purposes. The State of Georgia may use your email and/or phone number to communicate with you regarding work-related matters. When entering your phone or email, please select the most appropriate type.

- Phone Number – If assigned, your work/office number should be 'Business' type.
- Email – Agency/work email should be designated as 'Business' email type. Please contact your HR with any changes. If an alternate email is acceptable for office use in your agency, please use 'Business Alternate' as email type.

Phone

+

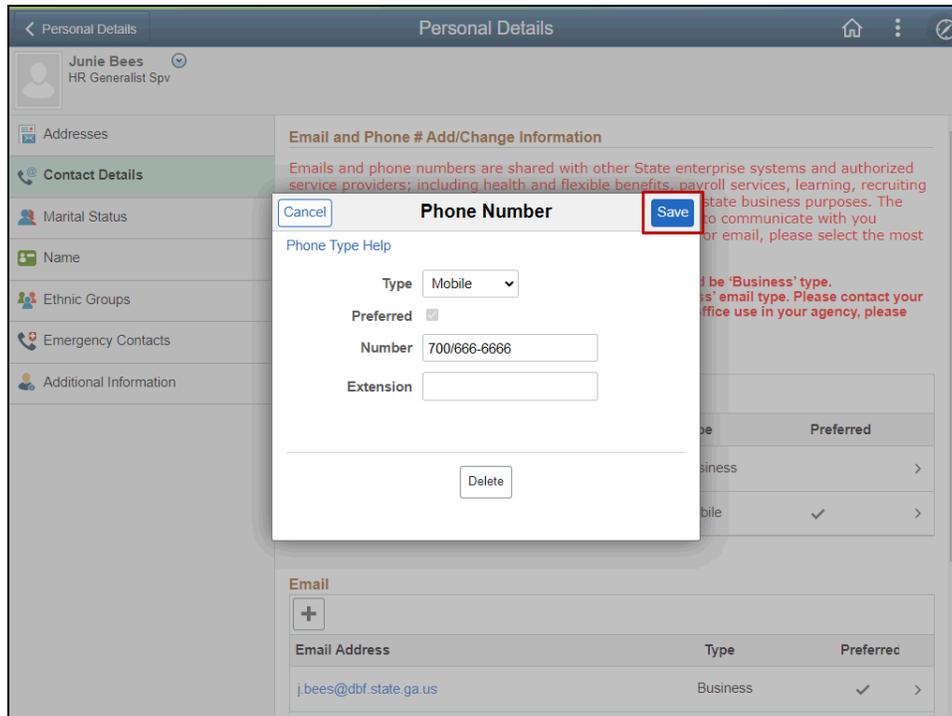
Number	Extension	Type	Preferred
700/777-9311		Business	>
700/666-6666		Mobile	✓ >

Email

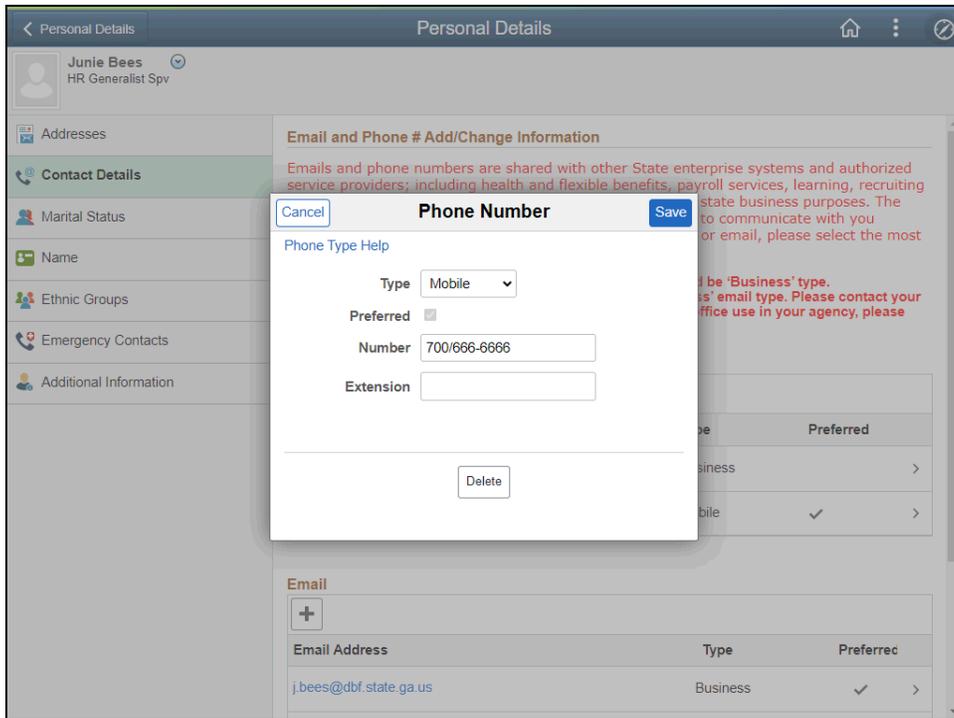
+

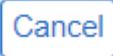
Email Address	Type	Preferred
j.bees@dbf.state.ga.us	Business	✓ >

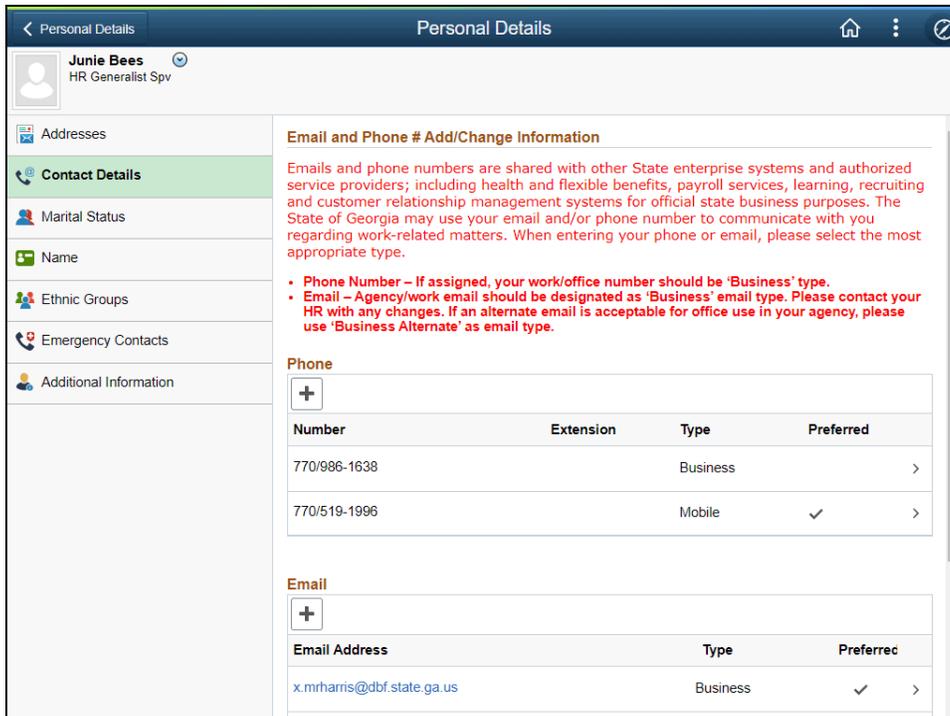
Step	Action												
16.	<p>The Contact Details page allows the user to edit, delete, or add phone number information.</p> <p>The user can click on any phone number listed to update the current phone number information.</p> <p>For this example, click on the Mobile phone number listed.</p> <p>Click the Mobile link.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Phone</p> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-bottom: 5px;"> + </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="width: 60%;">Number</th> <th style="width: 15%;">Extension</th> <th style="width: 15%;">Type</th> <th style="width: 10%;">Preferred</th> </tr> </thead> <tbody> <tr> <td>700/777-9311</td> <td></td> <td>Business</td> <td style="text-align: center;">></td> </tr> <tr style="border: 2px solid red;"> <td>700/666-6666</td> <td></td> <td>Mobile</td> <td style="text-align: center;">✓ ></td> </tr> </tbody> </table> </div>	Number	Extension	Type	Preferred	700/777-9311		Business	>	700/666-6666		Mobile	✓ >
Number	Extension	Type	Preferred										
700/777-9311		Business	>										
700/666-6666		Mobile	✓ >										



Step	Action
17.	<p>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.</p> <p>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.</p> <p>The user must click the Save button to save any changes made to this page.</p>



Step	Action
18.	<p>Click Cancel to return to the Personal Details page.</p> <p>Click the Cancel button.</p> 



Personal Details

Junie Bees
HR Generalist Spv

Addresses

Contact Details

Marital Status

Name

Ethnic Groups

Emergency Contacts

Additional Information

Email and Phone # Add/Change Information

Emails and phone numbers are shared with other State enterprise systems and authorized service providers; including health and flexible benefits, payroll services, learning, recruiting and customer relationship management systems for official state business purposes. The State of Georgia may use your email and/or phone number to communicate with you regarding work-related matters. When entering your phone or email, please select the most appropriate type.

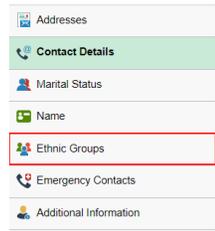
- Phone Number – If assigned, your work/office number should be 'Business' type.
- Email – Agency/work email should be designated as 'Business' email type. Please contact your HR with any changes. If an alternate email is acceptable for office use in your agency, please use 'Business Alternate' as email type.

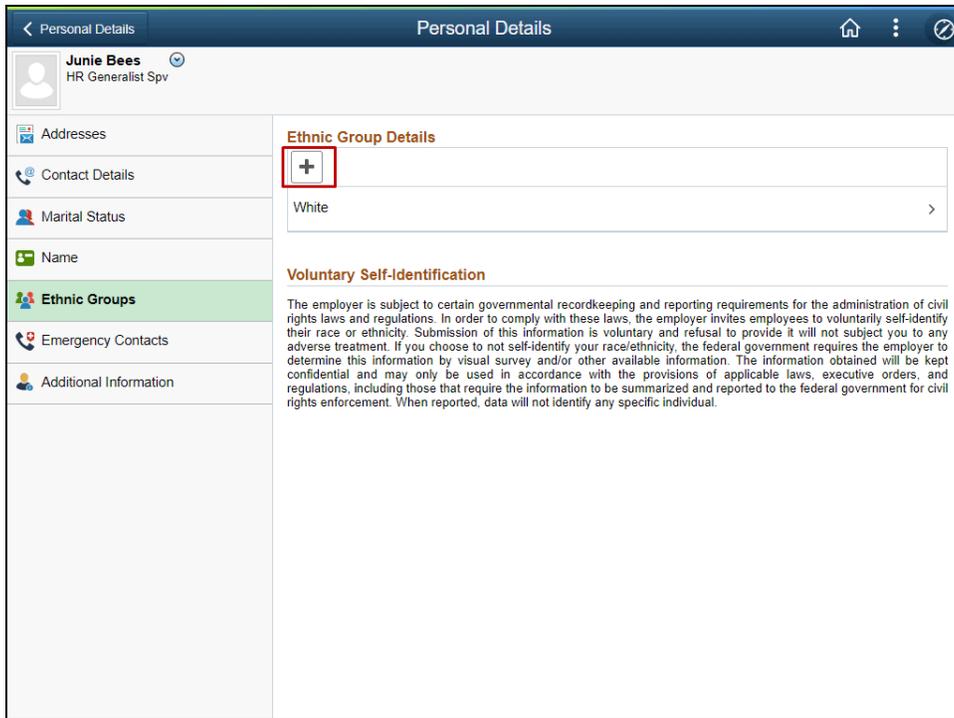
Phone

Number	Extension	Type	Preferred
770/986-1638		Business	>
770/519-1996		Mobile	✓ >

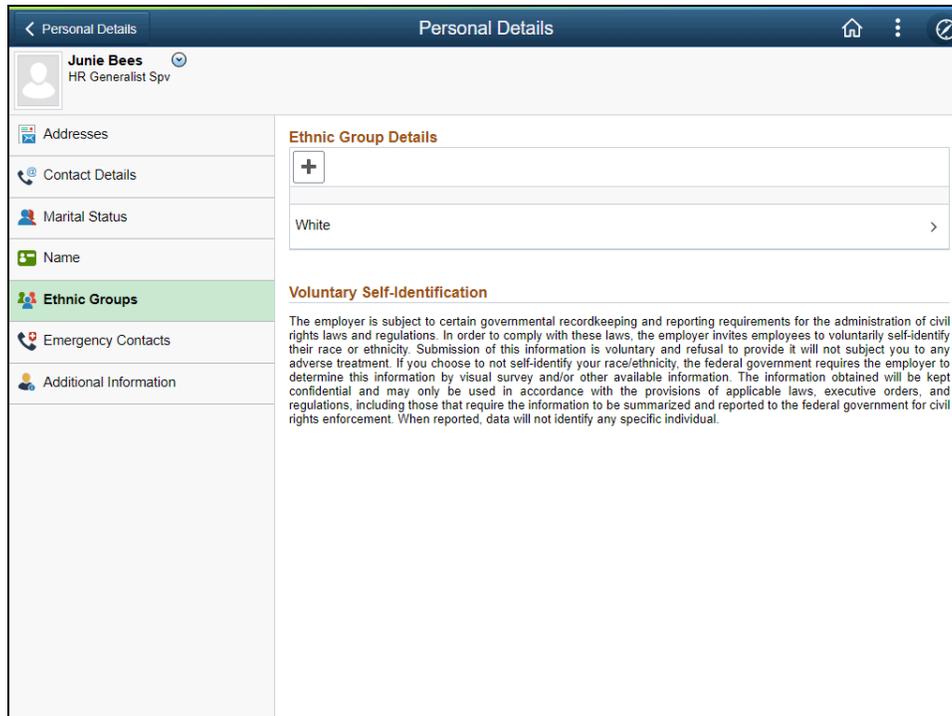
Email

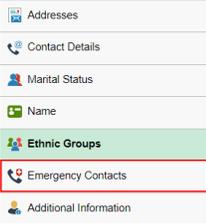
Email Address	Type	Preferred
x.mrharris@dbf.state.ga.us	Business	✓ >

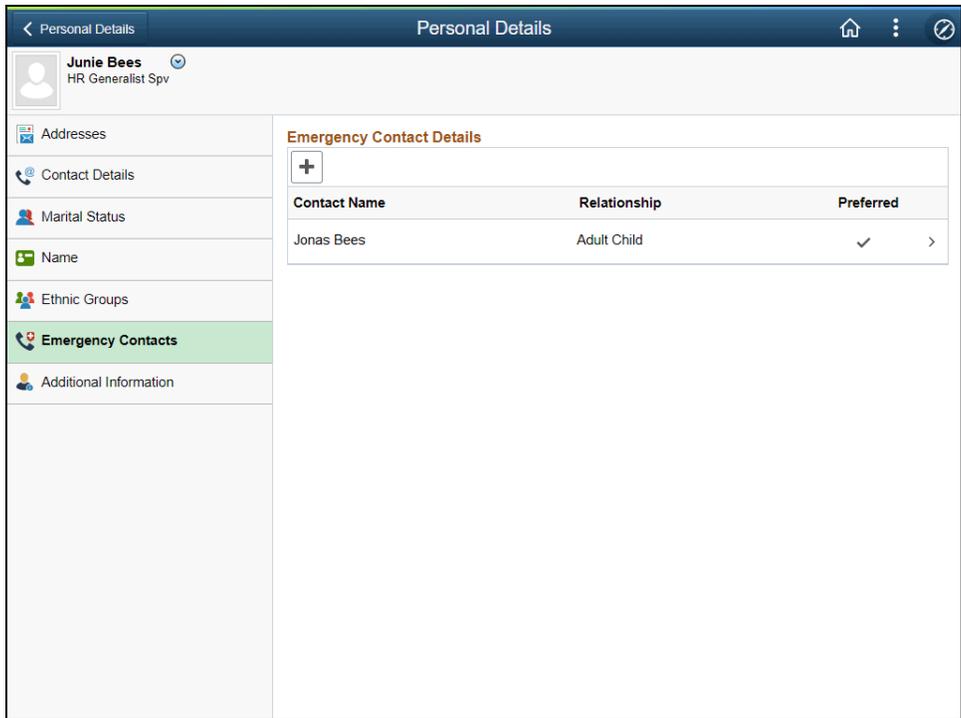
Step	Action
19.	<p>The user can choose to view or edit other personal details. Let's view the Ethnic Groups section.</p> <p>Click the Ethnic Groups link.</p> 



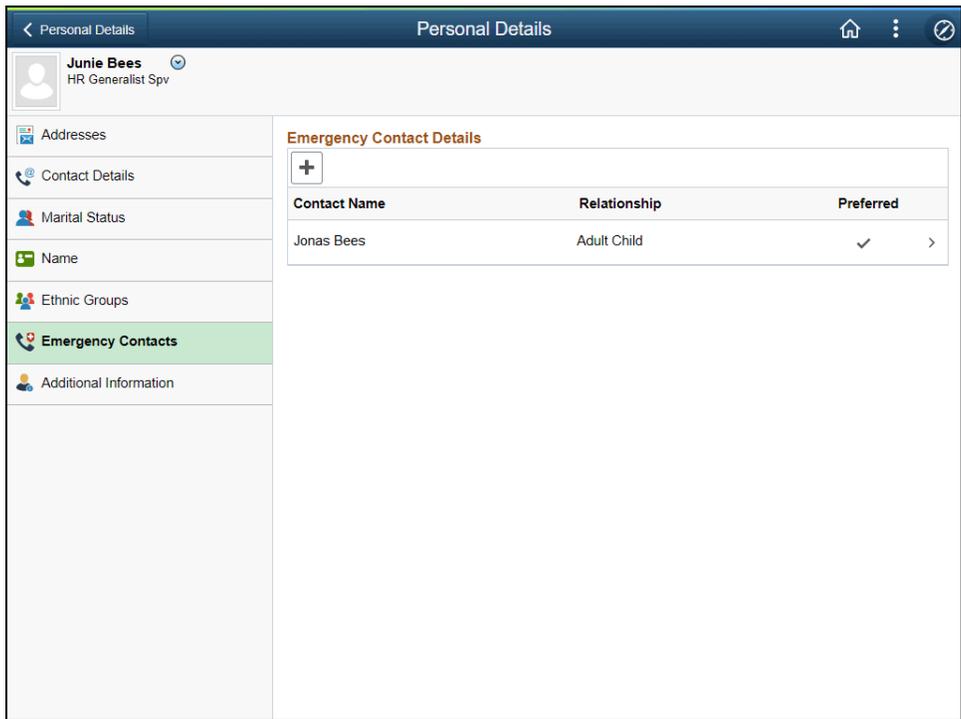
Step	Action
20.	<p>Use the Ethnic Groups page to add any additional ethnic group information. The "+" button is used to add an additional row to an employee's Ethnic Groups.</p> <p>Note: Ethnic Groups is a required field. If only one Ethnic Group listed, it cannot be deleted by the employee. Employees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



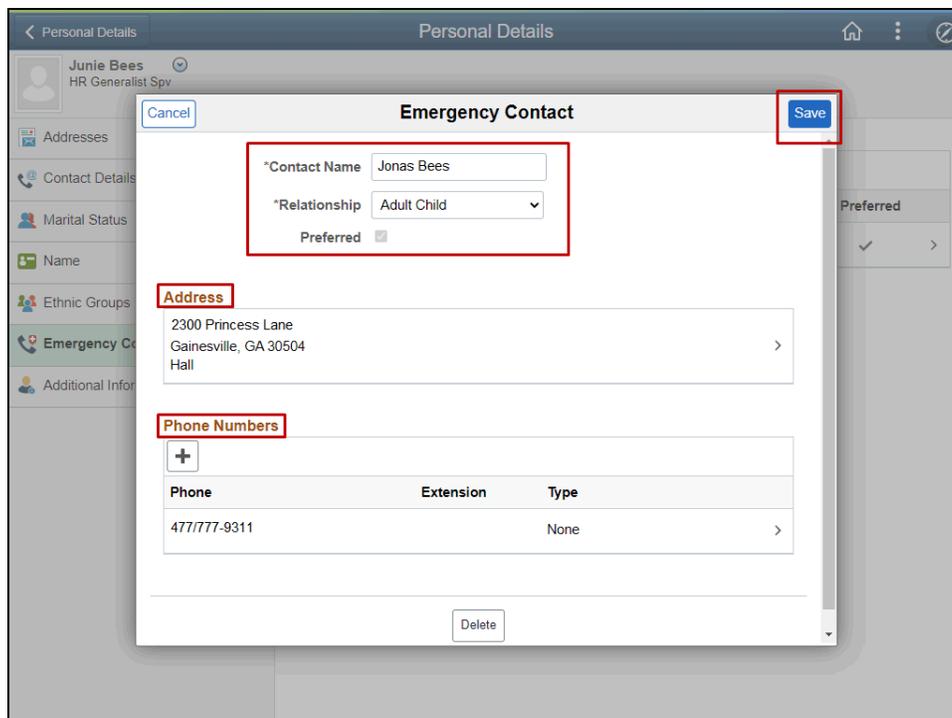
Step	Action
21.	<p>Now, let's view the Emergency Contacts section.</p> <p>Click the Emergency Contacts link.</p> 



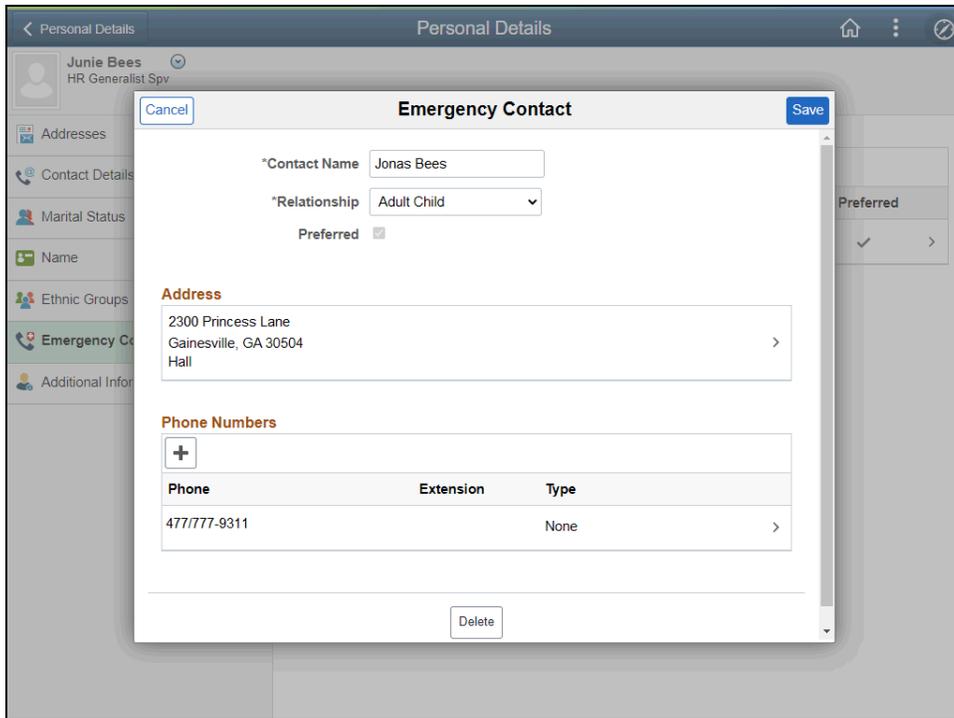
Step	Action
22.	Use the Emergency Contacts page to edit, delete, or add emergency contact information. Users can also change the primary contact from this page.



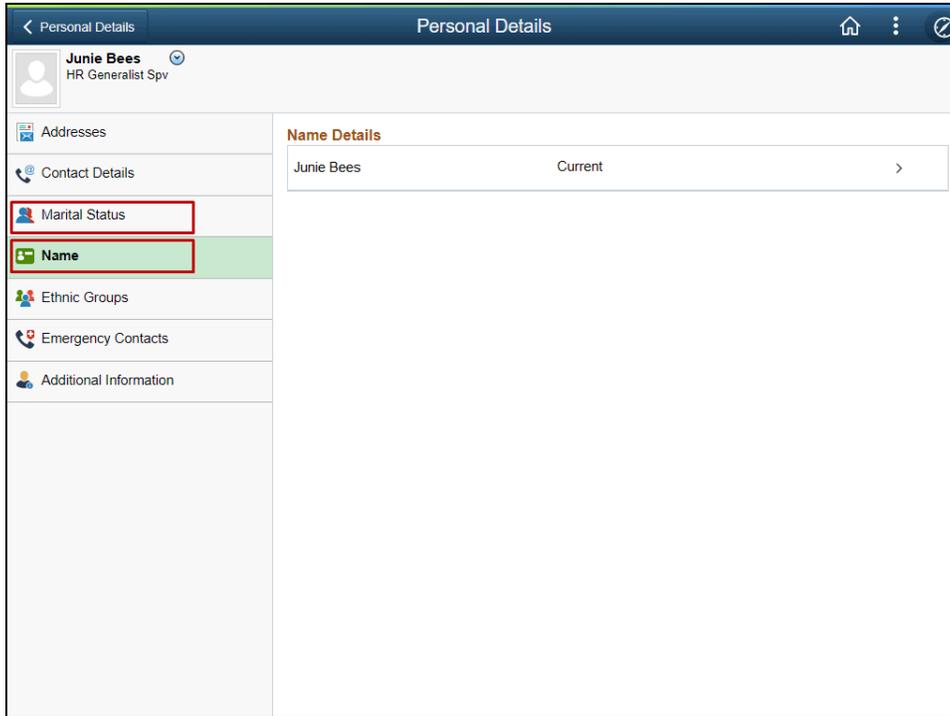
Step	Action						
23.	<p>The Emergency Contact Details page allows the user to edit, delete, or add emergency contact information.</p> <p>The user can click on any contact listed to update the emergency contact information.</p> <p>For this example, click on the contact Jonas Bees.</p> <p>Click the Jonas Bees link.</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Jonas Bees</td> <td>Adult Child</td> <td>✓ ></td> </tr> </tbody> </table>	Contact Name	Relationship	Preferred	Jonas Bees	Adult Child	✓ >
Contact Name	Relationship	Preferred					
Jonas Bees	Adult Child	✓ >					



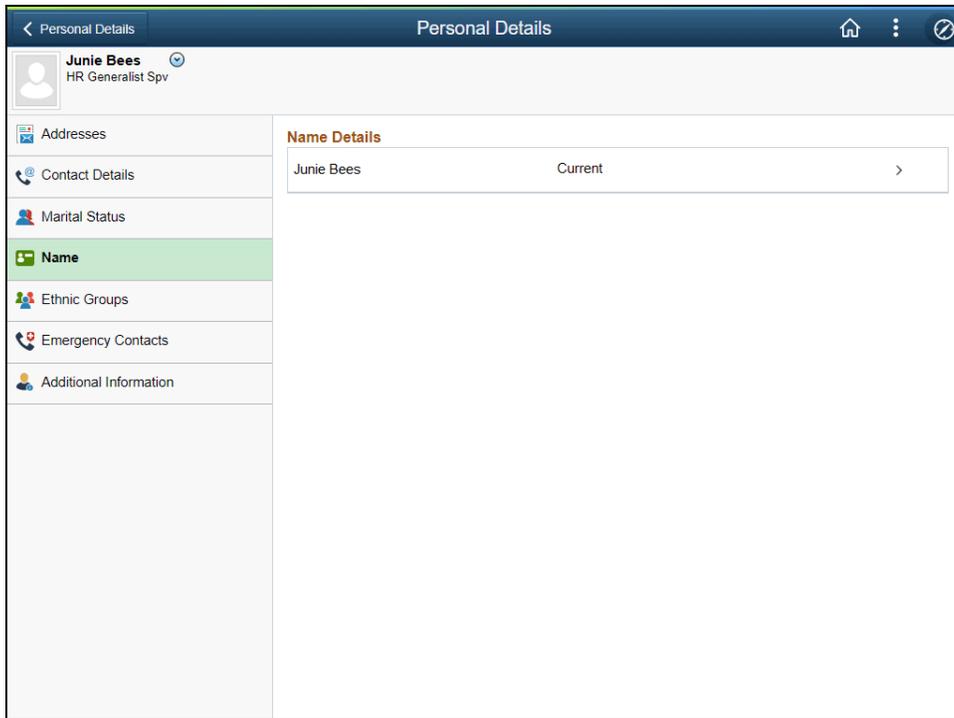
Step	Action
24.	<p>On this page the user is able to update the Contact Name, the relationship, check whether this contact is the Preferred contact, and update the Address and Phone Number of the emergency contact.</p> <p>If the current contact is no longer accurate, the user can click the Delete button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



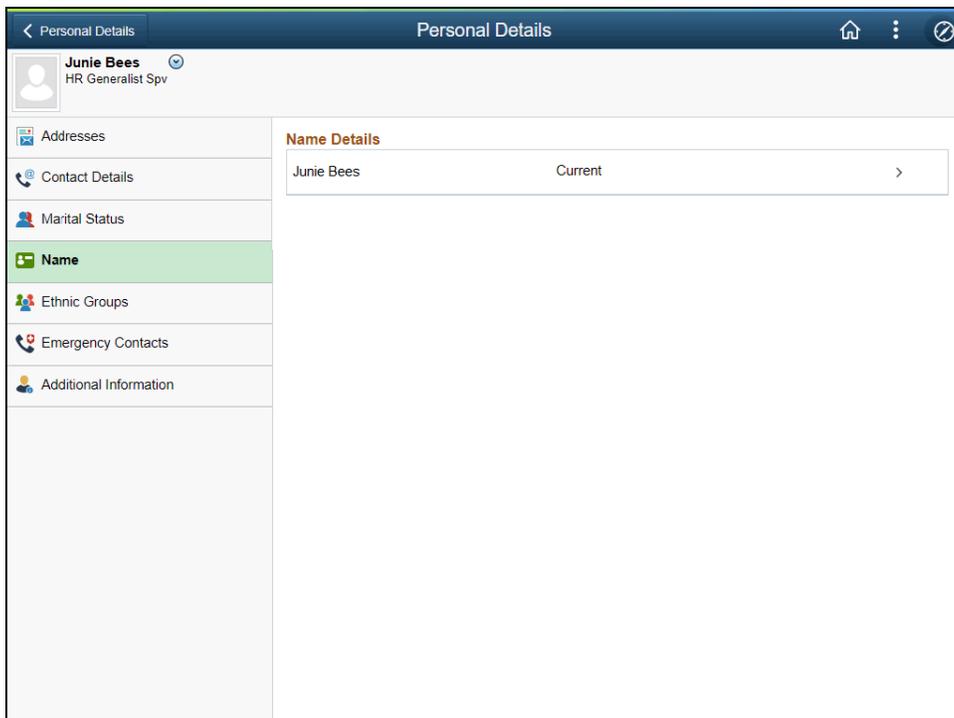
Step	Action
25.	<p>Click Cancel to return to the Personal Details page.</p> <p>Click the Cancel button.</p> 



Step	Action
26.	<p>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.</p> <p>Use these sections to verify that the current information is accurate. If the information is inaccurate, contact your agency's Human Resources Office for assistance.</p>
27.	<p>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.</p>



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



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