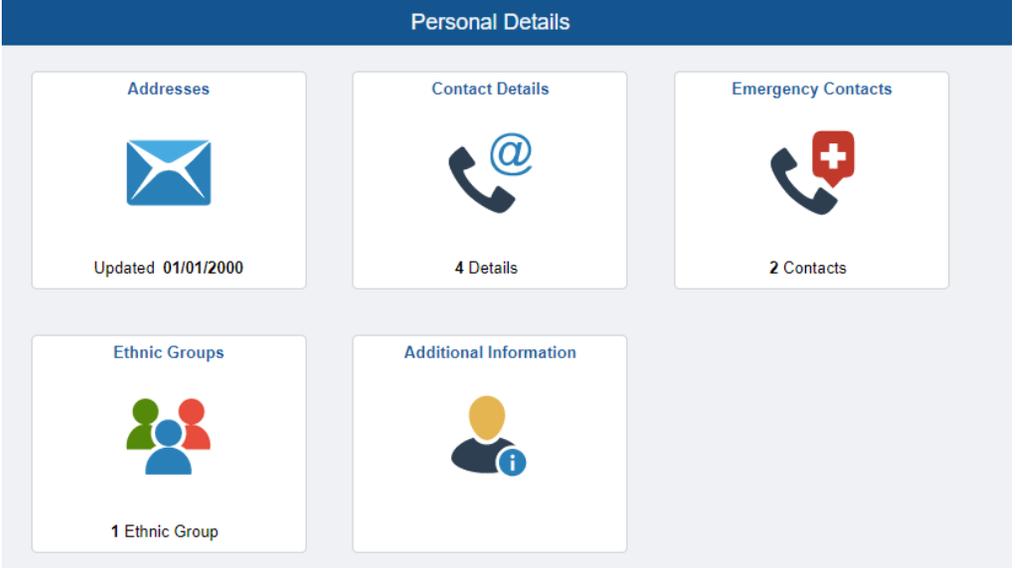


# Update Personnel Information

It is very important that all employees have updated contact and other personal information in Self-Service. Not having the correct information can cause you to miss important information or updates. This quick reference guide shows you how to update and change your personal information. If you have any questions about your personal information, please contact your agencies Human Resources department.

<b>Self-Service URL</b>										
<a href="#">Log in to Employee Self Service</a>										
<b>Personal Details</b>										
<p>From the home page choose the <b>Personal Details</b> tile.</p>  A square tile with a white background and a black border. At the top, it says "Personal Details" in blue. Below the text is an icon of a person with a yellow head and a blue body, holding a yellow pencil.	 A screenshot of the "Personal Details" dashboard. It has a blue header with the text "Personal Details". Below the header are five white tiles with blue borders. The first tile is "Addresses" with an envelope icon and "Updated 01/01/2000". The second is "Contact Details" with a phone and @ icon and "4 Details". The third is "Emergency Contacts" with a phone and red cross icon and "2 Contacts". The fourth is "Ethnic Groups" with an icon of three people and "1 Ethnic Group". The fifth is "Additional Information" with a person icon and an information 'i' icon. <table border="1"><thead><tr><th colspan="3">Personal Details</th></tr></thead><tbody><tr><td><b>Addresses</b> Updated 01/01/2000</td><td><b>Contact Details</b> 4 Details</td><td><b>Emergency Contacts</b> 2 Contacts</td></tr><tr><td><b>Ethnic Groups</b> 1 Ethnic Group</td><td><b>Additional Information</b></td><td></td></tr></tbody></table>	Personal Details			<b>Addresses</b> Updated 01/01/2000	<b>Contact Details</b> 4 Details	<b>Emergency Contacts</b> 2 Contacts	<b>Ethnic Groups</b> 1 Ethnic Group	<b>Additional Information</b>	
Personal Details										
<b>Addresses</b> Updated 01/01/2000	<b>Contact Details</b> 4 Details	<b>Emergency Contacts</b> 2 Contacts								
<b>Ethnic Groups</b> 1 Ethnic Group	<b>Additional Information</b>									

# Update Personnel Information

**Changes**

[← Personal Details](#) Personal Details

**Kimberly**  
Edp Systems Analyst IV

**Home Address**  
[Redacted] Marlborough, MA 01752 Current >

**Mailing Address**  
[Redacted] Marlborough, MA 01752 Current >

**Addresses**



Updated 01/01/2000

**Address** [Cancel] [Save]

**Employee Instruction**  
To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of: 06/03/2022

Address Type: Home

\*Country: United States [Address Search]

Address 1: [Redacted]

Address 2: [Redacted]

Address 3: [Redacted]

City: Marlborough

State: Massachusetts

Postal: 01752

County: [Redacted]

- To change your Home address or Mailing Address just click on the Address Tile and make the changes.
- Click Save when done.
- Click **Personal Details** to navigate back to Personal Details page.

# Update Personnel Information

<p>Contact Details</p>  <p>4 Details</p>	<p><b>Personal Details</b></p> <p>Kimberly [redacted] Edp Systems Analyst IV</p> <p>Phone</p> <p><b>+</b></p> <table border="1"> <thead> <tr> <th>Number</th> <th>Extension</th> <th>Type</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>508 [redacted]</td> <td></td> <td>Mobile</td> <td>✓</td> </tr> <tr> <td>508 [redacted]</td> <td></td> <td>Home</td> <td></td> </tr> </tbody> </table>	Number	Extension	Type	Preferred	508 [redacted]		Mobile	✓	508 [redacted]		Home		<ul style="list-style-type: none"> <li>• To add personal phone or email click on the <b>+</b>.</li> <li>• Check your <b>preferred</b> number.</li> <li>• To change your <b>Home</b> or <b>Mobile</b> number, click on it.</li> </ul>
Number	Extension	Type	Preferred											
508 [redacted]		Mobile	✓											
508 [redacted]		Home												
<p>Contact Details</p>  <p>4 Details</p>	<p><b>Email</b></p> <p><b>+</b></p> <table border="1"> <thead> <tr> <th>Email Address</th> <th>Type</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>[redacted]@dor.state.ma.us</td> <td>Business</td> <td>✓</td> </tr> <tr> <td>[redacted]@yahoo.com</td> <td>Home</td> <td></td> </tr> </tbody> </table> <p>Instant Message</p> <p>No data exists.</p>	Email Address	Type	Preferred	[redacted]@dor.state.ma.us	Business	✓	[redacted]@yahoo.com	Home		<ul style="list-style-type: none"> <li>• Check to <b>make sure your business email is correct.</b></li> <li>• To change your Business Email, you <b>MUST</b> contact your Human Resources department.</li> <li>• Click <b>Personal Details</b> to navigate back to Personal Details page.</li> </ul>			
Email Address	Type	Preferred												
[redacted]@dor.state.ma.us	Business	✓												
[redacted]@yahoo.com	Home													
<p>Emergency Contacts</p>  <p>2 Contacts</p>	<p><b>Personal Details</b></p> <p>Kimberly [redacted] Edp Systems Analyst IV</p> <p>Emergency Contact Details</p> <p><b>+</b></p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>[redacted]</td> <td>Parent</td> <td></td> </tr> <tr> <td>[redacted]</td> <td>Spouse</td> <td>✓</td> </tr> </tbody> </table>	Contact Name	Relationship	Preferred	[redacted]	Parent		[redacted]	Spouse	✓	<ul style="list-style-type: none"> <li>• To add emergency contact information, click on the <b>+</b>.</li> <li>• To change Contacts, <b>click on the contact.</b></li> <li>• Click <b>Personal Details</b> to navigate back to Personal Details page.</li> </ul>			
Contact Name	Relationship	Preferred												
[redacted]	Parent													
[redacted]	Spouse	✓												

A mobile number can be used to send text updates!

Your business email is how we reach you, make sure it is correct!

# Update Personnel Information



Ethnic Groups



1 Ethnic Group

[Personal Details](#) Personal De

**aglia**  
Edp Systems Analyst IV

1) Are you Hispanic or Latino? [Explain](#)

Yes  
 No

2) What is your race? Select one or more. [Explain](#)

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Pacific Islander  
 White

**Voluntary Self-Identification**

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

[Save](#)

- To make any changes, click on the appropriate answer.
- Click **Save** when done.
- Click **Personal Details** to navigate back to Personal Details page.