
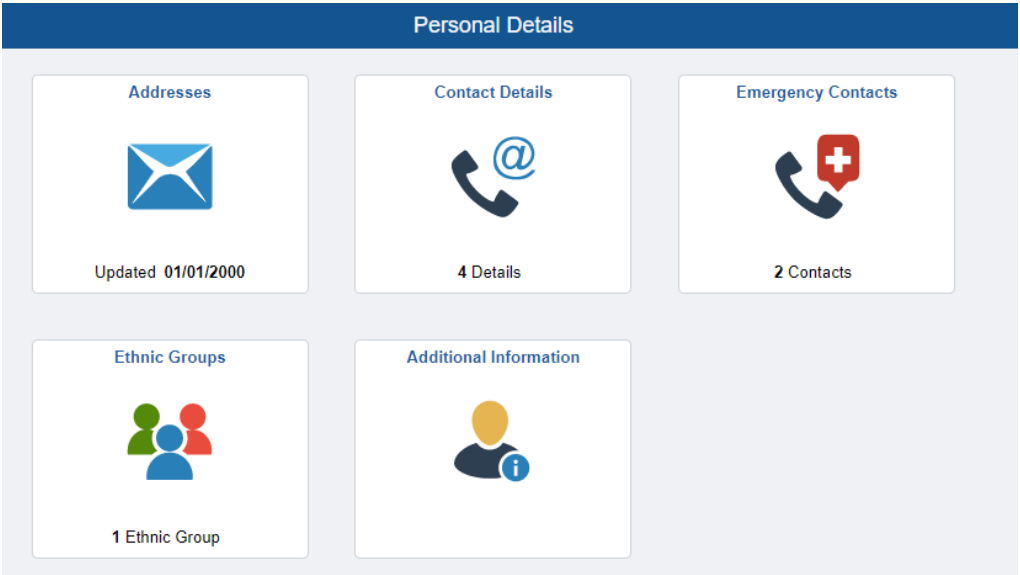



## Update Personnel Information



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.

Self-Service URL	
<a href="#">Log in to Employee Self Service</a>	
Personal Details	
<p>From the home page choose the <b>Personal Details</b> tile.</p> 	 <p>The screenshot shows the 'Personal Details' dashboard with the following sections:</p> <ul style="list-style-type: none"><li><b>Addresses</b>: Updated 01/01/2000</li><li><b>Contact Details</b>: 4 Details</li><li><b>Emergency Contacts</b>: 2 Contacts</li><li><b>Ethnic Groups</b>: 1 Ethnic Group</li><li><b>Additional Information</b>: (Icon of a person with an 'i' in a circle)</li></ul>

# Update Personnel Information

Changes		
	<div><div><div>&lt; Personal Details</div><div>Personal Details</div></div><div><div>Kimberly [REDACTED]</div><div>Edp Systems Analyst IV</div></div><div><div>Home Address</div><div><div>[REDACTED]</div><div>Marlborough, MA 01752</div><div>Current</div><div>&gt;</div></div></div><div><div>Mailing Address</div><div><div>[REDACTED]</div><div>Marlborough, MA 01752</div><div>Current</div><div>&gt;</div></div></div></div>	<ul style="list-style-type: none"><li>• To change your <b>Home address</b> or <b>Mailing Address</b> just click on the Address Tile and make the changes.</li><li>• Click <b>Save</b> when done.</li><li>• Click <b>Personal Details</b> to navigate back to Personal Details page.</li></ul>
<div>Addresses</div> <div></div> <div>Updated 01/01/2000</div>	<div><div>Cancel</div><div>Address</div><div>Save</div></div> <div><div>Employee Instruction</div><div>To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3</div><div>Change As Of 06/03/2022</div><div>Address Type Home</div><div>*Country United States</div><div>Address 1 [REDACTED]</div><div>Address 2</div><div>Address 3</div><div>City Marlborough</div><div>State Massachusetts</div><div>Postal 01752</div><div>County</div></div>	

# Update Personnel Information

<div>Contact Details</div> <div></div> <div>4 Details</div>	<div><div><div>&lt; Personal Details</div><div>Kimberly [redacted] Edp Systems Analyst IV</div><div>Phone</div><div><div><div>+</div></div></div><table><thead><tr><th>Number</th><th>Extension</th><th>Type</th><th>Preferred</th><th></th></tr></thead><tbody><tr><td>508 [redacted]</td><td></td><td>Mobile</td><td>✓</td><td>&gt;</td></tr><tr><td>508 [redacted]</td><td></td><td>Home</td><td></td><td>&gt;</td></tr></tbody></table></div><div>A mobile number can be used to send text updates!</div></div>	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		>													
	<div><div><div>Email</div><div><div><div>+</div></div></div><table><thead><tr><th>Email Address</th><th>Type</th><th>Preferred</th><th></th></tr></thead><tbody><tr><td>[redacted]@dor.state.ma.us</td><td>Business</td><td>✓</td><td>&gt;</td></tr><tr><td>[redacted]@yahoo.com</td><td>Home</td><td></td><td>&gt;</td></tr></tbody></table></div><div>Your business email is how we reach you, <u>make sure it is correct!</u></div><div><div>Instant Message</div><div>No data exists.</div></div></div>	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		>														
<div>Emergency Contacts</div> <div></div> <div>2 Contacts</div>	<div><div><div>&lt; Personal Details</div><div>Kimberly [redacted] Edp Systems Analyst IV</div><div>Emergency Contact Details</div><div><div><div>+</div></div></div><table><thead><tr><th>Contact Name</th><th>Relationship</th><th>Preferred</th><th></th></tr></thead><tbody><tr><td>[redacted]</td><td>Parent</td><td></td><td>&gt;</td></tr><tr><td>[redacted]</td><td>Spouse</td><td>✓</td><td>&gt;</td></tr></tbody></table></div></div>	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	✓	>														

# Update Personnel Information

Ethnic Groups



1 Ethnic Group

< Personal Details

Personal De

agilia

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.