

Quick Reference for Updating Personal Information in HR/CMS

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 agency's Human Resources department.

To make any of the following changes in HR/CMS follow these steps:

- Log in to HR/CMS Employee Self-Service using the link on [Mass.gov/massshr](https://www.mass.gov/massshr).
- Select the Personal Details Tile

To change or update Address select Address Tile

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

To change or update Contact Details select Contact Details Tile

- To add personal phone or email click on the +.
- Check your preferred number.
- To change your Home or Mobile number, click on it.
- Check to make sure your Business email is correct. The Business email address is a locked field. To change your Business Email, you MUST contact your Human Resources department. It's important this address is correct, as this is how the Human Resources Division reaches you with important information.
- Click the back arrow to navigate back to Personal Details page.

To change or update Emergency Contacts select Emergency Contact Tile

- To add emergency contact information, click on the +.
- To change Contacts, click on the contact.
- Click the back arrow to navigate back to Personal Details page.

To change or update Ethnic Groups select the Ethnic Groups Tile

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

