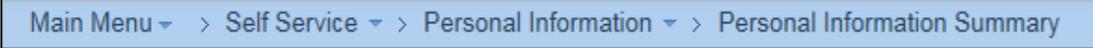
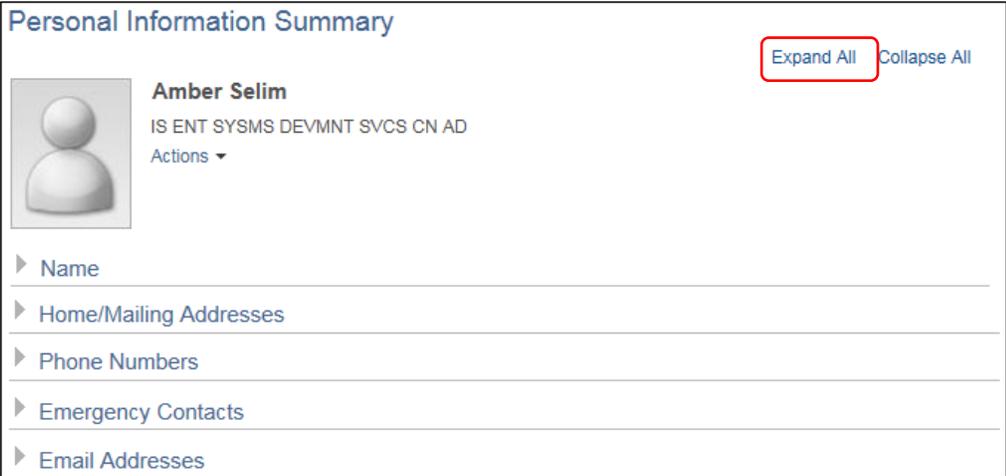
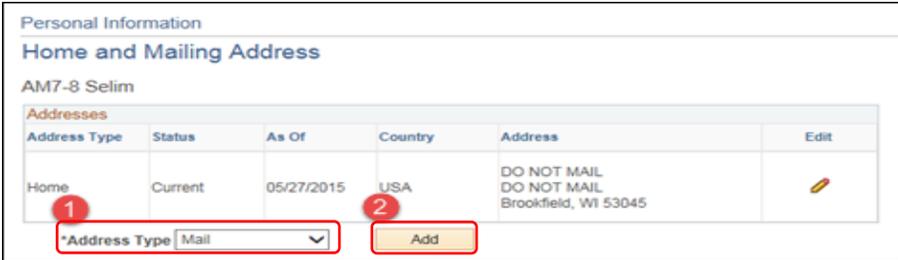


This job aid provides instructions on how to update Personal Information within the eProfile module of STAR PeopleSoft.

Step	Action
1.	Use the Main Menu and Sub-menus to navigate to the <b>Personal Information Summary</b> page. 
2.	Click the <b>Expand All</b> link and then scroll down the page to view current data and to locate the section you want to update. 
3.	To add or change an address, click <b>Change Home/Mailing Addresses</b> . 
4.	To add a new address, select the type of address from the <b>Address Type</b> dropdown and click <b>Add</b> . 



5. Fill in the fields with the appropriate address and click **Save**.

**Add Mailing Address**

Change As Of

Country

Address 1

Address 2

Address 3

City  State  Wisconsin

Postal

County

[Clear](#)

6. On the **Save Confirmation** window, click **OK**.

**Home and Mailing Address**

**Save Confirmation**

The Save was successful.

7. To update an address, click the in the **Edit** column. Update the desired information on the **Edit Home Address** page and click **Save**.

**Personal Information**

**Home and Mailing Address**

Amber Selim

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	05/27/2015	USA	DO NOT MAIL DO NOT MAIL Brookfield, WI 53045	
Mailing	Current	08/27/2015	USA	1111 Hickory Way Madison, WI 99999 Madison	



8. When you are finished updating the address information, click the **Return to Personal Information** link.

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	05/27/2015	USA	DO NOT MAIL DO NOT MAIL Brookfield, WI 53045	
Mailing	Current	08/27/2015	USA	1111 Hickory Way Madison, WI 99999 Madison	

[Return to Personal Information](#)

---

9. Click **Change Phone Numbers** to update or change a phone number.

Phone Numbers		
Phone Type	Phone Number	Preferred
Business	288/416-8114	<input checked="" type="checkbox"/>

[Change Phone Numbers](#)

---

10. Click **Add Phone Number** to add a new phone number.

To designate a number as your preferred contact number, check the **Preferred** box that corresponds to the number.

To remove a phone number, click the that corresponds to the number.

Personal Information				
Phone Numbers				
Amber Selim				
Enter your phone numbers.				
Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	Delete
Business	<input type="text" value="288/416-8114"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox" value="trash icon"/>

[Add Phone Number](#)

[Save](#)



<p>11.</p>	<p>If you are adding a new phone number:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Phone Type</b> dropdown and select the applicable <b>Phone Type</b>.</li> <li>2. Enter the phone number in the <b>Telephone</b> box.</li> <li>3. Select the appropriate checkbox in the <b>Preferred</b> column next to your preferred phone number.</li> <li>4. Click <b>Save</b>.</li> </ol> <div data-bbox="305 499 1409 940" style="border: 1px solid black; padding: 5px;"> <p><b>Phone Numbers</b></p> <p><b>Amber Selim</b></p> <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>288/416-8114</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Phone Number"/></p> <p><input type="button" value="Save"/></p> </div> <p>The <b>Save Confirmation</b> page will appear after clicking <b>Save</b>. Click <b>OK</b> and then click the <b>Return to Personal Information</b> link to update additional information sections.</p>	Phone Type	*Telephone	Extension	Preferred	Delete	Business	288/416-8114		<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Phone Type	*Telephone	Extension	Preferred	Delete												
Business	288/416-8114		<input checked="" type="checkbox"/>													
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>													
<p>12.</p>	<p>Click the <b>Change Emergency Contacts</b> to update your emergency contacts.</p> <div data-bbox="305 1113 1429 1339" style="border: 1px solid black; padding: 5px;"> <p>▼ <b>Emergency Contacts</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Relationship to Employee</th> <th>Primary Contact</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Change Emergency Contacts"/></p> </div>	Name	Relationship to Employee	Primary Contact												
Name	Relationship to Employee	Primary Contact														
<p>13.</p>	<p>Click <b>Add Emergency Contact</b> or  in the <b>Edit</b> column that corresponds to the contact you would like to update.</p> <div data-bbox="305 1486 1429 1701" style="border: 1px solid black; padding: 5px;"> <p><b>Emergency Contacts</b></p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Relationship to Employee</th> <th>Primary Contact</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Barry Selim</td> <td>Other - EMERGENCY CONTACT ONLY</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Emergency Contact"/></p> </div>	Contact Name	Relationship to Employee	Primary Contact	Edit	Delete	Barry Selim	Other - EMERGENCY CONTACT ONLY	<input checked="" type="checkbox"/>							
Contact Name	Relationship to Employee	Primary Contact	Edit	Delete												
Barry Selim	Other - EMERGENCY CONTACT ONLY	<input checked="" type="checkbox"/>														



14.

Complete or change the required information for your emergency contact and click **Save**.

**Address and Telephone**

\*Contact Name

\*Relationship to Employee Other - EMERGENCY CONTACT ONL ▼

Contact has the same address as the employee

Contact has the same telephone number as the employee

---

**Address**

Country United States [Change Country](#)

Address  Edit Address

---

**Phone**

Telephone

---

**Other Telephone Numbers**

Phone Numbers			
*Phone Type	Phone Number	Extension	Delete

Add Phone Number

Save

The **Save Confirmation** page will appear after clicking **Save**. Click **OK** and then click the **Return to Personal Information** link to update additional information sections.

15.

To add an additional email address, click **Add Email Address**.

**Email Addresses**

**Manjula Batchelder**

Email Addresses			
*Email Type	*Email Address	Preferred	Delete
Home	noreply.PHRTST@wisconsin.gov <input type="text"/>	<input type="checkbox"/>	
Other	noreply.PHRTST@wisconsin.gov <input type="text"/>	<input checked="" type="checkbox"/>	

Add Email Address

Save

\* Required Field



<p>16.</p>	<p>To change an email address, you will delete the existing address by clicking the  icon that corresponds to the address and then add a new address.</p> <div data-bbox="305 304 1425 562"> <p><b>Email Addresses</b></p> <table border="1"> <thead> <tr> <th>*Email Type</th> <th>Email Address</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>noreply.PHRTST@wisconsin.gov</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><b>Add Email Address</b></p> <p><b>Save</b></p> </div>	*Email Type	Email Address	Preferred	Delete	Business	noreply.PHRTST@wisconsin.gov	<input checked="" type="checkbox"/>									
*Email Type	Email Address	Preferred	Delete														
Business	noreply.PHRTST@wisconsin.gov	<input checked="" type="checkbox"/>															
<p>17.</p>	<p>To add a new email address:</p> <ol style="list-style-type: none"> <li>1. Click <b>Add Email Address</b>.</li> <li>2. Enter the address in the <b>Email Address</b> field.</li> <li>3. Select the appropriate checkbox in the <b>Preferred</b> column to designate your preferred email address.</li> <li>4. Click <b>Save</b>.</li> </ol> <div data-bbox="305 892 1425 1297"> <p><b>Email Addresses</b> <b>Manjula Batchelder</b></p> <p><b>Email Addresses</b></p> <table border="1"> <thead> <tr> <th>*Email Type</th> <th>*Email Address</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>noreply.PHRTST@wisconsin.gov</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other</td> <td>noreply.PHRTST@wisconsin.gov</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><b>Add Email Address</b></p> <p><b>Save</b></p> </div> <p>The <b>Save Confirmation</b> page will appear after clicking <b>Save</b>. Click <b>OK</b> and then click the <b>Return to Personal Information</b> link to update additional information sections.</p>	*Email Type	*Email Address	Preferred	Delete	Home	noreply.PHRTST@wisconsin.gov	<input type="checkbox"/>		Other	noreply.PHRTST@wisconsin.gov	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
*Email Type	*Email Address	Preferred	Delete														
Home	noreply.PHRTST@wisconsin.gov	<input type="checkbox"/>															
Other	noreply.PHRTST@wisconsin.gov	<input checked="" type="checkbox"/>															
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>															
<p>18.</p>	<p>To update your marital status, click <b>Change Marital Status</b>.</p> <div data-bbox="316 1444 1416 1591"> <p>▼ <b>Marital Status</b></p> <hr/> <p><b>Marital Status</b> Single <span style="float: right;">As of 03/08/2015</span></p> <p><b>Change Marital Status</b></p> </div>																



<p>19.</p>	<p>Select the <b>I want to change my marital status</b> event.</p> <div data-bbox="441 260 1287 699" style="border: 1px solid black; padding: 10px;"> <p><b>Life Events</b></p> <p>Select Your Event</p> <p>There are some events that involve you as the Employee or your family members.</p> <p>Review the choices and select the appropriate Event. Then enter the date of your event.</p> <p><b>Employee</b></p> <p><input checked="" type="radio"/> I want to change my marital status</p> <p><input type="radio"/> I want to change my HSA Contribution Amount</p> <p><input type="radio"/> I want to change my Transit/Parking benefits</p> </div>
<p>20.</p>	<p>The <b>Change Status Date</b> window will automatically appear. Enter the date the status change will take effect in the <b>Date Change Will Take Effect</b> field by typing the date in the MM/DD/YYYY format or by using the <b>Calendar</b> icon to select it and then click <b>OK</b>.</p> <div data-bbox="490 856 1247 1293" style="border: 1px solid black; padding: 10px;"> <p>Change Status Date <span style="float: right;">Help</span></p> <p><b>Change Status Date</b></p> <p>Status Change Date</p> <p>*Date Change Will Take Effect <input type="text" value=""/></p> <p>OK Cancel</p> </div>
<p>21.</p>	<p>The <b>Submit Confirmation</b> window will appear after you click <b>OK</b>.</p> <p>Click <b>OK</b> and then click the <b>Return to Personal Information</b> link to update additional information sections.</p> <div data-bbox="656 1465 1075 1667" style="border: 1px solid black; padding: 10px;"> <p><b>Request Marital Status Change</b></p> <p><b>Submit Confirmation</b></p> <p><input checked="" type="checkbox"/> The Submit was successful.</p> <p>OK</p> </div>
<p>22.</p>	<p>When you have finished making all your updates, click the <b>Home</b> link in the upper-right corner of the screen to return to your PeopleSoft Homepage.</p> <div data-bbox="305 1787 1429 1877" style="border: 1px solid black; padding: 5px;"> <p>Favorites &gt; Main Menu &gt; Self Service &gt; Personal Information &gt; Personal Information Summary</p> <p style="text-align: right;">Home Sign out</p> </div>



## ADDITIONAL RESOURCES

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If you have further questions about any of the topics presented in this Job Aid, use the following supplemental resources available at <http://starconnection.wi.gov/Training/HCM>

### **User Productivity Kits (UPKs):**

*PeopleSoft eProfile 9.2 > Using PeopleSoft eProfile Transactions >*

- *Viewing Personal Information Summary*
- *Changing Name Information*
- *Maintaining Home and Mailing Addresses*
- *Maintaining Emergency Contacts*
- *Maintaining Email Addresses*
- *Maintaining Phone Numbers*