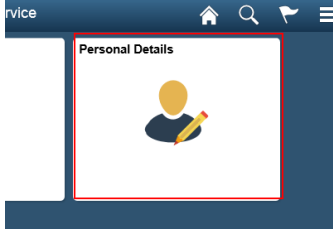

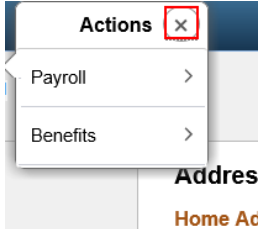
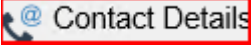
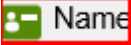
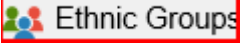
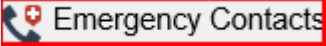







Using the Personal Details Page

Step	Action
1.	<p>Click the Personal Details tile.</p> 
2.	<p>The Personal Details page displays.</p> <p>This page contains three panels:</p> <ul style="list-style-type: none">-- Header panel-- Left Side Actions panel-- Right Side Information panel
3.	<p>The Header panel displays your name and your position description.</p> <p>To the right of your name is the Related Actions Menu button. Use this button to access other portions of Employee Self Service.</p>
4.	<p>Click the Related Action Menu button.</p> 
5.	<p>You can click on the links in the Actions menu to go to other portions of Employee Self Service, e.g. Benefits (eBenefits) and Payroll (ePay).</p> <p>These are covered in other portions of Contra Costa County PeopleSoft Employee Self Service training.</p>
6.	<p>Click the Close button.</p> 



Step	Action
7.	<p>The right side information panel displays the Addressees grids. This grid lists your current Home Address and Mailing Address.</p> <p>You can use this page to edit one or both of these addresses. Maintaining your address information is covered in another topic in the Contra Costa County Employee Self Service eProfile training.</p>
8.	<p>Click the Contact Details link.</p> 
9.	<p>The right side information panel now displays your Contact Details. This panel contains two grids:</p> <p>-- Phone: this grid lists your phone numbers as stored in the system. You can store up to 4 phone number--Business, Home, Cell, and Pager1.</p> <p>-- Email: this grid lists your email address as stored on the system. Your business email address is stored in the system. You cannot edit or delete this address. You cannot add additional email addresses.</p> <p>You can use this page to edit, add, or delete address information. These actions are covered in other topics in Contra County PeopleSoft Employee Self Service eProfile training.</p>
10.	<p>Click the Name link.</p> 
11.	<p>The right side information panel now displays your current name information as stored in the system.</p> <p>You can use this page to request that your name information be changed. This action is covered in another topic in Contra Costa County PeopleSoft Employee Self Service eProfile training.</p>
12.	<p>Click the Ethnic Groups link.</p> 
13.	<p>The right side information panel now displays your current Ethnic Group Self Identification.</p> <p>You can use this page to edit, add, or delete an ethnic group self identification. These actions are covered in other topics in Contra Costa County PeopleSoft Employee Self Service eProfile training.</p>
14.	<p>Click the Emergency Contacts link.</p> 



Step	Action
15.	<p>The right side information panel now displays your current emergency contact information.</p> <p>You can use this page to add, edit, and/or delete emergency contacts.</p> <p>These actions are covered in other topics in Contra Costa County PeopleSoft Employee Self Service eProfile training.</p>
16.	<p>Click the Additional Information link.</p> <p>Additional Information</p>
17.	<p>The right side information panel now displays additional information. This information is presented in view only mode. You cannot edit or delete this information.</p> <p>If any of this information is incorrect, you must contact Human Resources to have it changed.</p>
18.	<p>Click the Disability link.</p> <p> Disability</p>
19.	<p>The Voluntary Self-Identification of Disability page displays in the information panel.</p> <p>You can use this page to indicate whether or not you have a disability. Or you can decline to answer.</p>
20.	<p>Click the Veteran Status link.</p> <p> Veteran Status</p>
21.	<p>The Veteran Status page displays in the information panel.</p> <p>Use this page to indicate your status as a veteran If you are not a veteran you can also indicate that using this page.</p>
22.	<p>Click the My Homepage button.</p> <p></p>
23.	<p>End of Procedure.</p>