PeopleSoft Training
Employee Self-Service
eProfile Key Points

Name Change

- ✓ Name change requests must be reviewed and approved by Human Resources before they take effect in the system .
- ✓ You will be required to supply proof of your name change to human resources by uploading a copy of your Social Security Card.
- ✓ Your name, as stored in the system, must match the name that appears in your Social Security card.
- ✓ The date you enter in the Change as of field indicates the date on which you want the name change to become effective.
- ✓ The Change As Of date can be a past date, the current date, or a future date.
- ✓ The Current Name section of the Name Change page will continue to display your original name until the change you haver requested is processed and approve by Human Resources.

Phone

- ✓ You can store up to four phone numbers in the system, one for each of the following types: Business, Home, Mobile (cell), and Pager 1.
- ✓ Your Business phone should always be designated as your preferred phone.
- ✓ You can not have multiple preferred phone numbers.
- ✓ You can not have multiple phone numbers of the same type stored in the system.

eMail

- ✓ The system stores two type of eMail addresses--Business and Home
- ✓ All employees are assigned a business eMail address
- ✓ You cannot edit or delete your business Email address
- ✓ Your Business eMail address is marked as your preferred address--you cannot change this

Emergency Contacts

- ✓ You can designate multiple emergency contacts
- ✓ There is no limit to how many emergency contacts you can add
- ✓ If you have only one emergency contact, that contact will be designated your preferred contact by default
- ✓ If you have more than one emergency contact, you must select one to be your preferred contact
- ✓ You cannot have more than one preferred emergency contact
- ✓ You cannot delete the primary emergency contact

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Address

- ✓ *You can store two addresses in the system--a home address and a mailing address*
- ✓ *These addresses can be the same or they can be different from each other*
- ✓ *The Change As Of field indicates the date on which the address change took place*
- ✓ *The Change As Of date can be the current date, a future date, or a past date*

Additional Information

- ✓ *The system displays additional personal information, e.g. your birth date, your gender, your social security number.*
- ✓ *This information is presented in view only mode; you cannot edit it.*
- ✓ *If any of this information is incorrect, you should contact Human Resources; they will be able to make any required corrections*

Disability & Veteran Status

- ✓ *You can specify your disability and veteran statuses*
- ✓ *Providing this information is voluntary*
- ✓ *If you are disabled and/or are a disabled veteran, you may qualify for special accommodations*