Personal Information: Phone Numbers, Mailing Address & Contacts

Overview

- Current SIU employees now have the ability to utilize Human Resources Self-Service (HRSS) to update their Personal Information, as maintained in SIUC's Administrative Information System (AIS).

- You will find a "Personal Information" link added to your existing "…Employee Online Services" responsibility. Clicking the link will open a Personal Information web page that allows you to update your **Address**, **Phone Numbers** and **Contact** information online.

- Changing your personal information online will eliminate the paper workflow previously required to update this information manually.

Access and Login

- Go to the web-site: hrss.siu.edu

- LOGIN to your Personal Home Page.

- From your Home Page Main Menu:
    – Select your **"…Employee Online Services**" responsibility.
    – Then, select the **Personal Information** function.

- Your Personal Information web page will open.

Phone Numbers

- Scroll down to the **Phone Numbers** section of your Personal Information web page.

- You may enter your **Work**, **Home** and **Mobile** phone numbers on your Personal Information web page, as well as delete or change these, whenever necessary.
    – Phone numbers already entered in the system will be displayed automatically.
      IMPORTANT: Only one phone number for each (Work, Home and Mobile) is allowed.

- To change Phone Numbers, click the **Update** button on the right side of the section.

- That action gives access to a web page used to enter and maintain phone numbers.

- To enter a Phone Type, click the **Add Another Row** button.

- The new row is added with **Home** as the default Type.
    – To display the complete list of Phone Types, click the **Down Arrow** on the right side of the field.

  *IMPORTANT: You can only choose **Work**, **Home** or **Mobile** from the picklist. If you select an option other than one of these, you will receive an error.*

- Select the type you need and then enter the phone **Number** in the field provided.

- To enter another phone type, select Add Another Row and repeat the previous steps.

- When finished, click the **Next** button on the right side of the page.

- The **Personal Information Review** page opens, allowing you to review your changes.
    – A list of your Current information is provided; to the right, is a list of the Proposed information.
    – Look for a small, blue circle in the Proposed list; it is the change indicator.
    – Verify the information you entered is correct.

- When your review is complete, several buttons are available on the right side of the page to proceed. Select the appropriate button, above or below the displayed information.
    – **Cancel** . . . click to delete the entry; no changes occur.
    – **Printable Page** . . . click to print a copy of the changed information for future reference.
    – **Save for Later** . . . click to put the entered information on Hold, without submitting it to AIS.
    – **Back** . . . click to return to the Phone Numbers page and make changes at this time.
    – **Submit** . . . click to enter the changes into AIS.

- When finished, click **Submit**.
  - A **Confirmation** then appears; the changes have been applied.
  - Click **Return to Overview** to close the Confirmation page.

- The Personal Information page opens and the Phone Numbers section is updated.

Mailing Address

- Your current **Mailing Address** is listed in the corresponding section of your Personal Information page.

- To make changes, click **Update** on the right. The **Main Address** web page then opens.

- You are given two options in regard to changing your address.
  - You can select the radio button to "Correct or amend this address";
  - or, ... accept the default to "Enter a new address if you have moved."

- Click **Next** when you've selected the option that applies to your situation.

- Make the necessary changes.

- To make your address and or phone number private, enter Phone or Address or both in the Confidential field.
  - If you decide to use the Confidential field search icon:
    Click it to open the respective window.
    With Confidential as the default "Search By" option, click Go.
    From the displayed results, select the radio button for the confidential option you want.
    Then click the "Select" button to complete the process.

  REMINDER: Entries in to the Confidential field are OPTIONAL, not required. If you should have questions, use the following email address to submit inquiries.
    Carbondale hrinfo@siu.edu
    Or, SOM benefits@siumed.edu

- Click **Next**.

- If you enter a new Address in the fields provided, you will be required to enter an **Effective Date**.

- Enter the Effective Date in Oracle Date Format (DD-MMM-YYYY).

- Again, making the new address Confidential is optional.

- Select **Next** when finished.

- A Review page opens.

- Locate the **Change Indicators**; then, verify the corrected information is accurate.

- Click **Submit**.

- A **Confirmation** appears; changes have been applied.

- Click the **Return to Overview** button.

- Your Personal Information page re-appears.
  - Address *corrections* are updated, immediately.
  - Entry of a new address that begins at a future date, will have a **View Future Changes** button that replaces the previous Update button.
    If the View Future Changes button is selected; the future changes are displayed.

  IMPORTANT: A note is displayed . . . the changes are not yet effective. You cannot make any other changes until these have been applied. For inquiries, contact the HR Department at:
    Carbondale hrinfo@siu.edu
    Or, SOM benefits@siumed.edu

- Click **Back** to exit View Future Changes and return to your Personal Information page.

Contacts

IMPORTANT: You can enter multiple contacts in the system; but, only one spouse is allowed.

- **Contacts** is the last section on the Personal Information web page; scroll down to view that section.

- To enter a Contact, click the **Add** button. The Contacts web page opens with a group of fields for data entry under **General Information**.

- Populate the fields.
  – Remember an asterisk in front of a field, means entry is required.
  – If a field is not applicable, skip it.
  – To populate the **Relationship** field, use the Down Arrow and make a selection from the defined list of values.
  – The **Relationship Start Date** can be entered manually in Oracle Date format (DD-MMM-YYYY) or entered using the Calendar feature.

IMPORTANT: If a Start Date is entered to begin on a future date, then that record will not appear until the day arrives.

- In the Contact's **Main Address** section, the checkbox "**Use my address for the person**" is selected by default.

- If the contact uses another address, *uncheck the box.*
  – The Contact's **Main Address** section expands to include fields for an address.
  – Enter the appropriate address.
  – Use the **Confidential** field to keep the address private, if you wish.

- Enter the Contact's **Phone Number**. Remember, only Home, Work or Mobile phone numbers may be entered.

- An **Additional Contact Information** section is located at the bottom of the window.
  – Populate the **Gender** field by selecting the **Down Arrow** and one of the available options.
  – Enter the **Date of Birth** manually in Oracle Date Format or use the Calendar feature.

- When entries are complete, click **Next** to exit the window.
  – The Contact information is displayed for you to review. Use the scrollbar to view all the information.
  – If there are changes, click the Back button and make those.

- Click **Submit** to enter the Contact Information in the system.
  – A Confirmation appears; changes have been applied. Select **Return to Overview**.

- Select **Return to Overview**; you are returned to your Personal Information page.

- Scroll to the bottom of the page to view the Contact section.
  – If it is necessary to make changes, use the **Update** button.
  – You can also **Remove** a contact using that button.

Removing a Contact

- To Remove a Contact from the system, go to the Contacts section of your Personal Information Page.

- Select the person's Name by placing the radio button; then select the **Remove** button.

- The Remove Contact window opens. Enter an **End Date** to remove the contact and click the **Next** button.

- A **Review** page appears; click **Submit** when finished.

- A Confirmation appears; changes have been applied.

- Select **Return to Overview**; then, scroll down on your Personal Information page to view your Contacts.

IMPORTANT: If you enter an End Date in the future, then the Contact will not be removed from the system until that day arrives. If today's date is entered, then the Contact will be removed immediately.

- When finished, click **Back** to exit the Personal Information web page and return to your Home Page.

- To completely exit the system, click one of the **Logout** links on your Home Page.