

Northern Virginia Community College

# HRMS

Human Resource Management System

Updating and Editing Personal Information





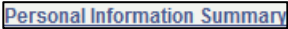
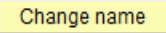

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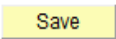


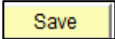
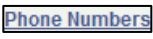
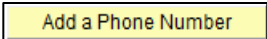
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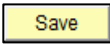


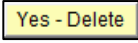


### **IMPORTANT NOTICE:**

In PeopleSoft HRMS you must use the program navigation buttons; the browser *back* and *forward* buttons should not be used!

## View/Change Your Personal Data Directly in HRMS

1.	<p>Click the <b>Self Service</b> link.</p> <p></p>
2.	<p>Click the <b>Personal Information</b> link.</p> <p></p>
3.	<p>Clicking on the <b>Personal Information Summary</b> link, shown on this page, will take you to the personal information page. From that page you can view personal information and click in a specific area and make changes.</p> <p>Alternatively, you can click on one of the other applicable hyperlinks shown on this page and go directly to that area to view or edit.</p> <p><b>For example</b> - If you wish to view or edit your phone number, you can click on the <b>Phone Numbers</b> hyperlink shown on this page and go directly to the phone number area.</p>
4.	<p>Click the <b>Personal Information Summary</b> link.</p> <p>Clicking on this link will take you to personal information page. From that page you can view personal information and make changes where appropriate.</p> <p></p> <p><b>NOTE:</b> Employees are not able to make changes to their name or their education level. For Name Change and Education Level change requests, contact the Department of Human Resources, Employee Services.</p>
5.	<p><b>Edit Personal Data.</b></p> <p>As you will notice each personal data grouping has a "<b>Change</b>" button. Clicking on the <b>Yellow Change</b> button will take you to that specific area where you can make edits.</p> <p><b>Note:</b> If there is no <b>Change</b> button in a particular section, that information cannot be updated here. Please contact Human Resources if you have questions.</p>
6.	<p>Click the <b>Change name</b> button.  to change your preferred name.</p> <p><b>Note:</b> <u>You can only change your preferred name, <b>not</b> your primary name (legal name).</u> To change your primary name, you will need to contact NOVA Human Resources and present the appropriate documentation.</p> <p>As you can see here, there is no <b>Edit</b> option next to <b>Primary</b> name.</p>
7.	<p>Click the <b>Edit</b> button to the right of the <b>Preferred Name</b> row to add an appropriate nick name or to shorten William to Bill or Catherine to Cathy.</p> <p></p>

8.	After entering your preferred name Click the <b>Save</b> button. 
9.	Click the <b>Return to Personal Information</b> link to make other changes to your <b>Personal Information</b> . <a href="#">Return to Personal Information</a>
10.	<p><b>Change your Address</b></p> <p>Click the <b>Change home/mailling addresses</b> button. </p> <p><b>Note:</b> The <b>Home</b> address is the official address of record in the HRMS system and will automatically appear as your <b>Mailing</b> address as well. Both can be changed by the employee in the HRMS. HRMS will only recognize addresses entered in <b>USPS format</b>, but using upper and lower case letters (e.g. 100 Main St). The USPS “Look Up a Zip Code” site will allow you to search for this format at <a href="https://tools.usps.com/go/ZipLookupAction input">https://tools.usps.com/go/ZipLookupAction input</a>. In addition, only use Address 1 field, NOT Address 2 and/or Address 3. Include the +4 Zip Code. Your residence/jurisdiction can be found using the search (click <b>magnifying glass</b>) lookup next to the <b>Residence/Juris</b> field in PeopleSoft.</p>
11.	To change your Home or Mailing address click the <b>Edit</b> button. 
12.	Enter the new address information into the <b>Address 1, City, State, Postal, Residence/Juris</b> fields.
13.	<p>You can edit the "<b>On this date</b>" field to reflect the date when the change will take place or leave it at the current date, which defaults automatically.</p> <p><b>Note:</b> You can only enter a current or future date, <b>not a date in the past</b>.</p>
14.	Click the <b>Save</b> button. 
15.	Click the <b>OK</b> button.
16.	<p>Click the <b>Return to Personal Information</b> link.</p> <p>This will take you back to the <b>Personal information</b> page. <a href="#">Return to Personal Information</a></p>
17.	<b>Change your Phone Numbers</b>
18.	Click the <b>Change Phone Numbers</b> link. 
19.	Type in the new telephone number in the <b>Telephone field</b> .
20.	<p>To add a New Phone Number</p> <p>Click the <b>Add a Phone Number</b> button. </p>

21.	Click the <b>Phone Type</b> list and select the type of phone number you will be adding. For example, cellular.
22.	Enter the desired information into the <b>Telephone</b> field.
23.	Click the <b>Save</b> button. 
24.	Click the <b>OK</b> button. 
25.	When needed, you can also delete a phone number.  Click the <b>Delete</b> button. 
26.	Click the <b>Yes - Delete</b> button. 
27.	Click the <b>Save</b> button. 
28.	Click the <b>OK</b> button. 
29.	You have now seen how to modify personal information, including home address and phone numbers. You can also modify <b>Emergency Contacts</b> and <b>Email Addresses</b> using the Personal Information menu. <b>End of Procedure.</b>



### Key Times When Employee Must Change Personal Information:

- Change in Marital Status: marriage, divorce, separation, etc.
- Change in Residence
- Change in telephone number or additional phone number
- Change of emergency contact person; or personal information for emergency contact person has changed.
- Change to personal email address

**Employees are responsible for ensuring their personal information is current and up to date in the Human Resources Management System (HRMS). If you have technical difficulties, contact Human Resources at (703) 323-3110.**

