8.9 HRMS Step by Step Guide
Update Miscellaneous, Phone, Email Information in Modify a Person - Workforce Administration Module

Overview: This guide provides instruction on updating the miscellaneous personal information of employees and persons (POIs).

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the Modify a Person page

- Workforce Administration
- Personal Information
- Modify a Person

2. Personal Information search page displays

- Enter one or more of the search fields

Personal Information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  |  Add a New Value

EmpID: begins with 22213
Name: begins with
Last Name: begins with
Alternate Character Name: begins with

Include History  Correct History

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value
3. **Biographical Details page displays**

- Click + to insert a row in the Biographical History section.
- The effective date defaults to current date; change if necessary.
- Make applicable changes to miscellaneous information in Biographical History section.

- Click **Contact Information**

4. **Contact Information page displays**

- Make applicable changes to phone information and email addresses. Add records in these categories only for new Phone Type or new Email Type.

- Click **Save**

**Update Miscellaneous, Phone, Email Information Complete**