

Personal Information ^[1]

Keep your personal information up to date to ensure your contacts can be reached during an emergency, that important items get to you by mail and more.

Active employees: Learn how to add, update or verify your personal information

(Click the photo icon to see screenshots.)

Mailing and home addresses

Correct home addresses help determine state taxes and up-to-date mailing addresses ensure important documents, such as your W-2, quickly get to you by mail.

Follow the steps below to verify or update this information:

1. Log into the [portal](#) ^[2].
2. Click the **CU Resources** tab. (Skip this step if you are a CU System employee.)
3. Open the top center **CU Resources Home** drop-down menu, then select **My Info and Pay**.
4. Choose the **My Info** tile.
5. Click on the arrows in the **Home Address** and **Mailing Address** boxes ^[3] to verify or update your information.

Note for student employees: Updating this information in your student portal does not update it in your employee portal. You must update this information in both portals.

Former employees: [Complete and fax this form](#) ^[4] to Employee Services to update your mailing address.

Contact details (phone, email)

Make sure you can be reached: Add or update your phone numbers, email addresses and instant message information.

Add contact details

1. Log into the [portal](#) ^[2].
2. Click the **CU Resources** tab. (Skip this step if you are a CU System employee.)

3. Open the top, center **CU Resources Home** drop-down menu, and select **My Info and Pay**.
4. Click on the **My Info** tile.
5. On the left-hand menu, click **Contact Details**. You'll be asked to authenticate your identity [5].
6. Identify the contact type you would like to update, then select the plus icon under it. [6]
7. Add the **Type** and any other relevant information, then click **Save**. [7]

Update contact details

1. Log into the portal [8].
2. Click the **CU Resources** tab. (Skip this step if you are a CU System employee.)
3. Open the top, center **CU Resources Home** drop-down menu, and select **My Info and Pay**.
4. Click the **My Info** tile.
5. On the left-hand menu, click **Contact Details**. You'll be asked to authenticate your identity [5].
6. Click the arrow by the contact type you would like to edit. [6]
7. Edit any relevant information, then press **Save**. [9] You may also click **Delete**, if you would like to remove the information completely.

Preferred First Name

Update your name

1. Go to my.cu.edu [10].
2. From the **CU Resource** drop-down menu, select **My Info and Pay**.
3. Click the **My Info** tile.
4. Click **Name** on the left-side menu. A pop-up window will populate. Enter the preferred name at **Preferred First Name**.
5. Select **Save**.

Where you'll see your preferred first name

Within all portal self-service pages:

- The name will display in the following format — "Preferred First Name Last Name." For example: Jon Doe

Within HCM:

- An employee's name will display in the following format — "Preferred First Name/Legal First Name Last Name." For example: Jon/Jonathan Doe
- CU system users can now search for an employee by either their legal or preferred first name.
- Reports within PeopleSoft Query, CIW and MDM and in downstream systems can include an employee's preferred first name without their legal first name.

Where you'll see your legal name

On legal forms:

- All legal forms such as W-2s, W-4s and paychecks will only display your legal name.

Campus use of preferred first name

- [CU Boulder](#) ^[11]
- [UCCS](#) ^[12]

Emergency contacts

In the event of an emergency, make sure your contacts can be reached by adding or updating their information.

Add an emergency contact

1. Log into the [portal](#) ^[8].
2. Click the **CU Resources** tab. (Skip this step if you are a CU System employee.)
3. Open the top, center **CU Resources Home** drop-down menu, and select **My Info and Pay**.
4. Click on the **My Info** tile.
5. From the left-hand menu, click on **Emergency Contacts**.
6. Click on the plus icon. ^[13]
7. Add the **Contact Name**, **Relationship** and any other relevant information, then press **Save**. ^[14]

Update an emergency contact

1. Log into the [portal](#) ^[8].
2. Click the **CU Resources** tab. (Skip this step if you are a CU System employee.)
3. Open the top, center **CU Resources Home** drop-down menu, and select **My Info and Pay**.
4. Click on the **My Info** tile.
5. Click the arrow. ^[15]
6. Edit the **Contact Name**, **Relationship** and any other relevant information, then press **Save**. ^[14]

Legal name change

If your legal name has changed, contact your campus Human Resources office.

CU Boulder

- 303-492-6475
- hrmail@colorado.edu [16]

CU Denver | Anschutz Medical Campus

- 303-315-2700
- Human.Resources@ucdenver.edu [17]

UCCS

- 719-255-3372
- hrhelp@uccs.edu [18]

CU System

- 303-860-4200
- SystemHR@cu.edu [19]

Social Security number

An incorrect Social Security number can affect your W-2 and potentially cause issues with the IRS.

Verify your Social Security number

1. Log into the [portal](#) [8].
2. Click the **CU Resources** tab. (Skip this step if you are a CU System employee.)
3. Open the top, center **CU Resources Home** drop-down menu, and select **My Info and Pay**.
4. Select the **Additional Information** tile. You'll be asked to [authenticate your identity](#) [5].
5. View your Social Security Number on the fifth line of this page. If it is incorrect, contact your Human Resources department. [20]

Additional information

View your additional information such as date of birth, Social Security Number and Date Entitled to Medicare:

1. Log into the [portal](#) [2].
2. Click the **CU Resources** tab. (Skip this step if you are a CU System employee.)
3. Select the **CU Resources Home** dropdown menu at the top, then select **My Info and Pay**.

4. Click on the **Additional Information** tile. You'll be asked to authenticate your identity [5].
5. Your information will populate. If it needs to be updated, contact your Human Resources department. [21]

Disability

Providing disability information helps to measure how well CU delivers equal opportunities to qualified people with disabilities.

Entering this information is voluntary, but highly encouraged.

Add or update your status

1. Log into the portal [2].
2. Click the **CU Resources** tab. (Skip this step if you are a CU System employee.)
3. Open the top, center **CU Resources Home** drop-down menu, and select **My Info and Pay**.
4. Click on the **My Info** tile.
5. On the left-hand menu, click on **Disability**.
6. Select the radio button that applies to you, then click **Submit**. [22]

Veteran status

CU is subject to the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), and is required to submit reports to the U.S. Department of Labor identifying the number of employees who belong to each specified protected veteran category.

Providing your veteran status is voluntary, but highly encouraged.

Add or update your status

1. Log into the portal [2].
2. Click the **CU Resources** tab. (Skip this step if you are a CU System employee.)
3. Open the top, center **CU Resources Home** drop-down menu, and select **My Info and Pay**.
4. Click on the **My Info** tile.
5. From the left-hand menu, click on **Veteran Status**.
6. Select the radio button that applies to you, then click **Submit**. [23]

Ethnic groups

CU complies with governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations.

Providing your ethnic group information is voluntary, but highly encouraged.

Add or update

Log into the [portal](#) [2].

1. Click the **CU Resources** tab. (Skip this step if you are a CU System employee.)
2. Open the top, center **CU Resources Home** drop-down menu, select **My Info and Pay**.
3. Click on the **My Info** tile.
4. From the left-hand menu, click on **Ethnic Groups**.
5. Select the pencil icon. [24]
6. A box will populate allowing you to add or edit information. When you are done, press **Save**. [25]

Groups audience:

Employee Services

Right Sidebar:

ES: Payroll Contact

Source URL: <https://www.cu.edu/employee-services/payroll/self-service/personal-information>

Links

[1] <https://www.cu.edu/employee-services/payroll/self-service/personal-information>

[2] <https://my.cu.edu/>

[3] <https://www.cu.edu/img/addressesjpg>

[4] <https://www.cu.edu/docs/address-phone-number-and-email-change-former-employees-or-surviving-spousepartner>

[5] <https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>

[6] <https://www.cu.edu/img/contact-detailsjpg>

[7] <https://www.cu.edu/img/phone-numberjpg>

[8] <http://my.cu.edu/>

[9] <https://www.cu.edu/img/email-addressjpg>

[10] <http://my.cu.edu>

[11] <https://www.colorado.edu/hr/preferred-name>

[12] <https://www.uccs.edu/hr/employee-name-guidance>

[13] <https://www.cu.edu/img/add-emergency-contactsjpg>

[14] <https://www.cu.edu/img/save-emergency-contactsjpg>

[15] <https://www.cu.edu/img/update-emergency-contactsjpg>

[16] <mailto:hrmail@colorado.edu>

[17] <mailto:Human.Resources@ucdenver.edu>

[18] <mailto:hrhelp@uccs.edu>

[19] <mailto:SystemHR@cu.edu>

[20] <https://www.cu.edu/img/view-your-social-security-numberjpg>

[21] <https://www.cu.edu/img/additional-informationjpg>

[22] <https://www.cu.edu/img/add-or-update-disabilityjpg>

[23] <https://www.cu.edu/img/add-or-update-veteran-statusjpg>

[24] <https://www.cu.edu/img/add-or-update-ethnic-groupjpg>

[25] <https://www.cu.edu/img/save-ethnicityjpg>