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
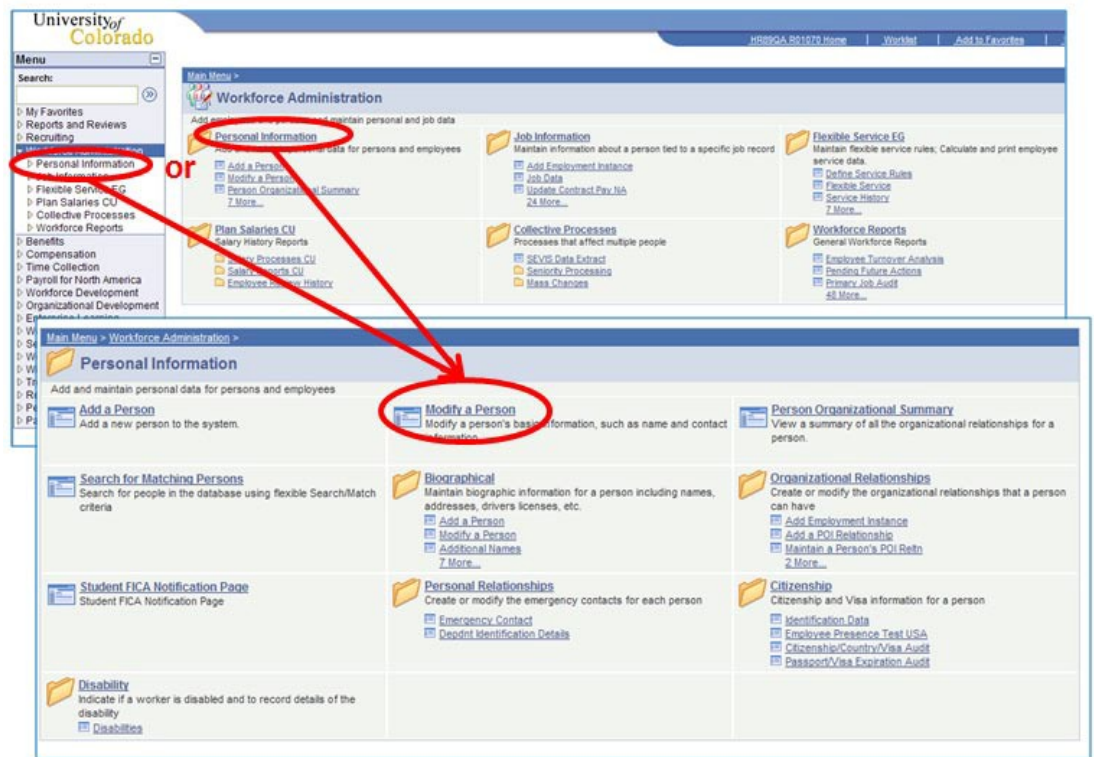
2. **Personal Information search page displays**

   - Enter one or more of the search fields

   - Click Search

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]

| Biographical Details | Contact Information | Regional | Dept Information/Verifications |

Person ID: 222213   Mary,Weather

**Primary Name**   Find | View All   First ◄ 1 of 1 ► Last

⊞ ⊟

**Effective Date:** 08/01/2010

Format Type: English

Display Name: Mary, Weather   View Name

Biographic Information

*Date of Birth: 01/01/1970 📅   40 Years 7 Months Date of Death: [   ] 📅

Birth Country: USA 🔍   United States

Birth State: [   ] 🔍

Birth Location: [   ]   Waive Data Protection ☐

Biographical History   Find | View All   First ◄ 1 of 1 ► Last

⊞ ⊟

*Effective Date: 08/01/2010 📅
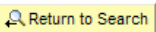
*Gender: Female ▾

*Highest Education Level: A-Not Indicated ▾

*Marital Status: Single ▾   As of: 08/01/2010 📅

Language Code: [   ] ▾

Alternate ID: [   ]

☐ Full-Time Student
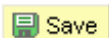
▽ **National ID**   Customize | Find | View All | 🖼   First ◄ 1 of 1 ► Last

*Country	*National ID Type	National ID	Primary ID		
USA 🔍	Social Security Number ▾	999-77-5555	☑	⊞	⊟

💾 Save   🔍 Return to Search   📧 Notify   ⇐ Previous tab   ⇒ Next tab   📝 Update/Display   📄 Include History   📝 Correct History

Biographical Details | Contact Information | Regional | Dept Information/Verifications

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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

| Biographical Details | Contact Information | Regional | Dept Information/Verifications |

Mary, Weather   Person ID: 222213

**Current Addresses**   Customize | Find | View All | 🖼   First ◄ 1-2 of 2 ► Last
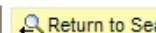
Address Type	As Of Date	Status	Address			
Home	08/15/2010	A	321 Side Street Lafayette, CO 80026	View Address Detail	⊞	⊟
Mailing	08/19/2010	A	PO Box 305 Broomfield, CO 80017	View Address Detail	⊞	⊟

Phone Information   Customize | Find | 🖼   First ◄ 1 of 1 ► Last

*Phone Type	Telephone	Extension	Preferred		
Campus 1 ▾	303/333-3333	[ ]	☑	⊞	⊟

Email Addresses   Customize | Find | 🖼   First ◄ 1 of 1 ► Last

*Email Type	*Email Address	Preferred		
Campus ▾	Weather.Mary@cusys.edu	☑	⊞	⊟

💾 Save   🔍 Return to Search   📧 Notify   ⇐ Previous tab   ⇒ Next tab   📝 Update/Display

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Update Miscellaneous, Phone, Email Information Complete