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

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arch: Man Menu >	
Workforce Administration	
Ay Favorites Add each and mantain per	onal and job data
Recruiting Personal Information	Job Information Plexible Service EG
And a second sec	na and employees 🛛 📂 Maintain information about a person tied to a specific job record 📂 Maintain flexible service rules; Calculate and print employe
Personal Information	Add Employment Instance Service data Define Service Rules
Flexible Service EG	Elizable Contract Rev. No.
Plan Salaries CU 7 More	24 More
Collective Processes	
Workforce Reports Plan Salaries CU Senefits Salary History Reports	Collective Processes Processes that affect multiple people Workforce Reports General Workforce Reports
Time Collection Salar Provide CU	Engloyee Turtover Adabate Seniorty Processing Engloyee Turtover Adabate Pending Future Actions
Payroll for North America	🖴 Maaa Charoza 🔤 Brimary Job Audit
Vorkforce Development	42 More
Mail Renu > Workforce Administration >	
Add and maintain personal data for persons and employees	
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Add and maintain personal data for persons and employees Add and maintain personal data for persons and employees Add a new person to the system. Search for Matching Persons Cearch for people in the database using flexible Search/Match criteria Student FICA Notification Page	Modify a person's basis formation, such as name and contact Modify a person's basis formation, such as name and contact Modify a person's basis formation for a person including names, addresse, officer Science, etc. Add a Person Modify a Decrand Modify a Decrand Relationships Modify a Decrand Relationships Modify a Decrand Relationships Modify a Decrand Relationship Modify a Decrand Relationship

2. Personal Information search page displays

- Enter one or more of the search fields
- Click Search

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			
EmplID:	begins with 🔽 222213			
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

Biographical Details	Contact Information Regiona	I Dept Information/Verific	ations
Person ID: 222	2213 Mary,Weather		
Primary Name		Find View All Firs	t 🖣 1 of 1 🕨 Last
Effective Date:	08/01/2010		+ -
Format Type:	English		
Display Name:	Mary, Weather	<u>View Name</u>	
Biographic Information	on		
*Date of Birth:	01/01/1970 🛐 40 Years	7 Months Date of Death:	
Birth Country:	USA Q United States		
Birth State:	Q		
Birth Location:		Waive Data P	rotection
Biographical History	у	Find View All First	🔳 1 of 1 🕨 Last
*Effective Date:	08/01/2010 🛐		÷ =
*Gender:	Female 🔽		
*Highest Education			
*Marital Status:	Single As of:	08/01/2010 🛐	
Language Code:			
Alternate ID:	Full-Time Student		
		N 170	
✓ National ID *Country *Natio	onal ID Type Nation		t 🕙 1 of 1 🕨 Last
		7-5555 V	
Save Return to	o Search 🔄 Notify 🕞 Previous tab	🔿 Next tab 🖉 Update/Disp	olay 🖉 Include History 📝 Correct H

Mary, Weather				Person ID: 2		222213
Current Addr	esses		Customize F	ind View All 🔠	First 🗹 1-2 of 2	Last
<u>Address</u> Type	As Of Date	<u>Status</u>	Address			
Home	08/15/2010	A	321 Side Street Lafayette, CO 80026		<u>View Address</u> Detail	+ -
Mailing	08/19/2010	A	PO Box 305 Broomfield, CO 800	17	<u>View Address</u> Detail	+ -
Phone Inform	ation		-	Customize Find 🛗	First 🖪 1 of 1	▶ Last
*Phone Type		Telephor		Extension	Preferred	
Campus 1	~	303/333-3333				+ -
Email Addres	ses			Customize Find 🇮	First 🔳 1 of 1	Last
<u>*Email Type</u>		*Email Ac			Preferred	
Campus		Weather	.Mary@cusys.edu			+ -

Update Miscellaneous, Phone, Email Information Complete

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