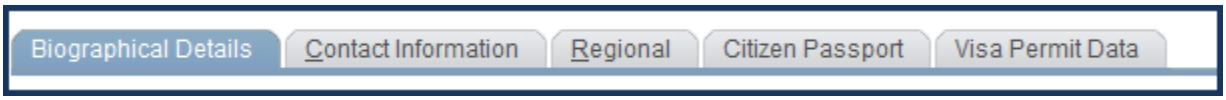
Viewing & Updating Personal Data

To update an employee's personal information you will look under HRWeb>General Update>Personal Data.

Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button.

Personal data is divided under five tabs:



Under **Biographical Details** you can:

View: Name, Birth Information and Social Security Number.

Update: Gender, Highest Education Level and Marital Status.

Names changes are updated by Data Services. Section 3 of the online I-9 is to be completed and a copy of the employee's new social security card or receipt from the Social Security Administration is scanned to Data Services. Please contact Data Services if an employee's date of birth or social number needs to be corrected.

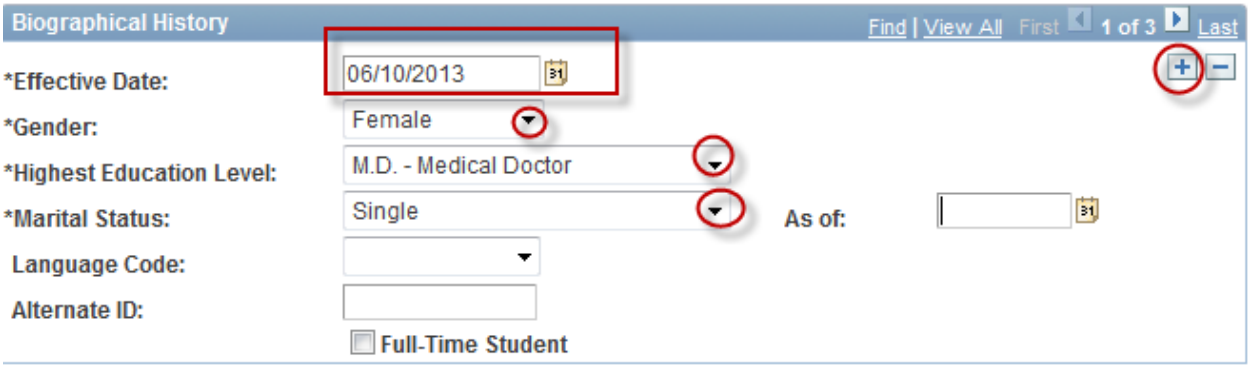
Viewing & Updating Personal Data

An employee's **Gender, Highest Education Level and Marital Status** are updated by doing the following.

Enter the "Effective Date" by selecting "plus button".

Select from "drop-down boxes the correct information.

Click the "save button".



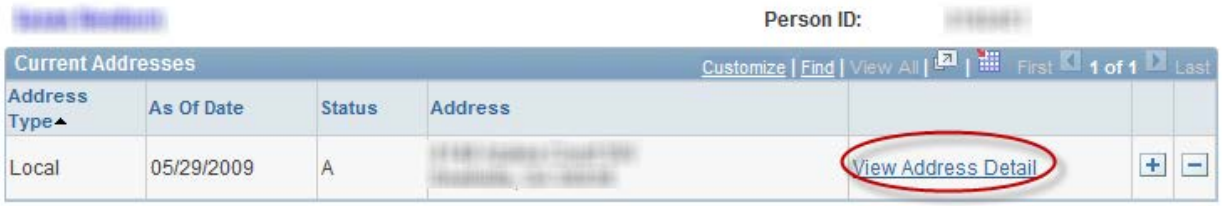
Under **Contact Information** you can:

Update: Address and Phone Type Information.

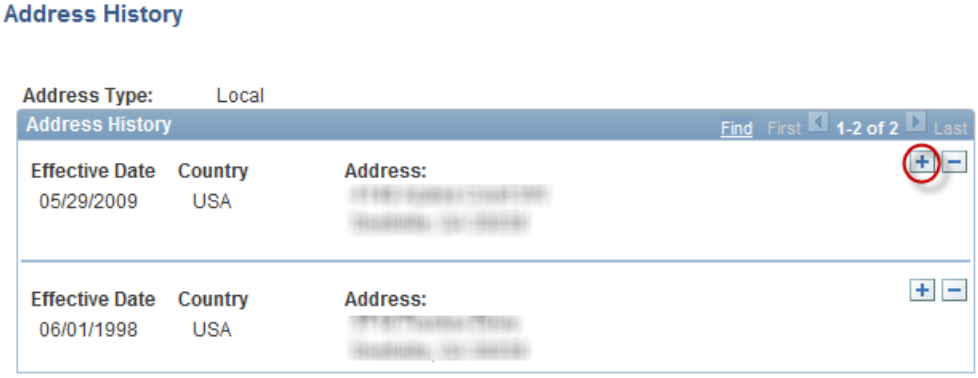
Add: Address and Phone Type Information.

To Update an Address Type

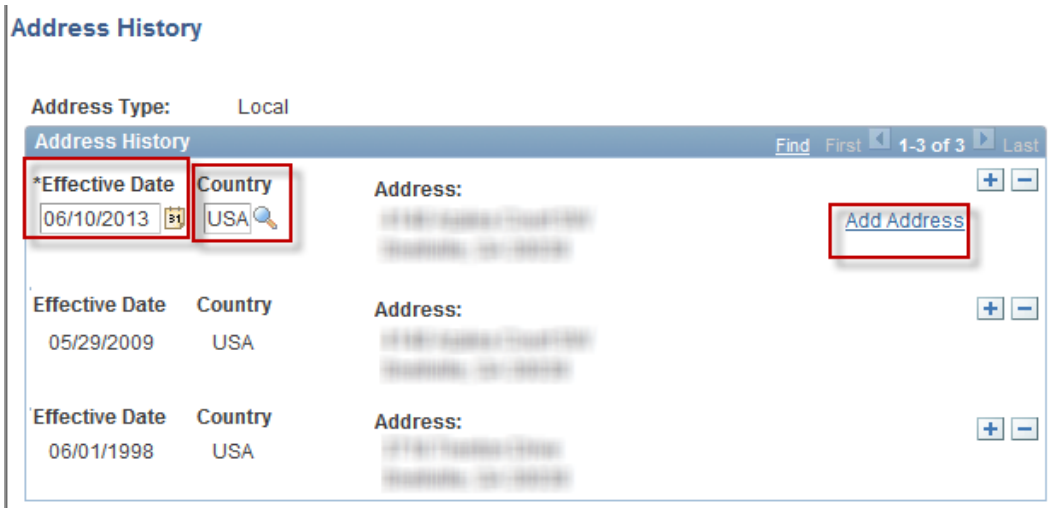
1. Click the "View Address Detail" link.



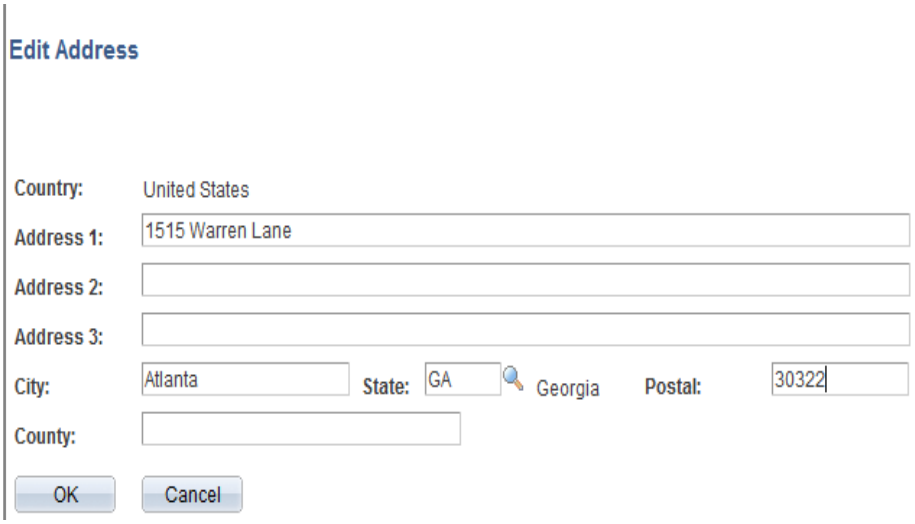
2. Click the "+" button on the Address History page.



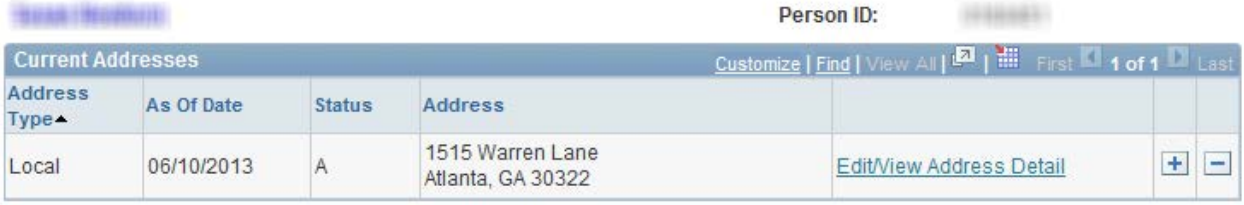
3. Type in the correct effective date for the change or click the calendar icon to select a date. To change the country code, click the magnifying glass next to the "Country field" and select the country. Click the "Add Address" link.



4. Type in the address update and click the "OK" button and click it again on the next page.



5. Click the "Save "button in the lower left corner when done.

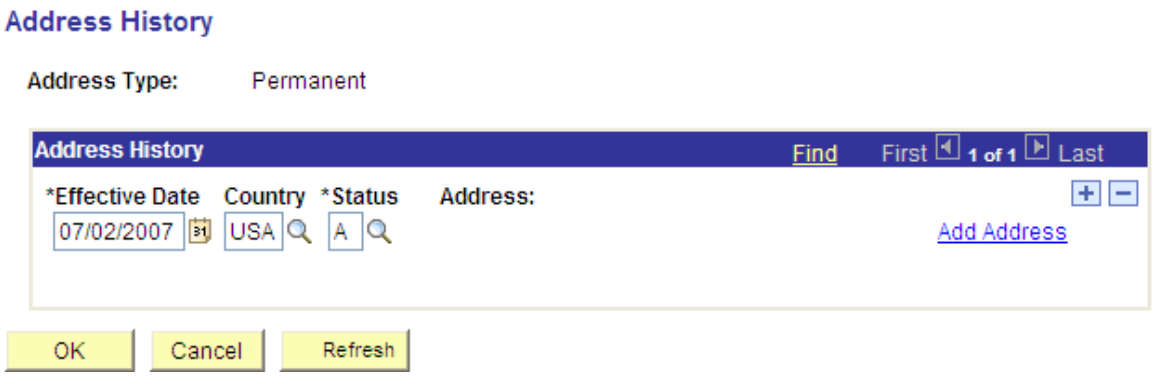


To Add a New Address Type

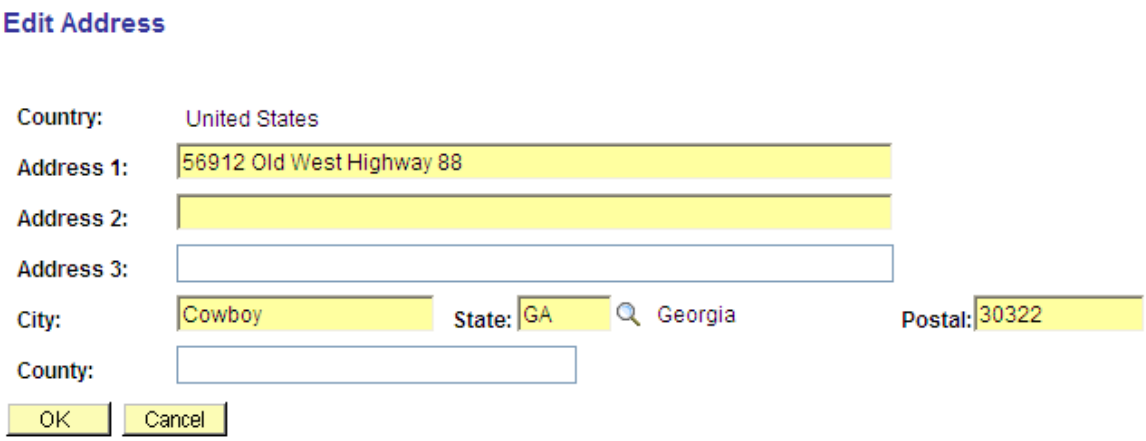
1. Click the + Button next to “View Address Detail” link and you will see a new line with a drop-down box for selection of the Address Type.

   a. Select an Address Type from the drop-down list.

2. Click “Add Address Detail” link to the right on the new row.



3. Type in the effective date in this format: MM/DD/YYYY or click the calendar icon next to the date field to select a date.
4. Type in USA in the country field or click the magnifying glass and then click the “Lookup” button to select a country.
5. Click the “Add Address” link to enter the address:



6. Click the Ok button in the lower left corner
7. Click Ok again
8. Be sure to click Save in the lower left corner

Mandatory SEVIS (Homeland Security) Reporting of Address Data and Address Updates for All Nonresident Alien Employees

All non-resident aliens MUST provide the following addresses:

LOCAL - this is the Georgia address to which Emory University paychecks and other US Postal Service mailings from campus will be mailed. This address may be an address for a post office box. NOTE: DO NOT specify the address of the employing department. This address is required by Emory University.

PERMANENT - this is the address to which W-2s will be mailed for tax reporting purposes. If no PERMANENT address is specified, the W-2 will be mailed to the LOCAL address.

OTH – nonresident alien employees are required by the U.S. Federal Government to supply a mailing address from the home country.

PHYS - nonresident alien employees are required by the U.S. Federal Government to supply a physical address where they live in the state of Georgia. If this address is the same as the address provided under LOCAL address, this may be left this blank, otherwise, this information required.

Address Types and W-2 Mailing (please read!)

All Emory University employees are required to supply at least one Georgia address for tax reporting purposes. If you enter a Permanent address, the W-2 will be mailed to this address. If you do not specify a Permanent address, the local address will be the address to which the W-2 is mailed. Address changes for W-2s must be submitted by the end of December each year prior to W-2 printing in early January.

Changing the Phone Number/E-mail Data

Scroll down below the address information to see the phone data and the e-mail data.

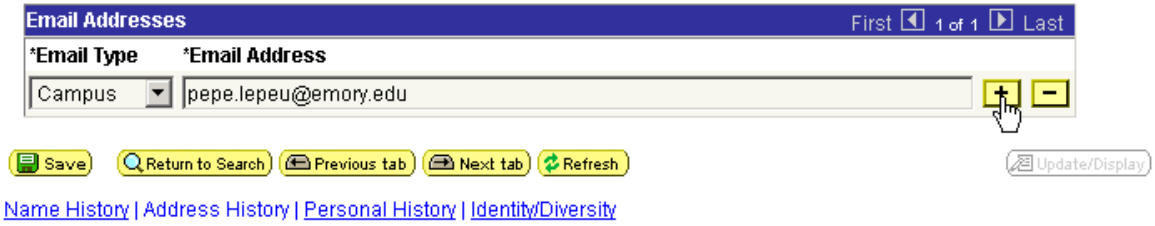
To Change the Phone Number Data:

1. Click the + button to add a new row of phone data and the – button to delete a row of phone data.
2. Select a phone type for that row of data
3. Type in the telephone number (including the area code)
4. Click the Save button in the lower left corner of the display.

NOTE: Changing the address, phone, and email data here will NOT change it in the Student Database. Students must also update all their personal data on OPUS.

Viewing & Updating Personal Data

To change the e-mail address data:



1. Click the + Button
2. Select an e-mail Type for the new row of data
3. Type in the e-mail address
4. Click the “Save” Button!

Changing the e-mail address here will not update the preferred e-mail address for campus e-mail. That is done through the IT Helpdesk @ (404) 727-7777. Changing this e-mail address will only change the e-mail address that Human Resources has on file for an employee for HR notices via e-mail.

The BUSINESS e-mail address may not be modified because it is the e-mail address used by the University administrative offices to send employee notices and by Emory University Payroll for multiple purposes:

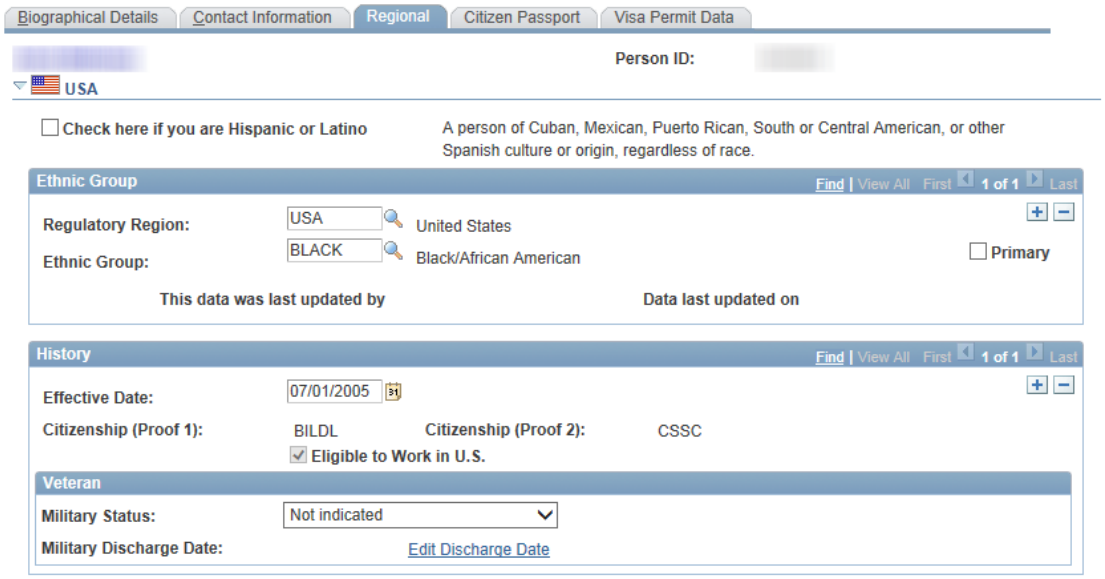
1. Sending notices about W-2s
2. Sending notices after payroll runs to inform employees that online pay advices are available for viewing
3. Sending notices to biweekly paid employees who have neglected to clock in or out in the timekeeping system

Viewing & Updating Personal Data

Under **Regional Tab,** you can:

View: History

Update: Ethnic Group and Veteran Status



While job candidates are not required to self-identify in terms of ethnic group, the U.S. government mandates reporting of all EEO employers. Thus, all new hires/rehires MUST self-identify re ethnic group after hire.

To update information on Ethnicity:

Note Checkbox if Hispanic or Latino

1. Regulatory Region always = USA
2. Enter the change using the magnifying glass to look up choices for Ethnic Group
3. Be sure to click the “Save” button!

To update information on Military Status:

4. Click the + Button first.
5. Next, enter the effective date in this format: MM/DD/YYYY or click the calendar icon to select the date.
6. Enter the changes using the drop down choices.
7. Be sure to click the “Save” button!

US Flags

Anytime you see the US flag in a display, click the arrow to the left to expand the display and see additional data.

Citizen/Passport and Visa Permit Data

These tabs show the employee's Citizenship Status & Visa History. HR Data Services maintain this data.

Viewing Historical Personal Data

If an employee has no historical personal data, the display will say "one of one" on the far right of the blue bar. If the display says "one of #", then historical data is available for viewing. Arrow through the history or click "View All".