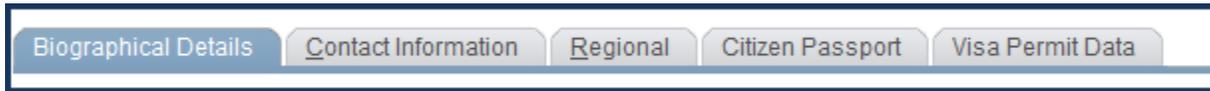


Viewing & Updating Personal Data

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.

Person ID: [REDACTED]

Name		Find View All First 1 of 2 Last	
Effective Date:	05/12/2008	+ -	
Format Type:	English	Click to view Name/Gender Change Instructions	
Display Name:	[REDACTED]	View Name	

Biographic Information

Date of Birth:	02/18/1968	45	Years	3	Months
Date of Death:					
Birth Country:	USA	United States			
Birth State:					
Birth Location:		<input type="checkbox"/> Waive Data Protection			

National ID

Customize Find View All [Grid Icon] First 1 of 1 Last			
Country	National ID Type	National ID	Primary ID
USA	Social Security Number	[REDACTED]	<input checked="" type="checkbox"/>

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".

Biographical History Find | View All First 1 of 3 Last

*Effective Date: 06/10/2013 [calendar icon] [plus] [minus]

*Gender: Female [dropdown arrow]

*Highest Education Level: M.D. - Medical Doctor [dropdown arrow]

*Marital Status: Single [dropdown arrow] As of: [calendar icon]

Language Code: [dropdown arrow]

Alternate ID: [text box]

Full-Time Student

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.

Person ID: [text box]

Address Type	As Of Date	Status	Address		
Local	05/29/2009	A	[blurred address]	View Address Detail	[plus] [minus]

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

Address History

Address Type: Local

Effective Date	Country	Address:		
05/29/2009	USA	[blurred address]	[plus] [minus]	
06/01/1998	USA	[blurred address]	[plus] [minus]	

Viewing & Updating Personal Data

- 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.

Address History

Address Type: Local

Address History Find First 1-3 of 3 Last

*Effective Date	Country	Address:	Add Address
06/10/2013	USA	1515 Warren Lane Atlanta, GA 30322	
Effective Date	Country	Address:	
05/29/2009	USA	1515 Warren Lane Atlanta, GA 30322	
Effective Date	Country	Address:	
06/01/1998	USA	1515 Warren Lane Atlanta, GA 30322	

- Type in the address update and click the “OK” button and click it again on the next page.

Edit Address

Country: United States

Address 1: 1515 Warren Lane

Address 2:

Address 3:

City: Atlanta State: GA Georgia Postal: 30322

County:

- Click the “Save” button in the lower left corner when done.

Person ID: 00000000

Current Addresses					Customize	Find	View All	First	1 of 1	Last
Address Type	As Of Date	Status	Address							
Local	06/10/2013	A	1515 Warren Lane Atlanta, GA 30322	Edit/View Address Detail						

Viewing & Updating Personal Data

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.

The screenshot shows a web interface with tabs for 'Biographical Details', 'Contact Information', 'Regional', 'Citizen Passport', and 'Visa Permit Data'. Below the tabs, the name 'Road Runner' and 'Person ID: 9999913' are displayed. A table titled 'Current Addresses' has columns for 'Address Type', 'As Of Date', 'Status', and 'Address'. The first row shows 'Local', '07/01/1989', 'A', and '2597 Neverending Canyon Road, Cartoon, GA 30322'. To the right of this row are links for 'View Address Detail' and 'Add Address Detail'. A blue circle highlights a drop-down menu in the 'Address Type' column of a new row being added. Another blue circle highlights the '+' button next to the 'View Address Detail' link. A tooltip at the bottom right says 'Add a new row at row 1 (Alt+7)'.

- a. Select an Address Type from the drop-down list.
2. Click “Add Address Detail” link to the right on the new row.

Address History

Address Type: Permanent

The 'Address History' form has a title bar with 'Find', 'First', '1 of 1', and 'Last'. It contains four input fields: '*Effective Date' with a calendar icon, 'Country' with a magnifying glass icon, '*Status' with a magnifying glass icon, and 'Address:'. There is an 'Add Address' link and '+' and '-' buttons. Below the form are 'OK', 'Cancel', and 'Refresh' buttons.

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:

Viewing & Updating Personal Data

Edit Address

Country:	United States			
Address 1:	56912 Old West Highway 88			
Address 2:				
Address 3:				
City:	Cowboy	State:	GA Georgia	
County:			Postal:	30322
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>		

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.

Phones		First	1-2 of 2	Last
*Phone Type	Telephone			
Home	404/555-1214	+	-	
Main	404/555-1214	+	-	

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.

To change the e-mail address data:

The screenshot shows a web interface titled "Email Addresses". At the top right, it says "First 1 of 1 Last". Below this is a table with two columns: "*Email Type" and "*Email Address". The first row shows "Campus" in a dropdown menu and "pepe.lepeu@emory.edu" in a text input field. To the right of the input field are two buttons: a yellow "+" button and a yellow "-" button. A mouse cursor is pointing at the "+" button. Below the table are several buttons: "Save", "Return to Search", "Previous tab", "Next tab", "Refresh", and "Update/Display". At the bottom, there are four blue links: "Name History", "Address History", "Personal History", and "Identity/Diversity".

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

The screenshot shows the 'Regional' tab selected in a navigation bar. Below the navigation bar, there is a 'Person ID' field. A dropdown menu is open showing 'USA' with a flag icon. Below this, there is a checkbox labeled 'Check here if you are Hispanic or Latino' with a descriptive text: 'A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.' The main content area is divided into two sections: 'Ethnic Group' and 'History'. The 'Ethnic Group' section has a search bar with 'USA' selected, showing 'United States' as a choice. Below it, another search bar has 'BLACK' selected, showing 'Black/African American' as a choice. There is a 'Primary' checkbox. The 'History' section has an 'Effective Date' field with '07/01/2005' and a calendar icon. Below it, 'Citizenship (Proof 1):' is 'BILDL' and 'Citizenship (Proof 2):' is 'CSSC'. There is a checked checkbox for 'Eligible to Work in U.S.'. The 'Veteran' section has a 'Military Status' dropdown menu set to 'Not indicated' and a 'Military Discharge Date' field with an 'Edit Discharge Date' link.

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".