

Employee Self Service: Personal Information Summary

Purpose: This document describes the content of the Personal Information Summary page within PeopleSoft 8.9 Employee Self Service (ESS). *For additional information regarding changing data for your Home or University Mailing Address and Emergency Contacts, please review the work instructions “View/Update Your Home and University Mailing Address,” available on HARVie: <http://harvie.harvard.edu/ess/selfservice/>.*



Topics Covered:


- [Name, Address, and Phone Numbers](#) (pg. 2)
- [Emergency Contacts, Email Address, and Marital Status](#) (pg. 3)
- [Employee Information and Ethnic Groups](#) (pg. 4)

PeopleSoft 8.9

Key Changes


New to Pages Covered in this Job Aid

-  Visually, the information displayed is more compact. This is especially noticeable in the Address section.
-  The employee ID is no longer on this page.

 For more information about the changes and new features in PeopleSoft 8.9, check out the Self Service page on HARVie <http://harvie.harvard.edu/ess/selfservice/>. There you will find online courses, work instructions, and more.

Business Rules

Changing Your Home Address

- If you are not a registered Harvard student, your home mailing address can be changed. Access the “Correct Home / University Mailing Address” button on the Personal Information page, or go directly to [Self Service> Personal Information> Home and Mailing Address](#).
- If you are a registered Harvard student, you will not be able to update your home address. Instead, please contact your local Registrar’s Office or Student Receivables Office (617) 495-2739.
-  **Note:** If your home address changes, please make sure to contact your Human Resources office. Changing your address may trigger a change to your payroll or benefits.

Changing your University Mailing Address

- To change your office location, select “Correct Home / University Mailing Address” button on the Personal Information Page, or go directly to [Self Service> Personal Information> Home and Mailing Address](#).

Email Address


- Your email address is maintained in the ID Database system – it cannot be changed.

Changing any other Personal Data

- Please contact your local Human Resources representative if any other personal information is incorrect or needs to be changed.

- All Help documents related to Self Service are located on HARVie: <http://harvie.harvard.edu/ess/>.
- Contact your Human Resources department for any changes to your Personal Information.

Name, Address, and Phone Numbers

 **Navigation:** Access the Personal Information Summary page by selecting the following path: [Self Service > Personal Information > Personal Information Summary](#).

Personal Information

Cheryl Pasternak

(A) **Name**
Cheryl Pasternak

(B) **Addresses**



Address Type	Status	As Of	Country	Address
Home	Current	08/25/2004	USA	62 Elm Street Lexington, MA 02421
University Mailing	Current	08/25/2004	USA	Harvard Medical School Gordon Hall, 301 50 Shattuck St Boston, MA 02115 Suffolk

(C) **Correct Home / University Mailing Address**

(D) **Phone Numbers**

Phone Type	Phone Number	Extension	Preferred
Business/Office	617/1 23-1234		<input type="checkbox"/>
FAX	617/1 23-1234		<input type="checkbox"/>
Home	781/456-7890		<input type="checkbox"/>

Page Summary: On this portion of the Personal Information Summary page, view your name, home and university addresses, and phone numbers.

Section	Field/Table	Description/Additional Information
A	Name	View your name as it appears on file with Human Resources.
B	Address	View your current home address and university mailing address.  Tip: If you have work at different locations, the university address displayed is your primary work address.
C	Correct Home/ University Mailing Address	Click to edit both your home and/or university mailing address.  Note: If your home address changes, be sure to contact your HR office. Changing your address may trigger a change to your payroll or benefits.
D	Phone Numbers	View any home and business office phone numbers.

- All Help documents related to Self Service are located on HARVie: <http://harvie.harvard.edu/ess>.
- Contact your Human Resources department for any changes to your Personal Information.

Emergency Contacts, Email Address, and Marital Status

A

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Pasternak, Dan	Spouse	<input checked="" type="checkbox"/>

Correct emergency contacts

B

Email Addresses		
Email Type	Email Address	Preferred
Harvard Medical School	cheryl_pasternak@hms.harvard.edu	<input type="checkbox"/>
Harvard	cheryl_pasternak@hms.harvard.edu	<input type="checkbox"/>

C

Marital Status	
Marital Status: Married	As of: 09/24/2005

Page Summary: On this portion of the Personal Information Summary page, view your emergency contacts, email address, and marital status.

Section	Field/Table	Data Requirement	Description/Additional Information
A	Emergency Contacts	N/A	View your emergency contact(s). Tip: Click Correct emergency contacts to make any changes or additions to your emergency contacts.
B	Email Addresses	N/A	View your email address(es), which are maintained in the ID Database system. Note: You cannot change your Harvard email addresses.
C	Marital Status	N/A	View your current marital status and the date that it was last updated.

- All Help documents related to Self Service are located on HARVie: <http://harvie.harvard.edu/ess>.
- Contact your Human Resources department for any changes to your Personal Information.

Employee Information and Ethnic Groups

A

Employee Information	
Gender:	Female
Date of Birth:	02/25/1978
Birth Country:	
Birth State:	
Social Security Number:	001-23-5456
Smoker:	
Date Entitled to Medicare:	
Military Status:	Not indicated
Original Start Date:	07/01/2003
Highest Education Level:	A-Not Indicated

B

Ethnic Groups	
Department	Primary
White	<input checked="" type="checkbox"/>

Contact the Human Resources department if any of your Employee Information is incorrect.

Page Summary: On this portion of the Personal Information Summary Page, view employee information such as social security number and highest education level.

Section	Field/Table	Data Requirement	Description/Additional Information
A	Employee Information	N/A	In this section, view the following as on file with HR: <ul style="list-style-type: none"> Gender Date of Birth Birth Country Birth State Social Security Number Smoker Status Date you are entitled to Medicare Original Start Date Military Status Highest Education Level
B	Ethnic Group	N/A	View the ethnic group(s) as on file with HR.

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- Contact your Human Resources department for any changes to your Personal Information.