

University of Connecticut

Enter or Change Personal Information

Overview Self-service users can view and update their personal information at any time via self-service pages in Core-CT.

Note: Currently, **Business Phone (published) and Veteran/Military Status** are being maintained centrally by Human Resources. Please notify HR of any changes needed at <u>hr@uconn.edu</u>.

Personal information employees can maintain via self-service pages in Core-CT includes:

- Home/Mailing Addresses (page 2)
- Phone Numbers (page 3)
- Emergency Contacts (page 4)
- Email Addresses (page 5)
- Voluntary Self-Identification of Disability (page 6)
- Disclosing Ethnicity (*page 7*)
- School and Degree Information (page 8)

Use this job aid to help update your personal data.

Process Steps

Step	Action				Screensh	ot	
	From the UConn Portal Employed desire from the Personal Inform	-		ne fastest v	vay to navi	gate is to select the cha	ange type you
		IECTICUT					
	Favorites Main Menu						
	My HR Core-CT Help						
	Personal Information			0	0 -		
1	Personal Information Review and update your personal infor Personal Information Summary Home and Mailing Address Phone Numbers Email Addresses Emergency Contacts Name Change Ethnic Groups From anywhere in Core-CT, you Main Menu > Core-CT HRMS > S	may also na	-	-	-	al Information Summa	ıry
		Update Ho	me and/or	Mailing A	ddress		
	On the Personal Information	▼ Home/Mai	ling Addresses	6			
	Summary page, click Change	Addresses	a	1 01			
2	Home/Mailing Addresses	Address Type	Status	As Of	Country	Address 123 Main Street	
	under the Home/Mailing Addresses section.	Home	Current	09/09/2016	USA	Hartford, CT 12345	
		Change H	ome/Mailing Addr	resses			
	On the Personal Information:	Personal Info	rmation				
	Home and Mailing Address	Home and Mailing Address					
	page, click the pencil icon to	John Johnsor	ı				
3	edit your current address.	Addresses				1	
		Address Type	Status	As Of	Country	Address	Edit
		Home	Current	09/09/2016	USA	123 Main Street Hartford, CT 12345	0
		*Address	Туре	\checkmark	Add	1	

Step	Action		Sc	reenshot		
4	On the Edit Home Address page, update your current address. Then click Save .	Edit Home Addre Change As Of 09/12 Country Uni Address 1 789 Address 2 Address 3 City Any Postal 567 County Save	2/2016 🕅 ted States Change First Street	Country State CT	Connecticut	
5	The updates to your address are complete. Click OK to return.		Submit (Mailing Address Confirmation ubmit was successful.		
I		Update	Phone Numbers			
6	On the Personal Information Summary page, click Change Phone Numbers under the Phone Numbers section.	Phone Numbers Phone Numbers Phone Type Business Unpublished Home Business Change Phone	Phone Number 860/345-6789 860/987-6543 860/123-4567	Exter 0100 0001)	Preferred
7	 On the Personal Information: Phone Numbers page, update the phone numbers. The Phone Types for "Business Phone" and "Business Unpublished Phone" are both used at the University. The Business Phone number is published in the UConn phone book. The Business Unpublished Phone number can be a private desk line that is not included in the phone book. 	Enter your phone nu Phone Numbers Phone Type Business Unpublished Home Business Add Phone Num Save	*Telephone 860/345-6789 860/987-6543 860/123-4567	Extension 0100 0001	Preferred	Delete

Step	Action		Screens	hot			
	 Since the system requires one Preferred phone number, please select your preferred phone number of choice. To add additional numbers, click Add Phone Number. Click the trash can icon to delete a phone number. When the desired phone number(s) has been updated, click Save. 						
8	The updates to your phone numbers are complete. Click OK to return.		Phone Numbers Save Confirm The Save was	nation			
		Update Eme	rgency Contacts				
9	On the Personal Information Summary page, click Change Emergency Contacts under the Emergency Contacts section.	Emergency Contacts Emergency Contacts Name Jack Johnson Jane Johnson Change Emergency C	Relationship to Employee Parent Parent	Telephone			
10	 On the Personal Information: Emergency Contacts page, update the contacts accordingly. Select a Primary Contact. There can only be one primary contact. To edit a contact, click the pencil icon to update the information. To add additional emergency contacts, click Add Emergency Contact. 	Personal Information Emergency Contact John Johnson Emergency Contacts Contact Name Jack Johnson Jane Johnson Add Emergency C Save	Relationship to Employee Parent Parent Sibling	Primary Contact	Edit 2 2 2 2	Delete	

Step	Action	Screenshot		
	 Click the trash can icon to delete an emergency contact. When the desired contact(s) has been updated, click Save. 			
11	The updates to your emergency contacts are complete. Click OK to return.	Emergency Contacts Save Confirmation The Save was successful. OK		
		Update Email Addresses		
12	On the Personal Information Summary page, click Change Email Addresses under the Email Addresses section.	Email Addresses Email Addresses Email Type Email Address UConn Business jon.doe@uconn.edu Change Email Addresses	Prefe	erred
13	 On the Personal Information: Email Addresses page, update the addresses accordingly. Update the address accordingly. Select a Preferred email address. There can only be one. To add additional email addresses, click Add Email Address. Click the trash can icon to delete an email address. Note: UConn Business email address is published and not editable. Any and all other emails included in this section 	Personal Information Email Addresses Jon Doe Email Addresses *Email Type *Email Address UConn Business jon.doe@uconn.edu Home jon.j.doe21@email.com Add Email Address Save	Preferred	Delete

Step	Action	Screenshot
	are considered alternate or personal emails.	
	When the desired email address(es) has been updated, click Save.	
14	The updates to your email address(es) are complete. Click OK to return.	Email Addresses Save Confirmation The Save was successful.
15	Back on the Personal Information Summary page, scroll to the bottom of the page to review additional employee information. This information is read only and cannot be changed using Employee Self Service.	
		Highest Education Level A-Not Indicated
		ate Voluntary Self-Identification of a Disability
16	Navigation: Main Menu > Core-	CT HRMS > Self Service > Personal Information > Disability

Step	Action	Screenshot		
17	On the Voluntary Self- Identification of Disability page, review the purpose of the form. Scroll to the bottom of the form.	Voluntary Self-Identification of Disability Form CC-305 OMB Control Number 1250-0005 Expires 1/31/2017 John Doe Why are you being asked to complete this form? Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. ¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way. If you already work for us, your answer will not be used against you in any way. If you already work for us, your answer will not be used against you in any way. If you already work for us, your answer will not be used against you in any way. If you already work for us, your answer will not be used against you in any way. If you already work for us, your answer will not be used against you in any way. Secause a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.		
18	Under the How do I know if I have a disability section, review what is considered a disability. When you are ready to self- identify your disability status, select one of the following: • Yes, I have a disability • No, I don't have a disability • I don't wish to answer	How do I know if I have a disability? You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: Blindness Autism Bipolar disorder Cancer HIV/AIDS Diabetes Schizophrenia Missing limbs Missing limbs Missing limbs Post-traumatic stress disorder (PTSD) Obsessive compulsive disorder Impairments requiring the use of a wheelchair Intellectual disability (previously called mental retardation) Please select one of the options below: Yes, I HAVE A DISABILITY I Don'T HAVE A DISABILITY I Don'T WISH TO ANSWER Your Name John Doe Today's Date 09/28/2016 		
19	At the bottom of the page, review the Reasonable Accommodation Notice . When you are ready to self- identify your disability, click Submit .	Reasonable Accommodation Notice Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. ¹ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp . PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete. Submit		
		Disclosing Ethnicity		
20	20 Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Ethnic Groups			

Step	Action	Screenshot
21	On the Ethnicity page, read the ethnicity disclosure information.	Ethnicity Jon Doe The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.
22	Under question one, select Yes if you are Hispanic or Latino. Select No if you are <u>not</u> Hispanic or Latino. Note: Click Explain next to the question to read a description of Hispanic or Latino ethnicity. Click Return to go back to the	1) Are you Hispanic or Explain Latino? Yes No
23	 previous page. Under question two, select one or more of the following ethnicities: American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Note: Click Explain next to the question to read a description of each ethnicity. Click Return to go back to the previous page. When both ethnicity questions have been selected, click Save. 	2) What is your race? Select one or more. Explain American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Save

Step	Action	Screenshot	
	Your ethnicity information is	American Indian or Alaska Native	
	saved with your personal information.	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.	
		Asian	
		A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
		Black or African American	
		A person having origins in any of the black racial groups of Africa. Native Hawaiian or Pacific Islander	
		A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. White	
		A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Return	
		Update School and Degree Information	
	Navigation: Main Menu > Core-(CT HRMS > Self Service > Learning and Development > My Current Profile	
		OR	
	Main Menu > Self Service > Per	sonal Information > Personal Information Summary > Actions > Development >	
		View My Current Profile	
24	²⁴ Note: There are two invalid places that employees have tried to use to view or enter their information, be aware that these will not provide you the ability to update your school or degree information:		
		> Self Service > Learning and Development > Education (you will receive an error	
	 Main Menu > Core-CT HRMS > Self Service > Personal Information > Personal Information Summary (the field you will see here for Highest Education Level is not utilized by UConn in Core-CT) 		

Step	Action	Screenshot
25	On the My Current Person Profile page, click on the Education tab.	My Current Person Profile John Doe UCP 07-Business Consultant • Instructions Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item. Image: Print Comments Profile Actions [Select Action] Competencies Responsibilities Qualifications Education NVQ Projects Worn Rank Mobility Add new competencies in the grid below. Edit competencies by selecting the edit button. Competencies (Requires Approval)
		There are currently no Competencies for this profile. Please add one if required. Add New Competencies Save
26	Under the School Education section, click Add New School Education.	Competencies Responsibilities Qualifications Education NVQ Projects Worn Rank Mobility Add new school education in the grid below. Edit education by selecting the edit button.
27	Enter the applicable information on the page: • Effective Date • Education Level • Status • Country • State • School Type • School Code • Average Grade Select the checkbox if the education was Completed . Then, click OK to save the school information and return back to the Education tab.	My Current Person Profile Add New School Education John Doe Add item details. Select OK to apply changes and return. Select Return to Previous Page to return without making any changes. Select Apply and Add Another to continue adding additional items. Details *Effective Date 05/22/2011 *Education Level 13 Q. Bachelor Degree *Status Active V Country USA Q. United States State CT Q. College School Code Ucc000100 Q. UnivConnecticut Average Grade M completed OK Apply and Add Another

Step	Action	Screenshot
28	Under the Degrees section, click Add New Degrees . Note: You must complete <u>both</u> the School Education and Degrees sections.	Add new degrees in the grid below. Edit degrees by selecting the edit button.
29	Enter the applicable information on the page, including: • Date Acquired • Degree • Major Code • Status • Country • State • School Code • Minor Code • Average Grade • GPA Select the checkbox if you Graduated with this degree.	Add New Degrees John Doe Add item details. Select OK to apply changes and return. Select <u>Return to Previous Page</u> to return without making any changes. Select Apply and Add Another to continue adding additional items. Details "Date Acquired 05/22/2011 *Degree BBABUS Bach / Business Administration Major Code AC001 Accounting *Status Active V Country USA United States School Description School Code Major Code Q Minor Code Q Minor Code Q Minor Code Q Graduated Graduated
30	Scroll to the bottom of the page and enter the year the degree was acquired (if acquired). Then, click OK to save the degree information and return back to the Education tab.	Graduated Year Acquired 2011 × Terminal Degree for Discipline Educator 254 characters remaining OK Apply and Add Another
31	The school and degree information is saved to your profile.	Add new school education in the grid below. Edit education by selecting the edit button. School Education Education Level Edit Bachelor Degree Add new School Education Add new degrees in the grid below. Edit degrees by selecting the edit button. Degrees View All Image: View All Image: First image: The second