



UCONN | UNIVERSITY OF
CONNECTICUT

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.

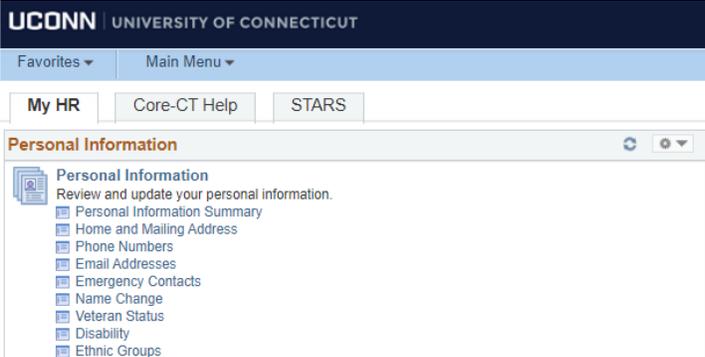
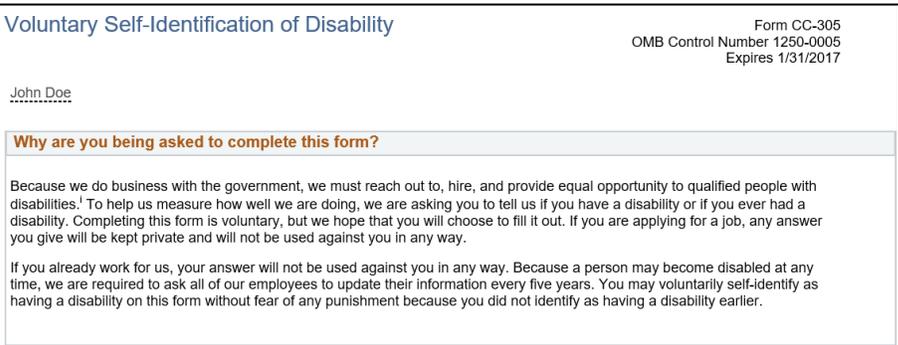
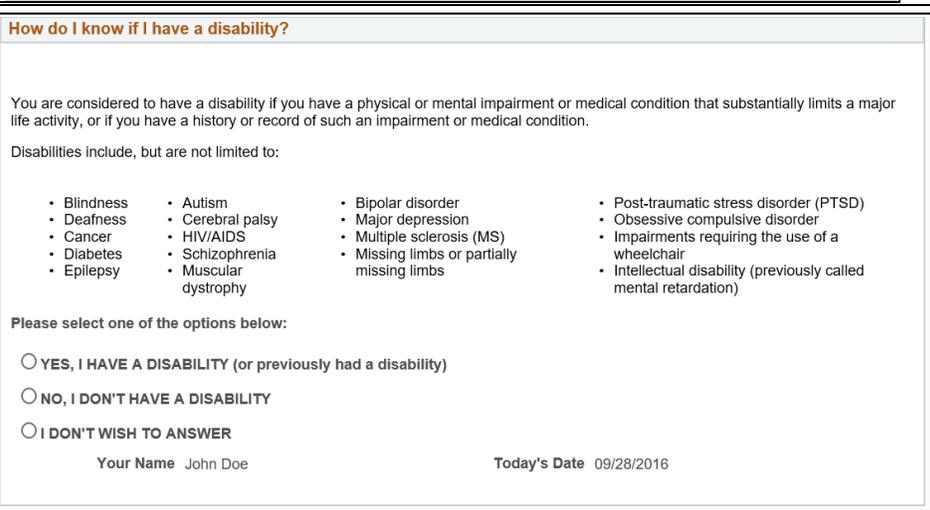
Personal information employees can maintain via self-service pages in Core-CT includes:

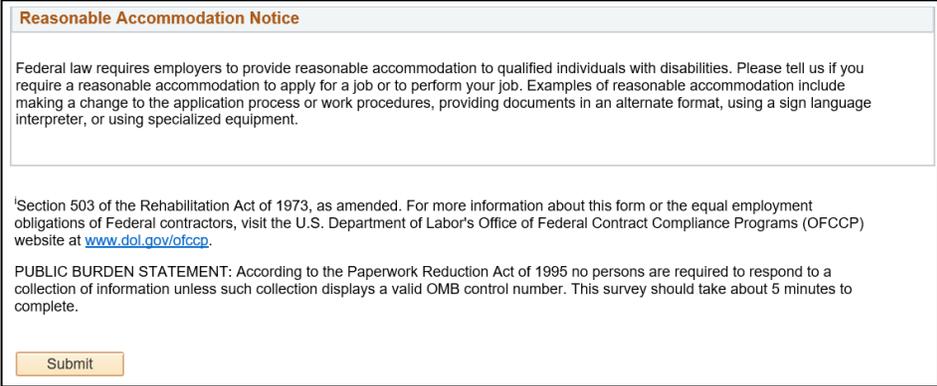
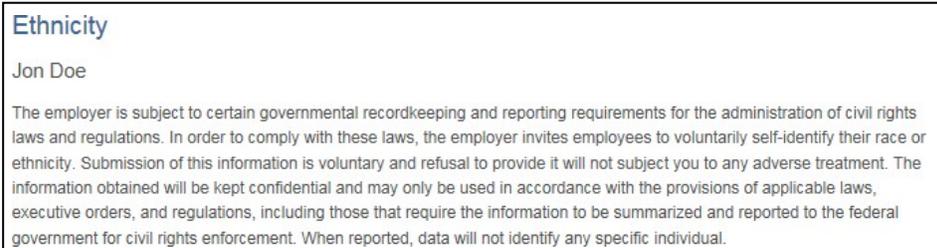
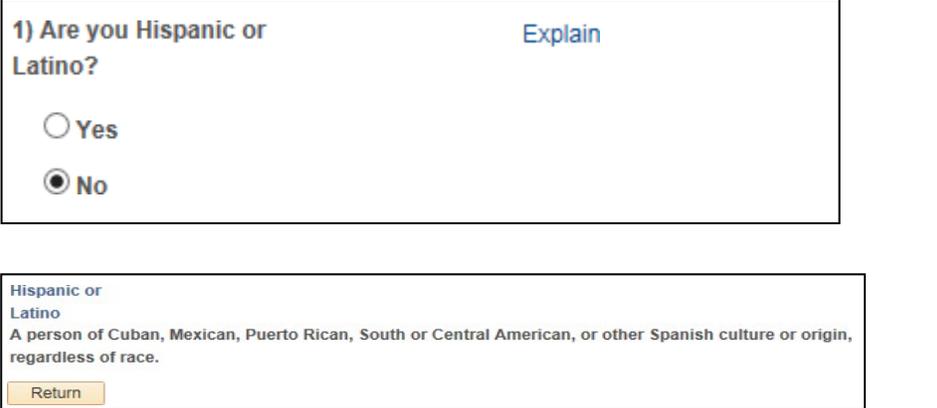
- Voluntary Self-Identification of Disability (*page 2*)
- Voluntary Self-Identification of Ethnicity (*page 3*)
- Voluntary Self-Identification of Veteran/Military Status (*page 5*)
- Emergency Contacts (*page 6*)
- School and Degree Information (*page 7*)
- Home/Mailing Addresses (*page 10*)
- Personal Phone Numbers (*page 10*)
- Personal Email Addresses (*page 12*)

Use this job aid to help update your personal data.

***Note:** Currently, **Business Phone (published)** is being maintained centrally by Human Resources. Please notify HR of any changes needed at hr@uconn.edu.

Process Steps

Step	Action	Screenshot
1	<p>From the UConn Portal Employee initial login screen, the fastest way to navigate is to select the change type you desire from the Personal Information list below:</p>  <p>From anywhere in Core-CT, you may also navigate using the following: Main Menu > Core-CT HRMS > Self Service > Personal Information > Personal Information Summary</p>	
Update Voluntary Self-Identification of a Disability		
2	<p>Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Disability</p>	
Step	Action	Screenshot
3	<p>On the Voluntary Self-Identification of Disability page, review the purpose of the form.</p> <p>Scroll to the bottom of the form.</p>	 <p>The screenshot shows the top of the form with the title "Voluntary Self-Identification of Disability", form number CC-305, OMB Control Number 1250-0005, and expiration date 1/31/2017. It includes the user name "John Doe" and a section titled "Why are you being asked to complete this form?" with explanatory text.</p>
4	<p>Under the How do I know if I have a disability section, review what is considered a disability.</p> <p>When you are ready to self-identify your disability status, select one of the following:</p> <ul style="list-style-type: none"> • Yes, I have a disability • No, I don't have a disability • I don't wish to answer 	 <p>The screenshot shows the "How do I know if I have a disability?" section. It defines disability as a physical or mental impairment that substantially limits a major life activity. It lists various conditions such as Blindness, Autism, Bipolar disorder, Post-traumatic stress disorder (PTSD), Deafness, Cerebral palsy, Major depression, Obsessive compulsive disorder, Cancer, HIV/AIDS, Multiple sclerosis (MS), Impairments requiring the use of a wheelchair, Diabetes, Schizophrenia, Missing limbs or partially missing limbs, Epilepsy, Muscular dystrophy, and Intellectual disability (previously called mental retardation). It includes radio button options for "YES, I HAVE A DISABILITY (or previously had a disability)", "NO, I DON'T HAVE A DISABILITY", and "I DON'T WISH TO ANSWER". At the bottom, it shows "Your Name John Doe" and "Today's Date 09/28/2016".</p>

Step	Action	Screenshot
5	<p>At the bottom of the page, review the Reasonable Accommodation Notice.</p> <p>When you are ready to self-identify your disability, click Submit.</p>	
Update Voluntary Self-Identification of Ethnicity		
6	<p>Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Ethnic Groups</p>	
Step	Action	Screenshot
7	<p>On the Ethnicity page, read the ethnicity disclosure information.</p>	
8	<p>Under question one, select Yes if you are Hispanic or Latino.</p> <p>Select No if you are <u>not</u> Hispanic or Latino.</p> <p>Note: Click Explain next to the question to read a description of Hispanic or Latino ethnicity. Click Return to go back to the previous page.</p>	

Step	Action	Screenshot
9	<p>Under question two, select one or more of the following ethnicities:</p> <ul style="list-style-type: none"> American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White <p>Note: Click Explain next to the question to read a description of each ethnicity. Click Return to go back to the previous page.</p> <p>When both ethnicity questions have been selected, click Save.</p>	 <p>2) What is your race? Select one or more. Explain</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Pacific Islander</p> <p><input type="checkbox"/> White</p> <p>Save</p>
10	<p>Your ethnicity information is saved with your personal information.</p>	 <p>American Indian or Alaska Native</p> <p>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.</p> <p>Asian</p> <p>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.</p> <p>Black or African American</p> <p>A person having origins in any of the black racial groups of Africa.</p> <p>Native Hawaiian or Pacific Islander</p> <p>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>White</p> <p>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p>Return</p>

Update Voluntary Self-Identification of Veteran and Military Status		
Step	Action	Screenshot
11	Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Veteran Status	
12	<p>On the Veteran Status page, read the definitions information.</p>	<p>Definitions</p> <p>This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:</p> <ul style="list-style-type: none"> A "disabled veteran" is one of the following: <ul style="list-style-type: none"> a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. <p>Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.</p>
13	<p>Under the Self-Identification section, review the University's requirement to report employees belonging to each specified "protected veteran" category.</p> <p>If you believe you belong to any of the categories of protected veterans listed, select one of the following:</p> <ul style="list-style-type: none"> I belong to the following classifications of protected veterans (choose all that apply): I am a protected veteran, but I choose not to self-identify the classifications to which I belong. I am NOT a protected veteran. I am NOT a veteran. <p>When selecting the first category, select all the classifications of protected veterans which apply.</p>	<p>Self-Identification</p> <p>As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.</p> <p><input type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran <input type="checkbox"/> Armed Forces Service Medal Veteran <p><input type="radio"/> I am a protected veteran, but I choose not to self-identify the classifications to which I belong.</p> <p><input type="radio"/> I am NOT a protected veteran.</p> <p><input checked="" type="radio"/> I am NOT a veteran.</p> <p>Military Discharge Date <input type="text"/></p>

	<p>When selecting a category other than I am NOT a veteran, enter Military Discharge Date in the field by clicking on the calendar icon.</p>	<p><input type="radio"/> I belong to the following classifications of protected veterans (choose all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Recently Separated Veteran <input type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran <input type="checkbox"/> Armed Forces Service Medal Veteran <p><input type="radio"/> I am a protected veteran, but I choose not to self-identify the classifications to which I belong.</p> <p><input checked="" type="radio"/> I am NOT a protected veteran.</p> <p><input type="radio"/> I am NOT a veteran.</p> <p>Military Discharge Date <input type="text" value="07/22/2009"/></p>
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<p>14</p>	<p>At the bottom of the page, review the Reasonable Accommodation Notice.</p> <p>When you are ready to self-identify your veteran status, click Submit.</p>	<p>Reasonable Accommodation Notice</p> <p>If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.</p> <p>Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.</p> <p>The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.</p>
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Update Emergency Contacts

<p>15</p>	<p>Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Emergency Contacts</p>	
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Step	Action	Screenshot
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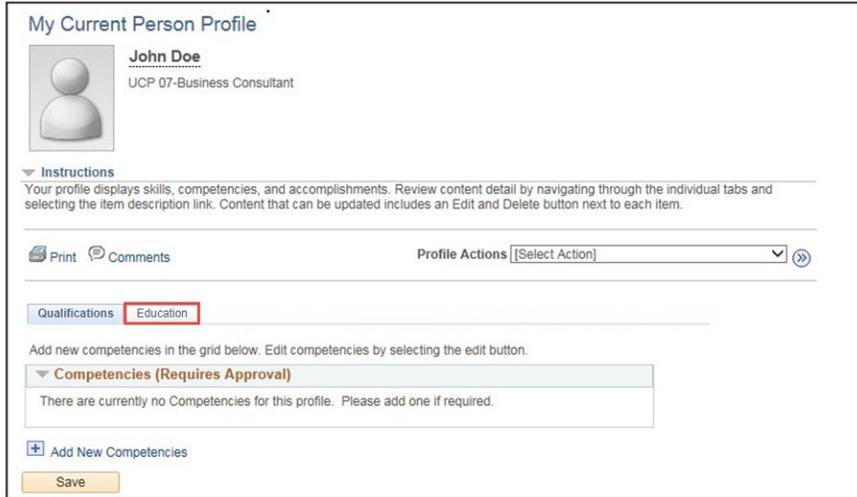
<p>16</p>	<p>On the Personal Information Summary page, click Change Emergency Contacts under the Emergency Contacts section.</p>	
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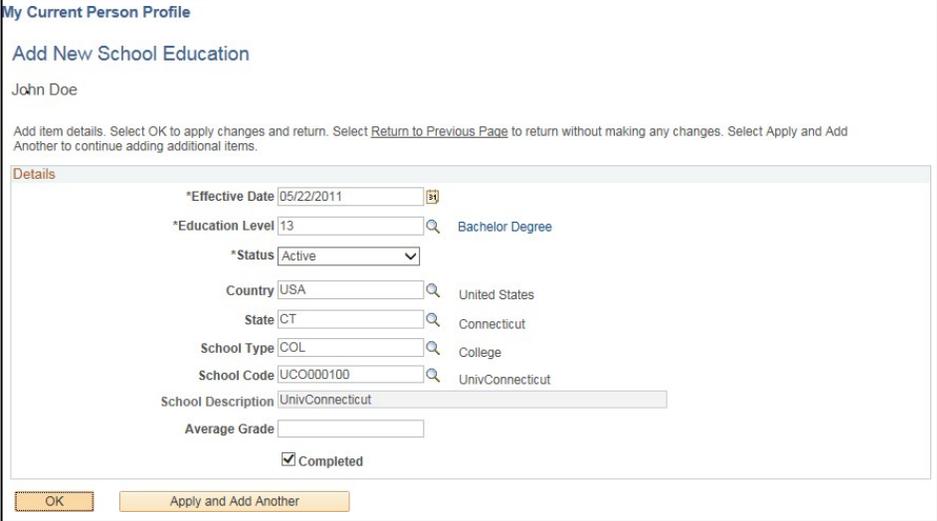
<p>17</p>	<p>On the Personal Information: Emergency Contacts page, update the contacts accordingly.</p> <ul style="list-style-type: none"> • Select a Primary Contact. There can only be one primary contact. • To edit a contact, click the pencil icon to update the information. • To add additional emergency contacts, click Add Emergency Contact. 	
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Step	Action	Screenshot
18	<ul style="list-style-type: none"> Click the trash can icon to delete an emergency contact. <p>When the desired contact(s) has been updated, click Save.</p>	
19	<p>The updates to your emergency contacts are complete. Click OK to return.</p>	

Update School and Degree Information

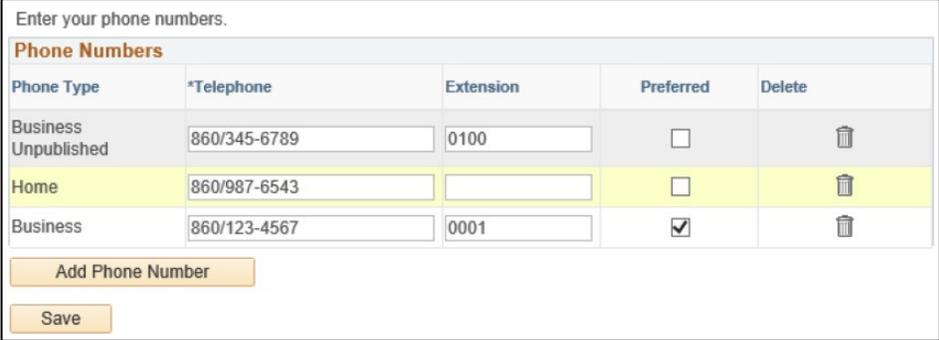
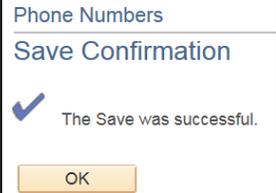
20	<p>Navigation: Main Menu > Core-CT HRMS > Self Service > Learning and Development > My Current Profile</p> <p style="text-align: center;">OR</p> <p>Main Menu > Self Service > Personal Information > Personal Information Summary > Actions > Development > View My Current Profile</p> <p><i>Note: There are two invalid places that employees have tried to use to view or enter their information, so please be aware that these will not provide you the ability to update your school or degree information:</i></p> <ol style="list-style-type: none"> <i>Main Menu > Core-CT HRMS > Self Service > Learning and Development > Education (you will receive an error that you are not authorized to view this screen)</i> <i>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)</i> 	
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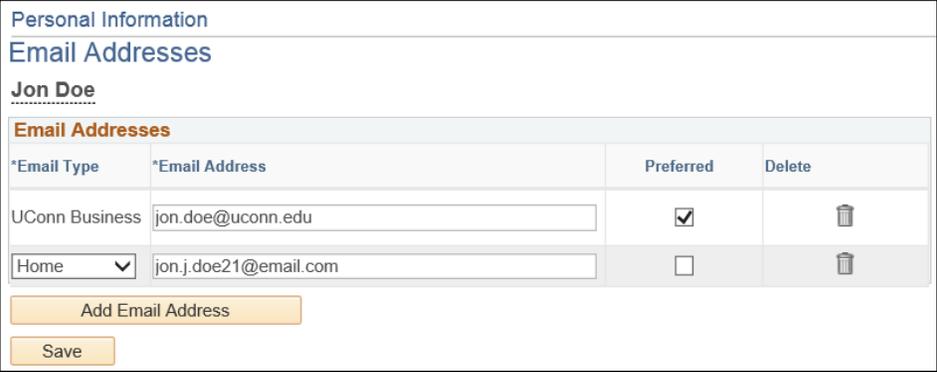
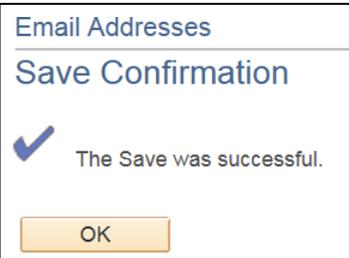
Step	Action	Screenshot
21	<p>On the My Current Person Profile page, click on the Education tab.</p>	

Step	Action	Screenshot
22	<p>Under the School Education section, click Add New School Education.</p>	
23	<p>Enter the applicable information on the page:</p> <ul style="list-style-type: none"> • Effective Date • Education Level • Status • Country • State • School Type • School Code • Average Grade <p>Select the checkbox if the education was Completed.</p> <p>Then, click OK to save the school information and return back to the Education tab.</p>	
24	<p>Under the Degrees section, click Add New Degrees.</p> <p>Note: You must complete <u>both</u> the School Education and Degrees sections.</p>	

Step	Action	Screenshot
25	<p>Enter the applicable information on the page, including:</p> <ul style="list-style-type: none"> • Date Acquired • Degree • Major Code • Status • Country • State • School Code • Minor Code • Average Grade • GPA <p>Select the checkbox if you Graduated with this degree.</p>	
26	<p>Scroll to the bottom of the page and enter the year the degree was acquired (if acquired).</p> <p>Then, click OK to save the degree information and return back to the Education tab.</p>	
27	<p>The school and degree information is saved to your profile.</p>	

Update Home and/or Mailing Address																																						
28	Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Home and Mailing Address																																					
Step	Action	Screenshot																																				
29	On the Personal Information Summary page, click Change Home/Mailing Addresses under the Home/Mailing Addresses section.	<table border="1"> <thead> <tr> <th colspan="5">Home/Mailing Addresses</th> </tr> <tr> <th colspan="5">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>09/09/2016</td> <td>USA</td> <td>123 Main Street Hartford, CT 12345</td> </tr> </tbody> </table>	Home/Mailing Addresses					Addresses					Address Type	Status	As Of	Country	Address	Home	Current	09/09/2016	USA	123 Main Street Hartford, CT 12345																
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30	On the Personal Information: Home and Mailing Address page, click the pencil icon to edit your current address.	<table border="1"> <thead> <tr> <th colspan="6">Personal Information</th> </tr> <tr> <th colspan="6">Home and Mailing Address</th> </tr> <tr> <td colspan="6">John Johnson</td> </tr> <tr> <th colspan="6">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>09/09/2016</td> <td>USA</td> <td>123 Main Street Hartford, CT 12345</td> <td></td> </tr> </tbody> </table>	Personal Information						Home and Mailing Address						John Johnson						Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	09/09/2016	USA	123 Main Street Hartford, CT 12345	
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31	On the Edit Home Address page, update your current address. Then click Save .																																					
32	The updates to your address are complete. Click OK to return.																																					
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33	Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Phone Numbers																																					
Step	Action	Screenshot																																				
34	On the Personal Information Summary page, click Change Phone Numbers under the Phone Numbers section.	<table border="1"> <thead> <tr> <th colspan="4">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business Unpublished</td> <td>860/345-6789</td> <td>0100</td> <td></td> </tr> <tr> <td>Home</td> <td>860/987-6543</td> <td></td> <td></td> </tr> <tr> <td>Business</td> <td>860/123-4567</td> <td>0001</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Phone Numbers				Phone Type	Phone Number	Extension	Preferred	Business Unpublished	860/345-6789	0100		Home	860/987-6543			Business	860/123-4567	0001	<input checked="" type="checkbox"/>																
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35	<p>On the Personal Information: Phone Numbers page, update the phone numbers.</p> <ul style="list-style-type: none"> 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. 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. <p>When the desired phone number (s) has been updated, click Save.</p>	 <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business Unpublished</td> <td>860/345-6789</td> <td>0100</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr style="background-color: yellow;"> <td>Home</td> <td>860/987-6543</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Business</td> <td>860/123-4567</td> <td>0001</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p>	Phone Type	Telephone	Extension	Preferred	Delete	Business Unpublished	860/345-6789	0100	<input type="checkbox"/>		Home	860/987-6543		<input type="checkbox"/>		Business	860/123-4567	0001	<input checked="" type="checkbox"/>	
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36	<p>The updates to your phone numbers are complete. Click OK to return.</p>	 <p>Phone Numbers</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p>OK</p>																				

Update Personal Email Addresses		
Step	Action	Screenshot
37	Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Email Addresses	
38	On the Personal Information Summary page, click Change Email Addresses under the Email Addresses section.	
39	<p>On the Personal Information: Email Addresses page, update the addresses accordingly.</p> <ul style="list-style-type: none"> • 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. <p>Note: UConn Business email address is published and not editable. Any and all other emails included in this section are considered alternate or personal emails.</p> <p>When the desired email address(es) has been updated, click Save.</p>	
40	The updates to your email address(es) are complete. Click OK to return.	

Step	Action	Screenshot
41	<p>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.</p>	 <p>Employee Information</p> <p>Gender male</p> <p>Date of Birth 01/01/1990</p> <p>Birth Country United States</p> <p>Birth State</p> <p>Date Entitled to Medicare</p> <p>Military Status</p> <p>Original Start Date 09/09/2016</p> <p>Last Start Date 09/09/2016</p> <p>Highest Education Level A-Not Indicated</p>