

Updating Your Personal Information

The “Myself” menu has all the options you need to keep your personal information current: your contact information, name, beneficiaries, marital status, dependents, and emergency contact information.

Most changes initiate a workflow, which is an automated process that notifies managers and HR Department staff of changes and that may require them to approve the change. You can check on the status of the changes you make at any time.

Instructions for each option that allows you to add or update information, as well as check on the status of the changes you make follow.

Updating Your Name

You can change your name at any time. To do so, follow the steps below.

- 1 From the Myself Menu, select **Personal Information > Change Name**.
- 2 Update all necessary fields, remembering that the orange asterisk indicates a required entry: *
- 3 Click **Save**.

The screenshot shows the 'Change Name' form in the Paycor HR system. The form is titled 'Change Name' and is located under the 'MYSELF' menu. The form includes the following fields:

- Salutation: A dropdown menu.
- First Name*: A text input field containing 'Michael'.
- Middle Name: A text input field.
- Last Name*: A text input field containing 'Kittle'.
- Name Suffix: A dropdown menu.
- Preferred Name: A text input field.
- Maiden Name: A text input field.

A note on the right side of the form states: "Note - In order for this change to occur, you must first apply for a Social Security Card with your new name from the Social Security Administration. Upon receipt of your new card, please submit a copy to Human Resources and your request for name change will be processed. You may access the Social Security Administration change form on-line [here](#) or visit your local Social Security Administration office."

The 'Save' button is highlighted with a red circle, and the 'Cancel' button is also visible.

Updating Your Contact Information

You can update your contact information at any time. To do so, follow the steps below.

- 1 From the Myself Menu, select **Personal Information > Contact Information**.
- 2 Update all necessary fields, remembering that the orange asterisk indicates a required entry: *
- 3 Click **Save**.

HR HOME MYSELF MY COMPANY

HR Home > Myself > Personal Information > Contact Information

Home Address

Address 1 * 789 Fifth Street

Suite

Address 2

City * Cincinnati

State/Province * OH

Zip/Postal Code * 45230

Country/Region

Phone and Email

Home Phone 513-549-8975

Mobile Phone 513-489-8877

Work Phone (333) 546-4566 ext 123

Fax

Pager Number

Pager PIN/Nextel ID

Pager Type

Home Email

Cancel Save

Updating Your Marital Status

You can update your marital status at any time. To do so, follow the steps below.

- 1 From the Myself Menu, select **Personal Information > Marital Status**.
- 2 Update all necessary fields, remembering that the orange asterisk indicates a required entry: *
- 3 Click **Save**.

The screenshot shows the 'Marital Status' form in the Paycor HR system. The breadcrumb trail is 'HR Home > Myself > Personal Information > Marital Status'. The form has two main fields: 'Marital Status*' with a dropdown menu set to 'Single', and 'Change Date*' with a date input field and a calendar icon. A 'Cancel' button and a blue 'Save' button are at the bottom right. Numbered callouts 1, 2, and 3 point to the breadcrumb, the dropdown menu, and the Save button respectively.

Updating Your Emergency Contact Information

You can update your emergency contact information at any time. To do so, follow the steps below.

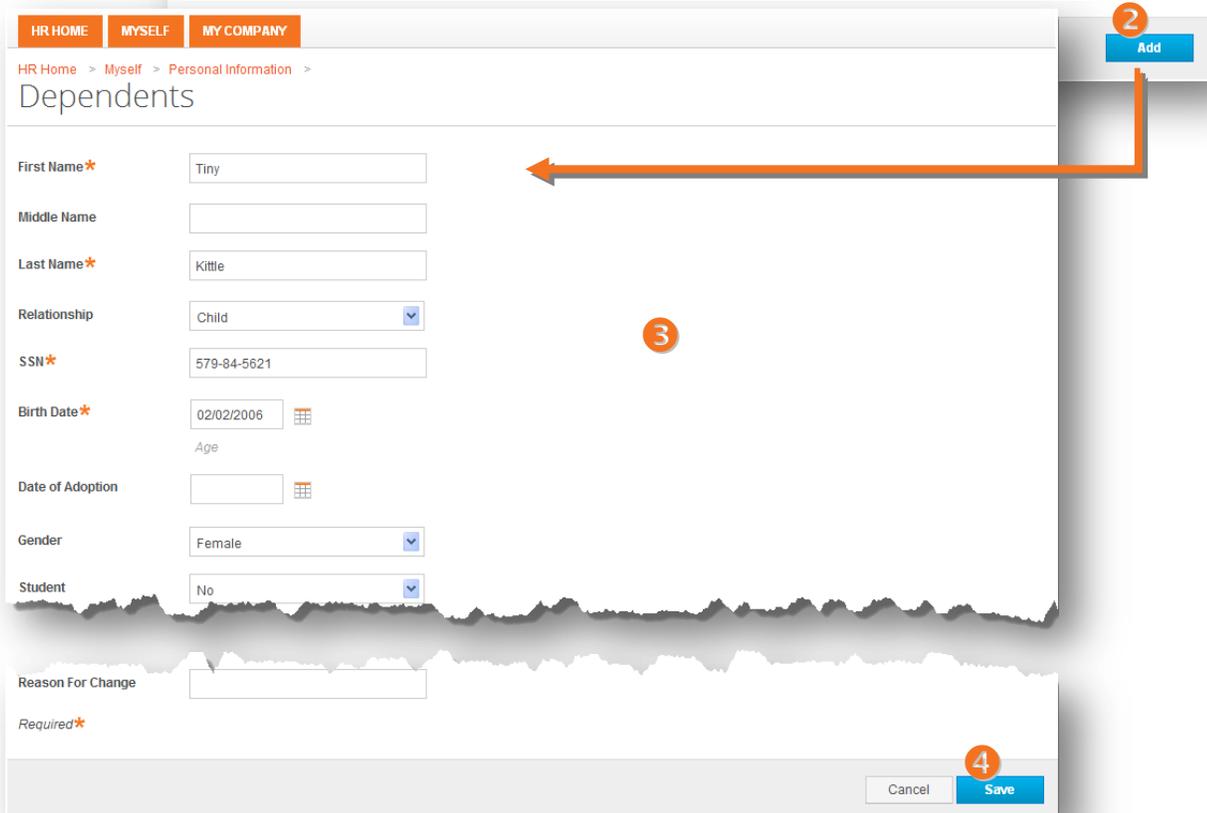
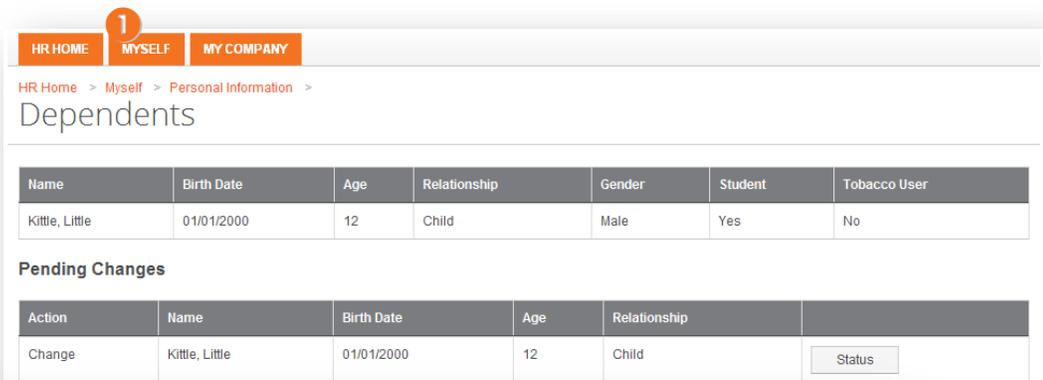
- 1 From the Myself Menu, select **Personal Information > Emergency Contact**.
- 2 Update all necessary fields.
- 3 Click **Save**.

The screenshot shows the 'Emergency Contact' form in the Paycor HR system. The breadcrumb trail is 'HR Home > Myself > Personal Information > Emergency Contact'. The form has five fields: 'Name' (Sarah Kittle), 'Relationship' (Spouse), 'Home Phone' (513-338-0053), 'Work Phone' (empty), and 'Mobile Phone' (513-489-2221). A 'Cancel' button and a blue 'Save' button are at the bottom right. Numbered callouts 1, 2, and 3 point to the breadcrumb, the Home Phone field, and the Save button respectively.

Updating Your Dependents

You can add dependents at any time. To do so, follow the steps below.

- 1 From the Myself Menu, select **Personal Information > Dependents**.
- 2 Do one of the following:
 - To add a new dependent, click **Add**.
 - To update an existing dependent, click the dependent's name. Then click **Edit**.
- 3 Update all necessary fields, remembering that the orange asterisk indicates a required entry: *
- 4 Click **Save**.



Updating Your Beneficiaries

You can add beneficiaries at any time. To do so, follow the steps below.

- 1 From the Myself Menu, select **Personal Information > Beneficiaries**.
- 2 Do one of the following:
 - To add a new beneficiary, click **Add**.
 - To update an existing beneficiary, click the beneficiary name. Then click **Edit**.
- 3 Update all necessary fields, remembering that the orange asterisk indicates a required entry: *
- 4 Click **Save**.

The screenshot shows the 'Beneficiaries' page in the HR system. At the top, there are navigation tabs for 'HR HOME', 'MYSELF', and 'MY COMPANY'. Below these, a breadcrumb trail reads 'HR Home > Myself > Personal Information > Beneficiaries'. The main content area contains a table of existing beneficiaries:

Name	Relationship	Address
Kittle, Michael	Father	789 Fifth Street Cincinnati, OH
Kittle, Sarah	Wife	789 Fifth Street Cincinnati, OH

Below the table is a 'Pending Changes' section with another table:

Action	Name	Relationship	Address	Status
Change	Kittle, Sarah	Wife	789 Fifth Street Cincinnati, OH	<input type="button" value="Status"/>

An 'Add' button is located at the bottom right of the main content area. An orange arrow points from this button to the 'Add Beneficiary' form below. The form includes the following fields:

- First Name*
- Middle Name
- Last Name*
- Relationship (dropdown menu, currently set to 'Mother')
- SSN*
- Address (222 Fifth Street)
- City (Cincinnati)
- State/Province (OH)
- Zip/Postal Code (45230)
- Country/Region
- Reason For Change

At the bottom of the form, there is a 'Required*' label and a 'Save' button. An orange arrow points from the 'Save' button to the 'Add' button in the main content area.

Checking the Status of a Change

Most changes initiate a workflow that notifies managers and HR Department staff of your request for a change. Some changes need to be approved; when that is the case your change will be pending until it is approved.

To check on a pending change, follow the steps below.

- 1 From the Myself Menu, select the option you used to make a change.
- 2 Do one of the following:
If the page displays a link to a workflow, click the workflow link.
If the page displays a **Status** button, which will appear to the right of the pending change (screen not shown), click **Status**.
- 3 The workflow process will display; icons indicate the current workflow step and its status:
 - Green: Approved
 - Yellow: Pending
 - Blue: Notification sent
 - Red: Denied
- 4 When you finish reviewing the workflow, click **Back**.

The screenshot displays the 'Dependents' page in the HR system. It features a navigation bar with 'HR HOME', 'MYSELF', and 'MY COMPANY'. The breadcrumb trail is 'HR Home > Myself > Personal Information > Dependents'. The main heading is 'Change Dependent Request'. Below this, there are two columns of information: 'Current Information' and 'Updated Information'. The 'Current Information' column lists fields such as First Name, Middle Name, Last Name, Relationship, SSN, Birth Date, Date of Adoption, Gender, Student, School Name, Tobacco User, Disability Status, Address, City, State/Province, Zip/Postal Code, and Country/Region. The 'Updated Information' column shows the 'Workflow Model Name' as 'Dependent - Change - Base', a description of the process, the 'Requester' as 'Kittle, Michael', the 'Start Date' as '10/5/2012 3:49:11 PM', the 'End Date', and the 'State' as 'Running'. To the right of the 'Updated Information' is a workflow diagram with four steps: 'Approval Human Resources Olsen, Alice' (with a thumbs-up icon), 'Update Dependent' (with a greyed-out icon), 'Notify Human Resources Olsen, Alice' (with a greyed-out icon), and 'Notify (external) (no one)' (with a greyed-out icon). A 'Back' button is located at the bottom right of the 'Updated Information' section. Red callout boxes with numbers 1 through 4 are overlaid on the screenshot to indicate the steps described in the text.