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.

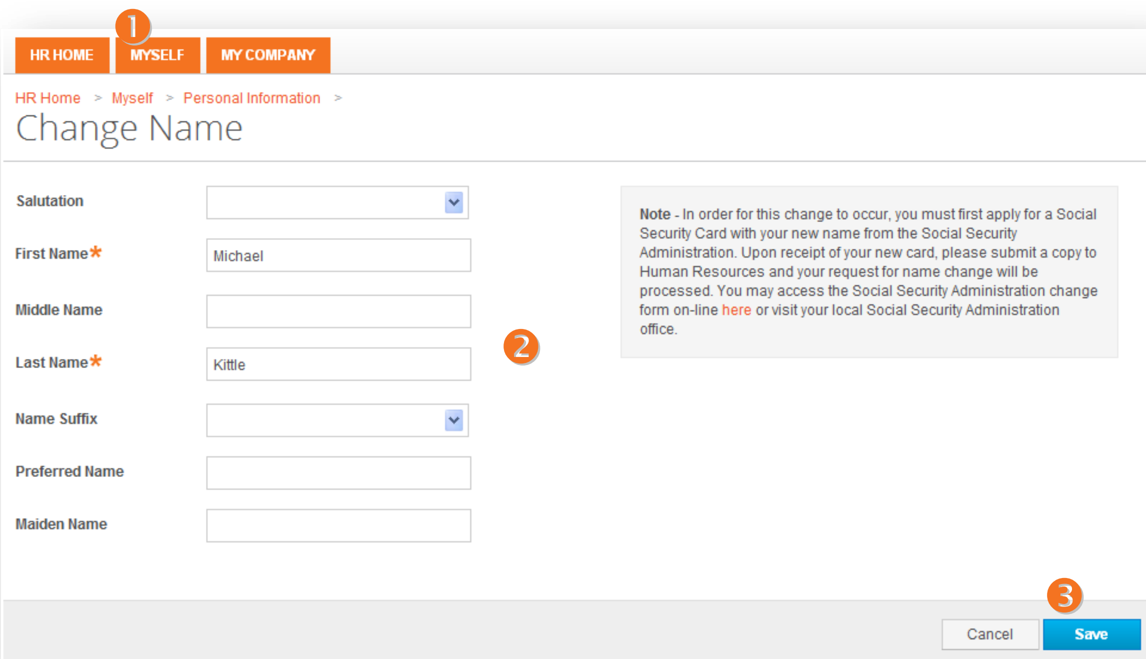
Most changes initiate a workflow, which is an automated process that notifies managers and HR Department staff of changes and that may require them to approve the change. You can check on the status of the changes you make at any time.

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.

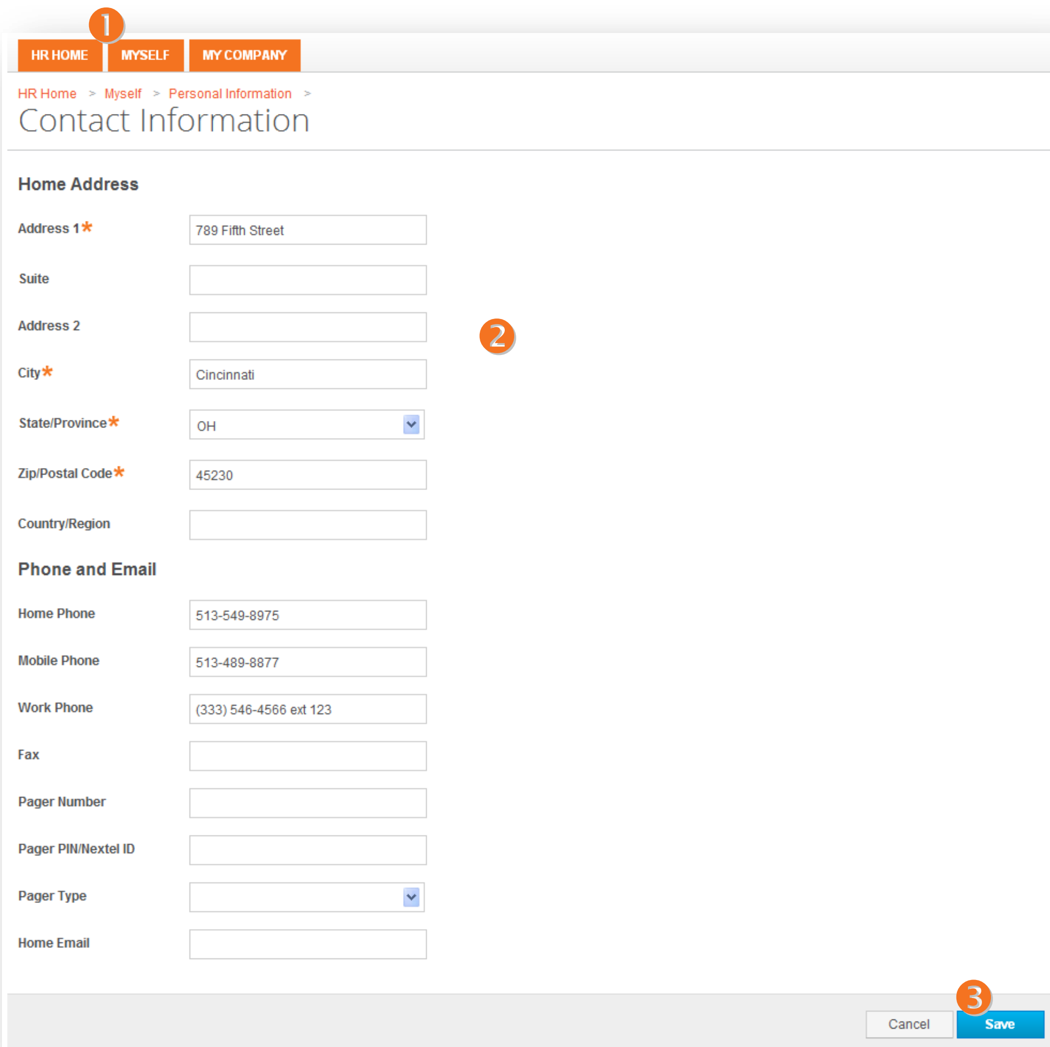
1. From the Myself Menu, select **Personal Information > Change Name**.
2. Update all necessary fields, remembering that the orange asterisk indicates a required entry: *
3. Click **Save**.



Updating Your Contact Information

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

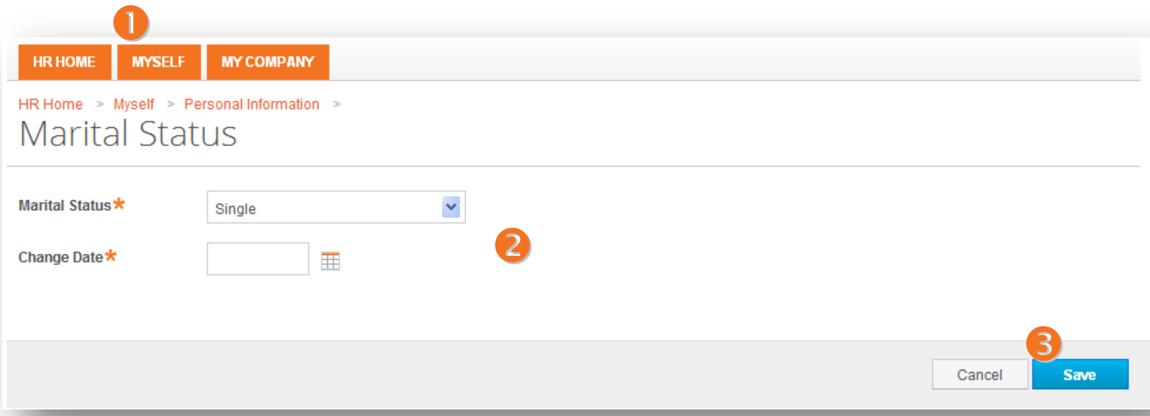
1. From the Myself Menu, select **Personal Information > Contact Information**.
2. Update all necessary fields, remembering that the orange asterisk indicates a required entry: *
3. Click **Save**.



Updating Your Marital Status

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

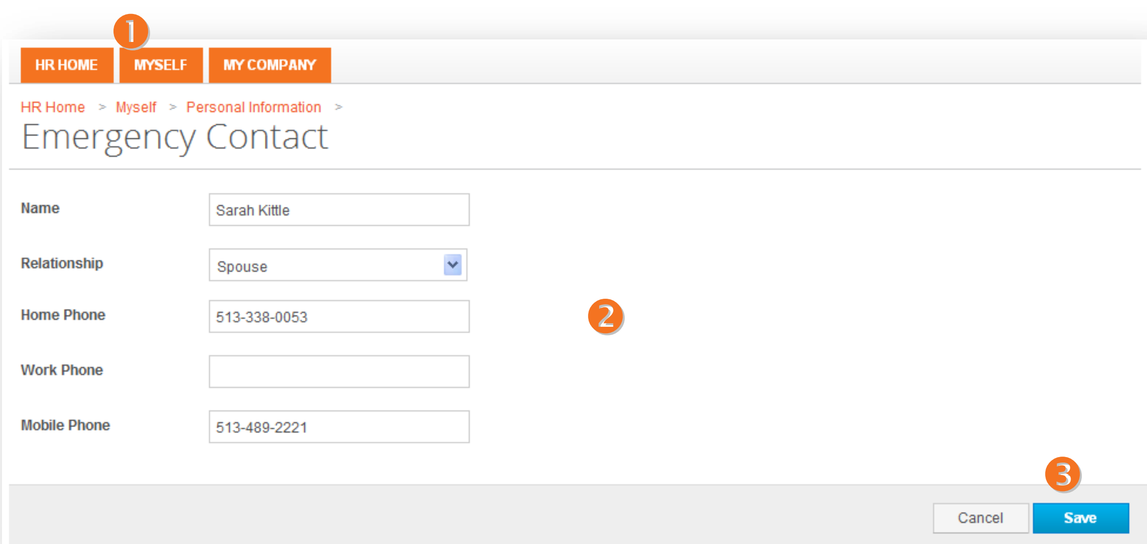
1. From the Myself Menu, select **Personal Information > Marital Status**.
2. Update all necessary fields, remembering that the orange asterisk indicates a required entry: *
3. Click **Save**.



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**.



Updating Your Dependents

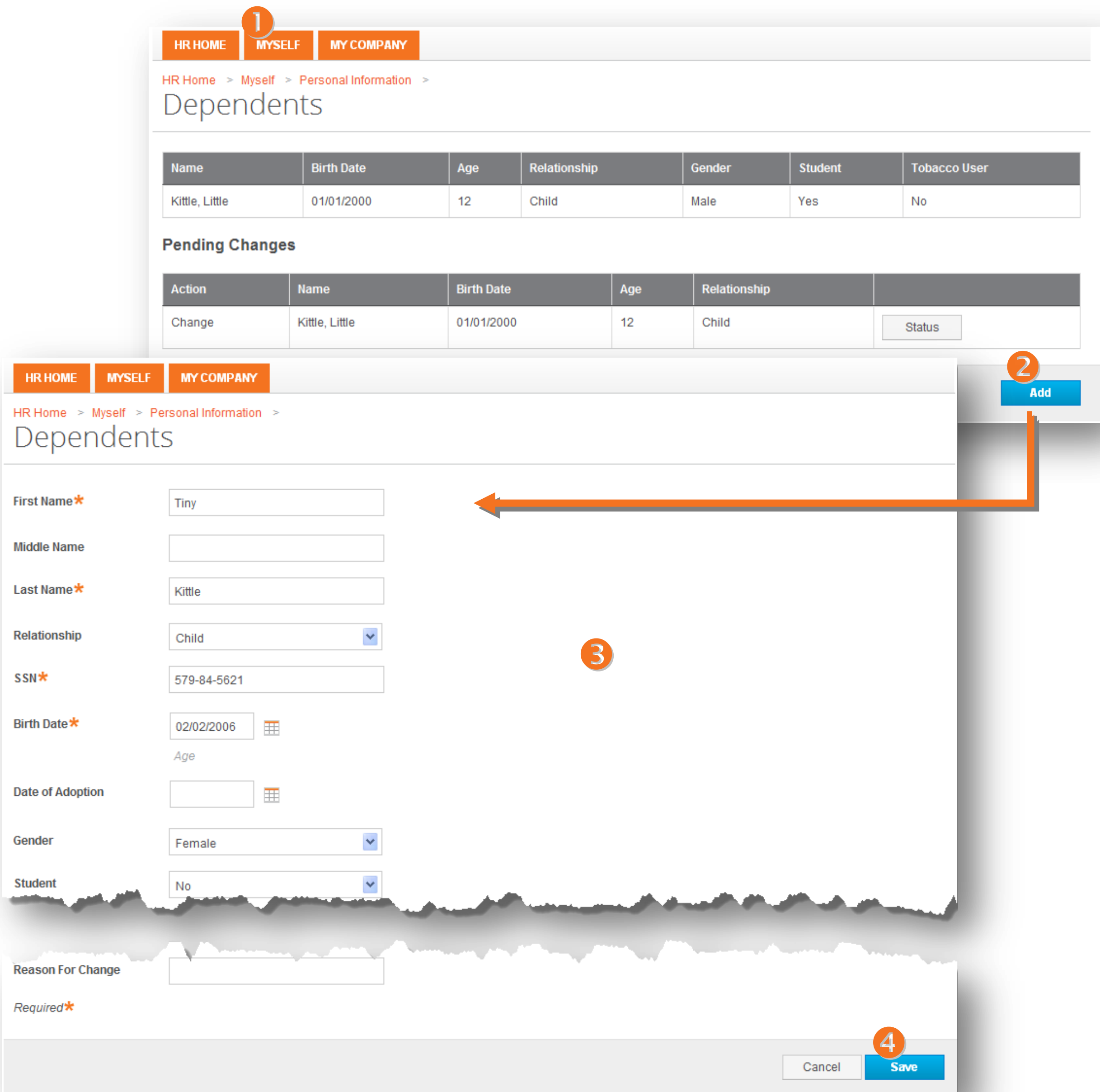
You can add dependents at any time. To do so, follow the steps below.

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: *

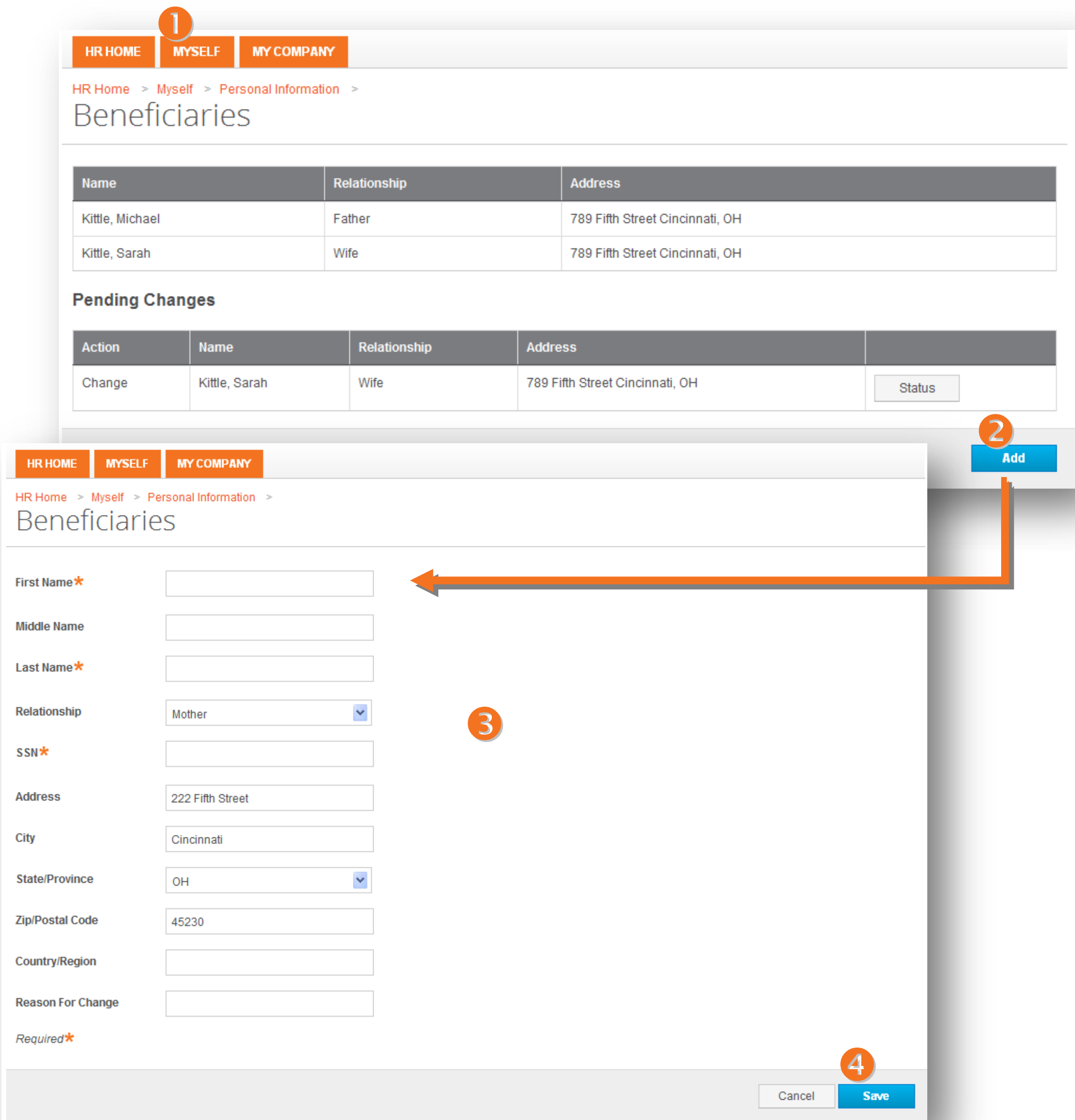
4. Click **Save**.



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**.



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**.