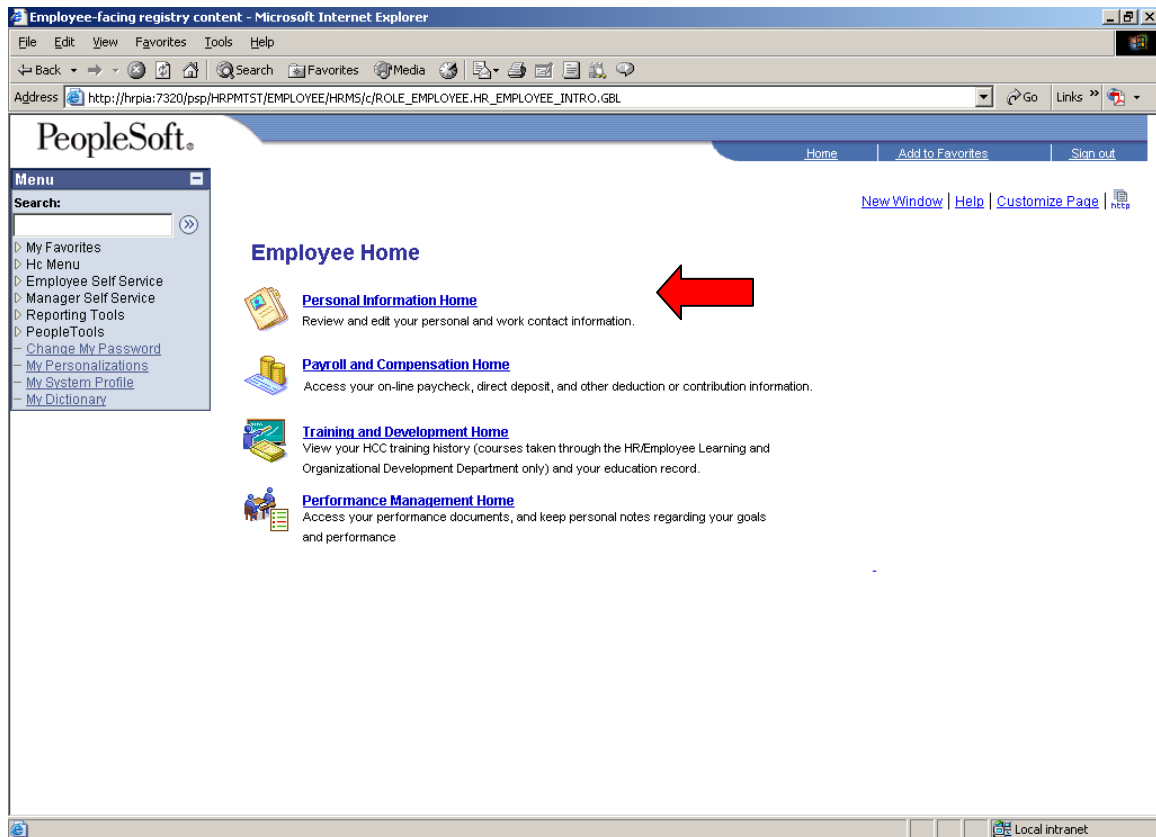


# Self Service Spotlight: Personal Information

After successfully logging into *PeopleSoft HR*, you will be directed to the Employee Home page that contains a menu of available services. By clicking any of these links, you can view your information and edit *selected* information contained in the PeopleSoft HR database.

In this Self Service Spotlight, the ***Personal Information*** feature is being highlighted. By clicking on the *Personal Information Home* link, you can view your current personal information on file in PeopleSoft HR and change certain information such as your home address, personal telephone numbers, emergency contact information, and non-HCC email addresses



When you click the Personal Information Home link on the Employee Home Page, you will be directed to the menu below.

## Personal Information Home

First, let's look at the Personal Information Summary, by clicking the link noted in red below:

Employee-facing registry content - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://hrpia:7320/psp/HRPMTST/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE\\_HR\\_EMPLOYEE\\_INTRO.GBL](http://hrpia:7320/psp/HRPMTST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_HR_EMPLOYEE_INTRO.GBL) Go Links

PeopleSoft. Home Add to Favorites Sign out

New Window Help Customize Page

Menu

Search:

- My Favorites
- Hc Menu
- Employee Self Service
- Manager Self Service
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

### Personal Information Home

**Personal Information Summary**  
Review and edit your Home Address, Home Phone Number, personal e-mail addresses, and emergency contact information on one page.  
[Personal Information Summary](#)

**Emergency Contacts**  
Review and edit your emergency contacts.  
[Emergency Contacts](#)

**Contact Information**  
Review and edit your home address and personal e-mail addresses.  
[Home Address](#)  
[Email Addresses](#)

**Phone Numbers**  
Review and edit your home, mobile or other phone numbers.  
[Phone Numbers](#)

Go To: [Employee Home](#)

Click this link to return to Employee Home

Local intranet

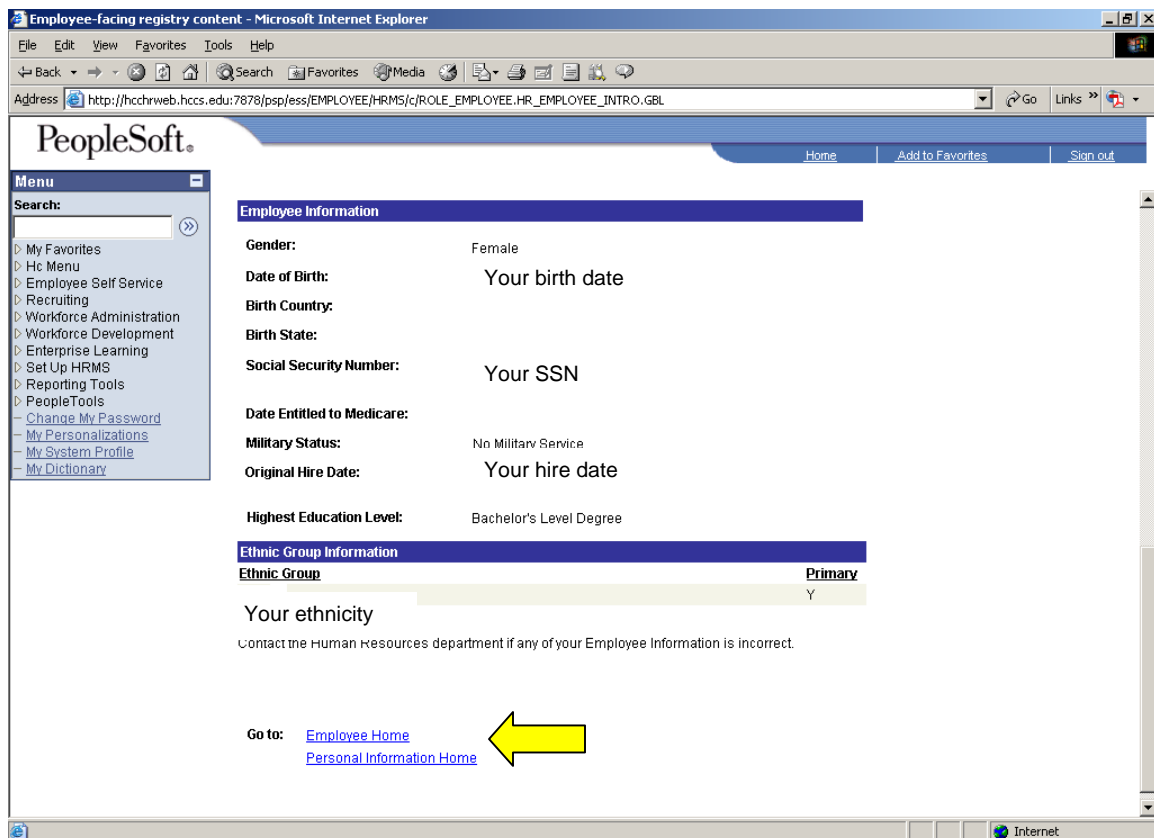
## Personal Information Page

To change your home address information, click the yellow *Change Home Address* button on the Personal Information page. Then click *Edit*, *Save*, and *OK* on the subsequent screens. To change your personal telephone numbers, emergency contact information, and alternative email addresses, click the corresponding yellow buttons.

The screenshot shows a web browser window with the title "Employee-facing registry context - Microsoft Internet Explorer". The address bar shows a URL from "http://hrchweb.hccs.edu:7878". The page header includes the PeopleSoft logo and navigation links like "Home", "Add to Favorites", and "Sign out". A "Menu" sidebar is visible on the left. The main content area is titled "Personal Information" and contains several sections:

- Your Name**: A form field for the user's name.
- Addresses**: A table with columns "Address Type", "Status", "As Of", and "Country Address". One entry is shown with "Home" as the type and "Current" as the status. The address field contains "Your Address". Below the table is a yellow button labeled "Change home address" with a red arrow pointing to it.
- Phone Numbers**: A table with columns "Phone Type" and "Phone Number". One entry is shown with "Home" as the type and "Phone Numbers" as the number. Below the table is a yellow button labeled "Change phone numbers".
- Emergency Contacts**: A table with columns "Name", "Relationship to Employee", and "Primary Contact".

NOTE: HCC is not currently recording personal information such as birth country, birth state, and military status in PeopleSoft HR. These fields may be blank or contain the PeopleSoft default information.



### Tip! Navigation within PeopleSoft HR

At the bottom of each PeopleSoft screen, there are one or more "Go to" links. Rather than using your browser's "Back" button, it is preferable to use these "Go to" links to navigate between the pages (see yellow arrow above).