

Navigating to and Using the Personal Information Home and Summary Page



Employees can use the **Personal Information Home** page to review, add, update, or delete personal information in PeopleSoft.

Employees can access each area individually, or click the **Personal Information Summary** link to review all personal information at once.

1. Navigate to: *Self Service > Personal Information > Personal Information Home*
2. Click the **Personal Information Summary** link.

Personal Information

Chris Doe
Name
 Chris Doe

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	08/09/1982	USA	123 Main Street San Diego, CA 92120-1202

Change home/mailling addresses

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Business	619/555-1111		<input checked="" type="checkbox"/>
Home	619/555-1111		<input type="checkbox"/>
Main	619/555-1111		<input type="checkbox"/>

Change phone numbers

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Jane Doe	Mother	<input checked="" type="checkbox"/>

Change emergency contacts

Email Addresses

Email Type	Email Address	Preferred
Business	peoplesoft@sandi.net	<input checked="" type="checkbox"/>

Marital Status

Marital Status: Single **As of:**

Ethnic Groups

Description	Primary
White	<input checked="" type="checkbox"/>

Change ethnic groups

Employee Information

Gender: Female
Date of Birth: 11/11/1111
Birth Country:
Birth State:
Social Security Number: 888-22-3333
Smoker: Non Smoker
Date Entitled to Medicare:
Military Status: Not indicated
Original Start Date: 11/11/1111
Highest Education Level: A-Not Indicated

Contact the Human Resources department if any of your Employee Information is incorrect.

From the **Personal Information** page, you can view all of your personal information - Name, Address, Phone Numbers, Emergency Contacts, Email Addresses, and Marital Status.

You can also update your personal information from this page by clicking on the corresponding buttons.