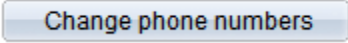
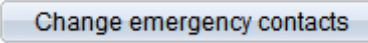
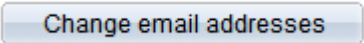
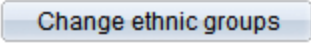


Changing Personal Information Job Aid


eProfile enables employees to make changes to several parts of their personal information without submitting documentation and receiving approval: phone numbers, emergency contacts, email addresses, and ethnic group designations. The pages used to make these changes can be accessed from the **Personal Information Summary** page using the following buttons:

- Change phone numbers 
- Change emergency contacts 
- Change email addresses 
- Change ethnic groups 

These pages can also be accessed from links in the **Personal Information** pagelet on the Core-CT Portal **My HR** tab.



Phone Numbers page

Employees can use the **Add Phone Number** button to add a new phone number. To add a new phone number select a type from the **Phone Type** drop down and add the phone number (including area code) and any extension associated with it. One phone number is selected as preferred by selecting the check box in the **Preferred** column. The **Delete** button  can be used to delete an existing phone number. Employees can have only one work phone number.



Important: The Online Telephone/Email Directory for the State of Connecticut is populated in many cases by the Business Phone Number and Business E-Mail Address from employee Personal Data. Employees will not have the ability to add or change their Business Phone Number or Business E-Mail through self-service functionality.

Phone Numbers



Enter your phone numbers below.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	Delete
Home	<input type="text" value="860/555-3232"/>	<input type="text"/>	<input type="checkbox"/>	
Work	<input type="text" value="860/555-1212"/>	<input type="text"/>	<input checked="" type="checkbox"/>	

Enter your phone numbers below.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	Delete
Home	<input type="text" value="860/555-3232"/>	<input type="text"/>	<input type="checkbox"/>	
Work	<input type="text" value="860/555-1212"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Emergency Contacts page

Employees can have multiple emergency contacts. One contact must be designated as the primary contact. The **Edit** button  is used to edit an existing contact. The **Delete** button  is used to delete an existing contact. Employees can use the **Add Emergency Contact**

button  to add a new emergency contact.

Emergency Contacts

██████████

Emergency Contacts				
Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
Diana Devlin	Spouse	<input checked="" type="checkbox"/>		



Editing an existing Contact

Emergency Contacts

Emergency Contact Detail

[Redacted]

Address and Telephone

*Contact Name:

*Relationship to Employee:

Contact has the same address as the employee

Address Type:

Contact has the same telephone number as the employee

Phone Type:

Address

Country: United States
Address: 75 Chatfield Drive
Trumbull, CT 06611

Employee's Phone

Phone: 860/555-1212

Other Telephone Numbers

Emergency Contacts			
*Phone Type	Phone Number	Extension	Delete

Add Phone Number

Save

* Required Field

[Return to Emergency Contacts](#)

Adding a new contact

Emergency Contacts

Emergency Contact Detail

[Redacted]

Address and Telephone

*Contact Name:

*Relationship to Employee:

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country: [Change Country](#)

Address:

Phone

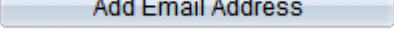

Telephone:

Other Telephone Numbers

Emergency Contacts			
*Phone Type	Phone Number	Extension	Delete

Email Addresses

Employees can have multiple email addresses, but only one work email address. One email address must be designated as preferred. New email addresses can be added using the **Add**

Email Address button . Select an email type from the **Email Type** drop down and enter the email address in the **Email Address** field. The **Delete** button  can be used to delete an existing email address.

Email Addresses

██████████


Email Addresses			
*Email Type	*Email Address	Preferred	Delete
Home	<input type="text" value="Dreynolds@net.net"/>	<input checked="" type="checkbox"/>	

Email Addresses

██████████

Email Addresses			
*Email Type	*Email Address	Preferred	Delete
Home	<input type="text" value="Dreynolds@net.net"/>	<input checked="" type="checkbox"/>	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	


Ethnic Groups


Employees can add and/or delete ethnic group designations. Employees can use the **Delete** button  to delete an existing ethnic group designation. Employees can use the **Add an**

Ethnic Group button  to add an additional ethnic group designation.

Ethnic Groups


The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnic Groups	
Description	Delete
White	



Ethnic Groups

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Ethnic Groups	
Description	Delete
White	
<input type="text"/>	