

# Using the Personal Information Summary Page to Change or Submit Change Information

Created on 10/23/2012 2:13:00 PM

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## Using the Personal Information Summary Page to Change or Submit Change Information



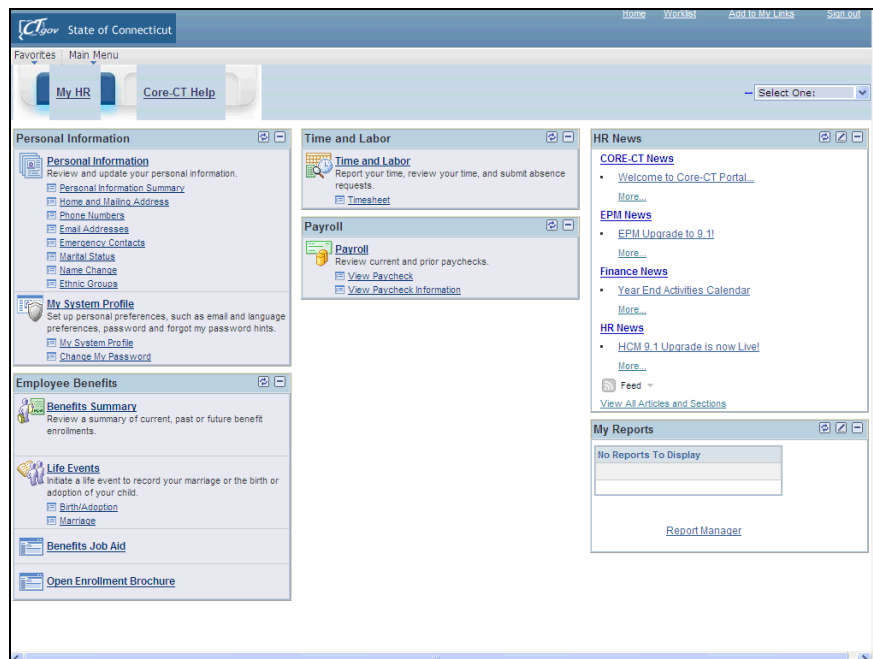
The **Personal Information Summary** page provides employees with access to their personal information on one page in a view only mode. From this page, they will be able to drill down and change their Personal Information as needed.

### Procedure

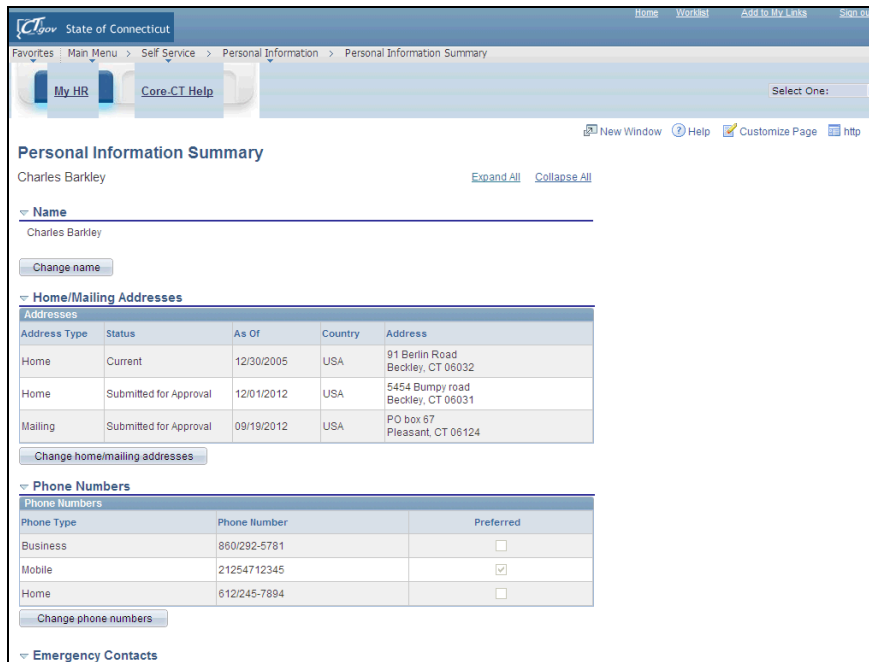
#### Navigation:

My HR tab > Personal Information > Personal Information Summary

Main Menu > Self Service > Personal Information > Personal Information Summary



Step	Action
1.	Click the <b>Personal Information Summary</b> link. <a href="#">Personal Information Summary</a>



Step	Action
2.	The <b>Personal Information Summary</b> page provides information on one page in a view only mode. From this page, drill down and change personal information as needed.  Click the <b>Collapse All</b> link to adjust the view to hide summary information.  <a href="#">Collapse All</a>
3.	Expand each section individually by clicking the <b>Expand</b> button to the left of a section name or expand them all by clicking the <b>Expand All</b> link.  Click the <b>Expand All</b> link.  <a href="#">Expand All</a>
4.	The <b>Name</b> section displays the employee's current name.  Click the <b>Change name</b> button.  <a href="#">Change name</a>

State of Connecticut

Home | Worklist | Add to My Links | Sign out

Favorites | Main Menu > Self Service > Personal Information > Personal Information Summary

My HR | Core-CT Help | Select One: [v]

New Window | Help | Customize Page | http

### Personal Information

#### Name Change

Charles Barkley

Enter your new name and select Submit.  
 Note: You may be required to send proof of the name change to Human Resources.  
 US Employees: All name changes must match the name provided on your social security card.

**Current Name**  
 Charles Barkley

**New Name**

Change As Of: 09/19/2012 (example: 12/31/2000)

\*Name Format: English **Edit Name**

Name: Charles Barkley

Submit

\* Required Field  
[Return to Personal Information](#)

Step	Action
5.	<p>Click the <b>Edit Name</b> button to change the name. Save the name by clicking the <b>Submit</b> button.</p> <p>The name change will not take effect until HR has authorized the change.</p> <p>Click the <b>Return to Personal Information</b> link.</p> <p><a href="#">Return to Personal Information</a></p>

State of Connecticut

Home | Worklist | Add to My Links | Sign out

Favorites | Main Menu > Self Service > Personal Information > Personal Information Summary

My HR | Core-CT Help | Select One: [v]

New Window | Help | Customize Page | http

### Personal Information Summary

Charles Barkley [Expand All](#) [Collapse All](#)

**Name**  
 Charles Barkley  
[Change name](#)

**Home/Mailing Addresses**

Address Type	Status	As Of	Country	Address
Home	Current	12/30/2005	USA	91 Berlin Road Beckley, CT 06032
Home	Submitted for Approval	12/01/2012	USA	5454 Bumpy road Beckley, CT 06031
Mailing	Submitted for Approval	09/19/2012	USA	PO box 67 Pleasant, CT 06124

[Change home/mailing addresses](#)

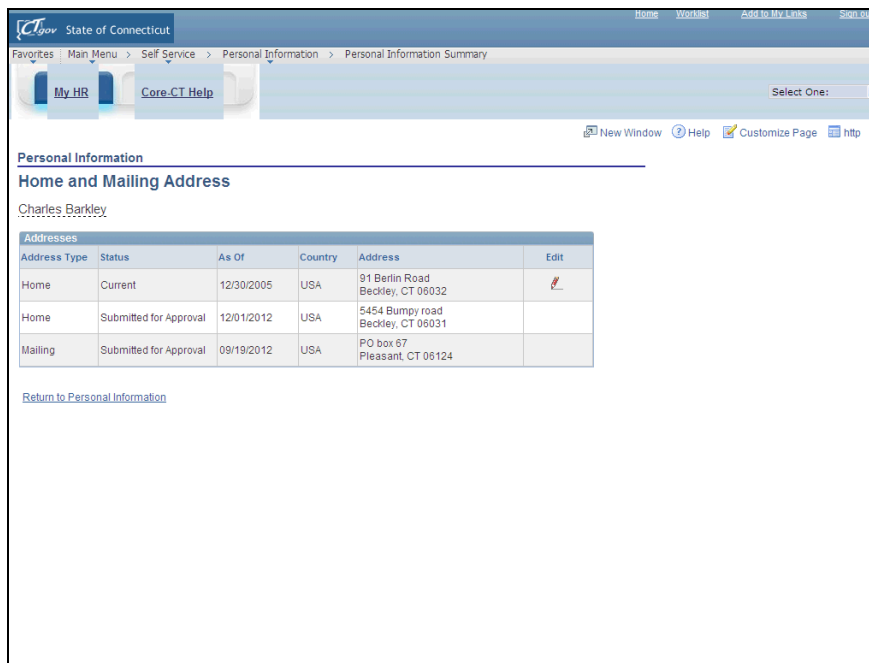
**Phone Numbers**

Phone Type	Phone Number	Preferred
Business	860/292-5781	<input type="checkbox"/>
Mobile	21254712345	<input checked="" type="checkbox"/>
Home	612/245-7894	<input type="checkbox"/>

[Change phone numbers](#)

**Emergency Contacts**

Step	Action
6.	<p>The <b>Home/Mailing Addresses</b> section displays the employee's addresses and status.</p> <p>Click the <b>Change home/mailling addresses</b> button.</p> <p><a href="#">Change home/mailling addresses</a></p>



Step	Action
7.	<p>The <b>Home and Mailing Address</b> enables an employee to add, edit, or delete their home and mailing addresses. Data must be entered in all required fields in order to save the page.</p> <p>Core-CT provides an online notification that the request was submitted successfully, but address changes require verification before becoming final.</p> <p>Click the <b>Return to Personal Information</b> link.</p> <p><a href="#">Return to Personal Information</a></p>

**Personal Information Summary**  
Charles Barkley [Expand All](#) [Collapse All](#)

**Name**  
Charles Barkley  
[Change name](#)

**Home/Mailing Addresses**

Address Type	Status	As Of	Country	Address
Home	Current	12/30/2005	USA	91 Berlin Road Beckley, CT 06032
Home	Submitted for Approval	12/01/2012	USA	5454 Bumpy road Beckley, CT 06031
Mailing	Submitted for Approval	09/19/2012	USA	PO box 67 Pleasant, CT 06124

[Change home/mailing addresses](#)

**Phone Numbers**

Phone Type	Phone Number	Preferred
Business	860/292-5781	<input type="checkbox"/>
Mobile	21254712345	<input checked="" type="checkbox"/>
Home	612/245-7894	<input type="checkbox"/>

[Change phone numbers](#)

**Emergency Contacts**

Step	Action
8.	<p>The <b>Phone Numbers</b> section displays an employee's current phone numbers in Core-CT.</p> <p>Click the <b>Change phone numbers</b> button.</p> <p style="text-align: center;"><a href="#">Change phone numbers</a></p>

**Personal Information**  
**Phone Numbers**  
Charles Barkley

Enter your phone numbers below.

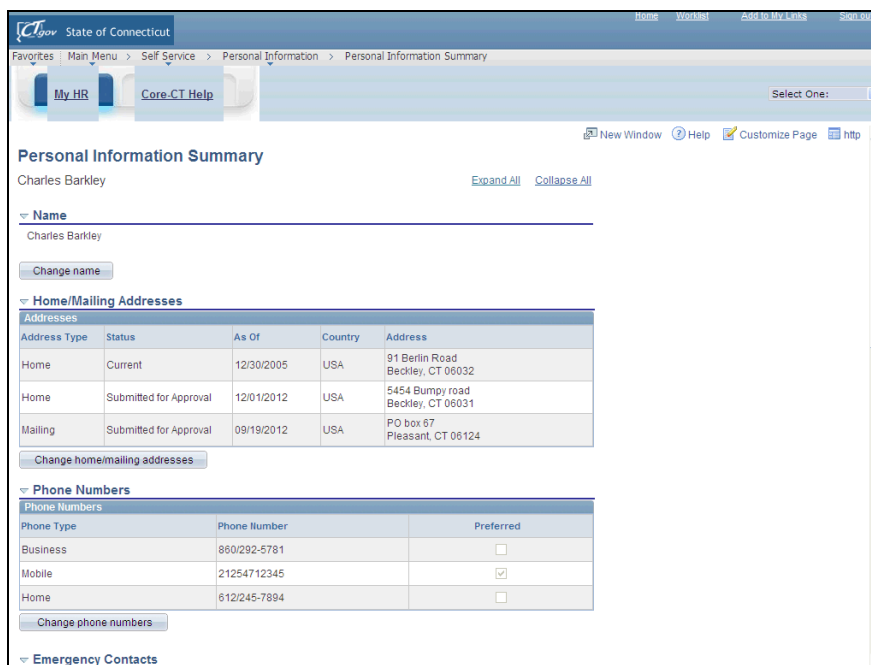
Phone Type	*Telephone	Extension	Preferred	Delete
Business	860/292-5781		<input type="checkbox"/>	
Mobile	21254712345		<input checked="" type="checkbox"/>	
Home	612/245-7894		<input type="checkbox"/>	

[Add Phone Number](#)

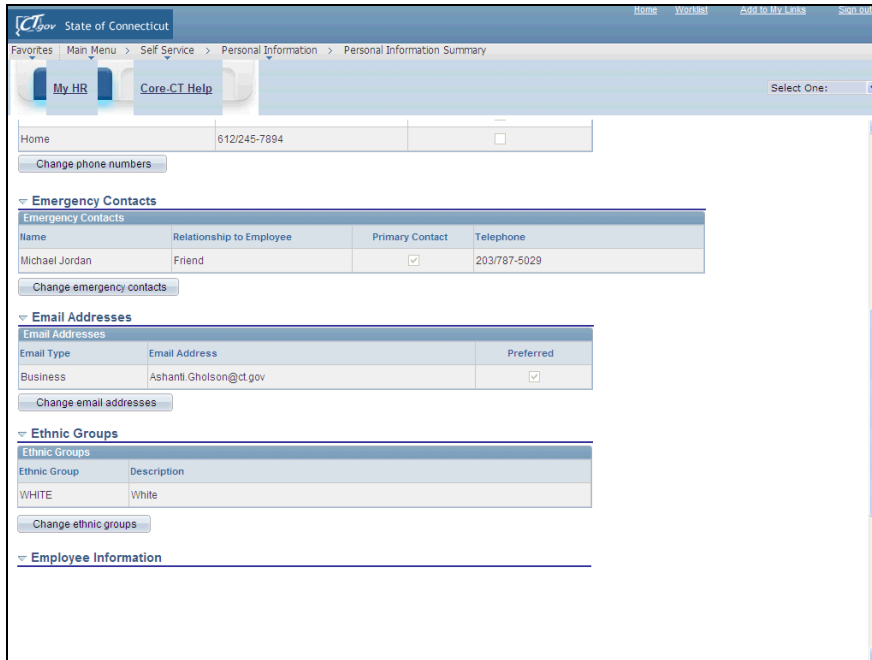
[Save](#)

\* Required Field  
[Return to Personal Information](#)

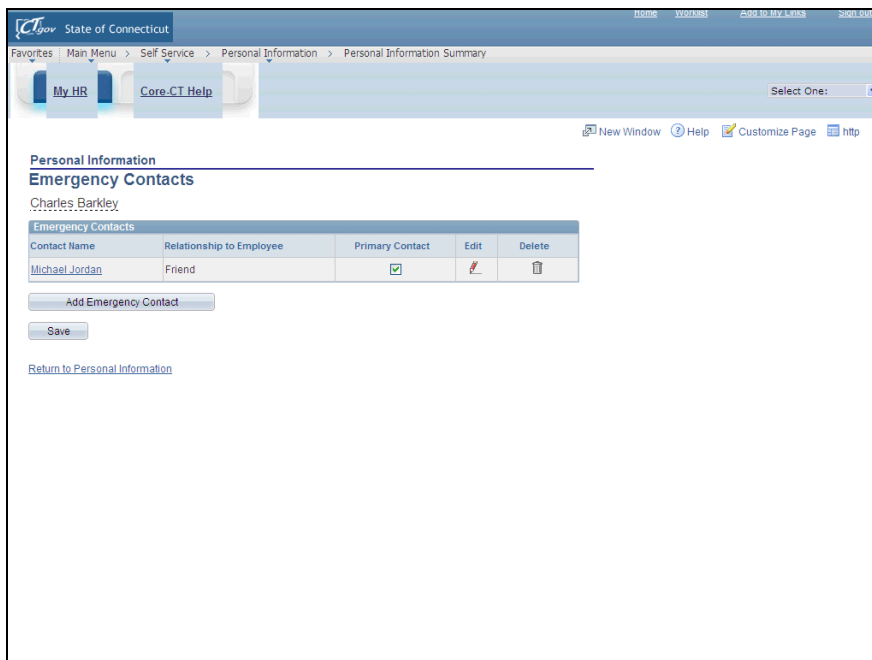
Step	Action
9.	<p>The <b>Phone Numbers</b> page is used to review, change, or add personal phone numbers. The <b>Business</b> phone number cannot be changed.</p> <p>One phone number must be designated as the <b>Preferred</b> number. Only one phone number can be designated as the preferred number.</p> <p>Click the <b>Return to Personal Information</b> link.</p> <p><a href="#">Return to Personal Information</a></p>



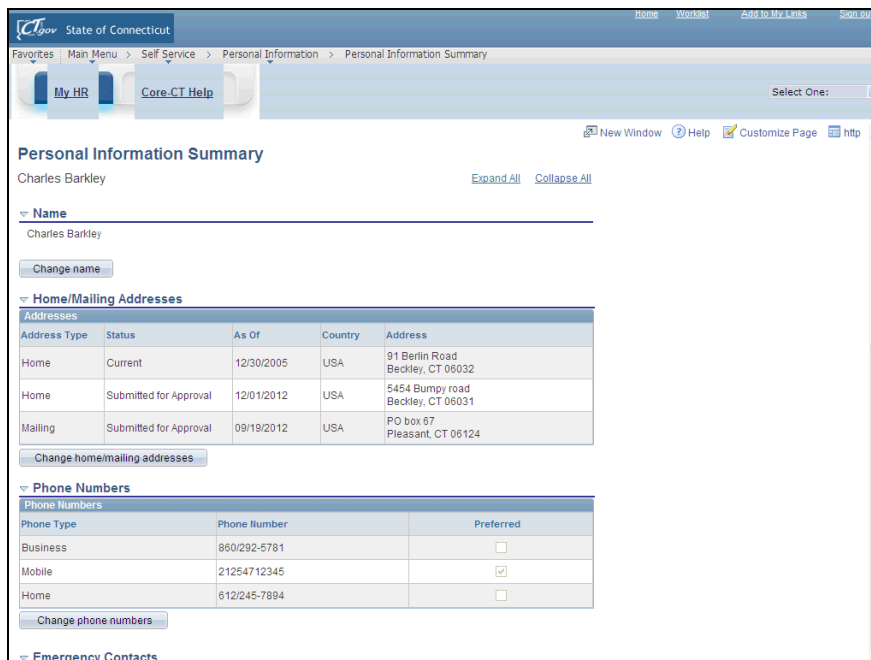
Step	Action
10.	Click the Scrollbar to move to the <b>Emergency Contacts</b> section.



Step	Action
11.	<p>The <b>Emergency Contacts</b> section displays the current emergency contacts, their relation to the employee, and contact's phone number.</p> <p>Click the <b>Change emergency contacts</b> button.</p> <p style="text-align: center;"><b>Change emergency contacts</b></p>

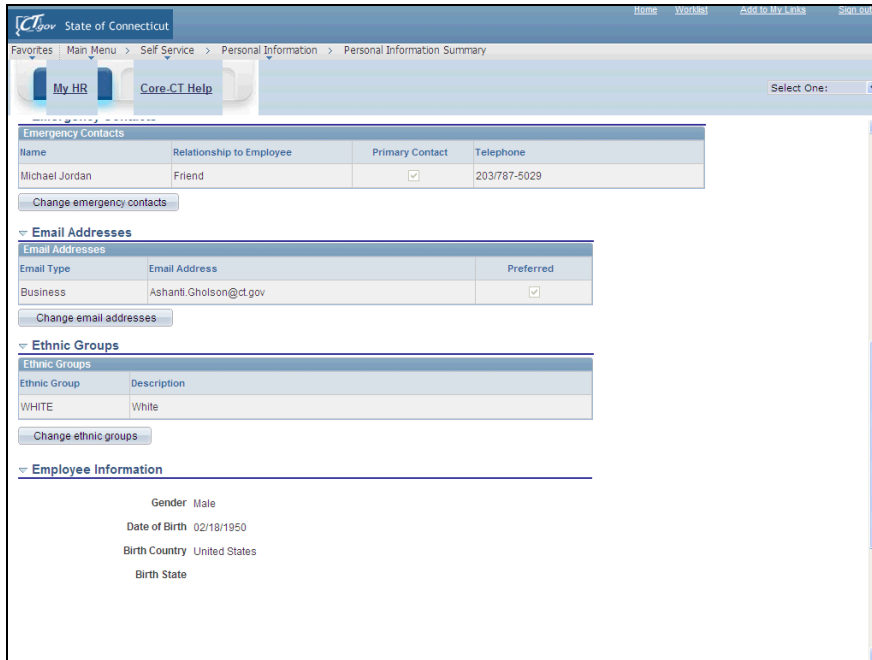


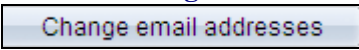
Step	Action
12.	<p>The <b>Emergency Contacts</b> page displays the emergency contacts the employee provided at the time of hire.</p> <p>To add a new emergency contact click the <b>Add Emergency Contact</b> button. A contact can be removed using the <b>Delete</b> button (trash can). Edit an existing contact using the <b>Edit</b> button (pencil).</p> <p>Click the <b>Return to Personal Information</b> link.</p> <p><a href="#">Return to Personal Information</a></p>

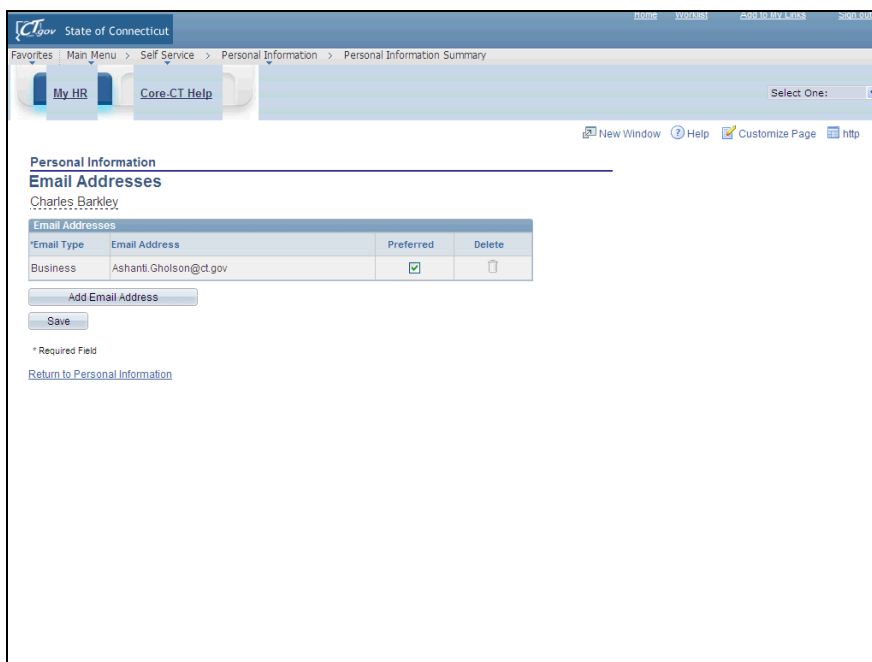


Step	Action
13.	Click the Scrollbar to move to the <b>Email Addresses</b> section.

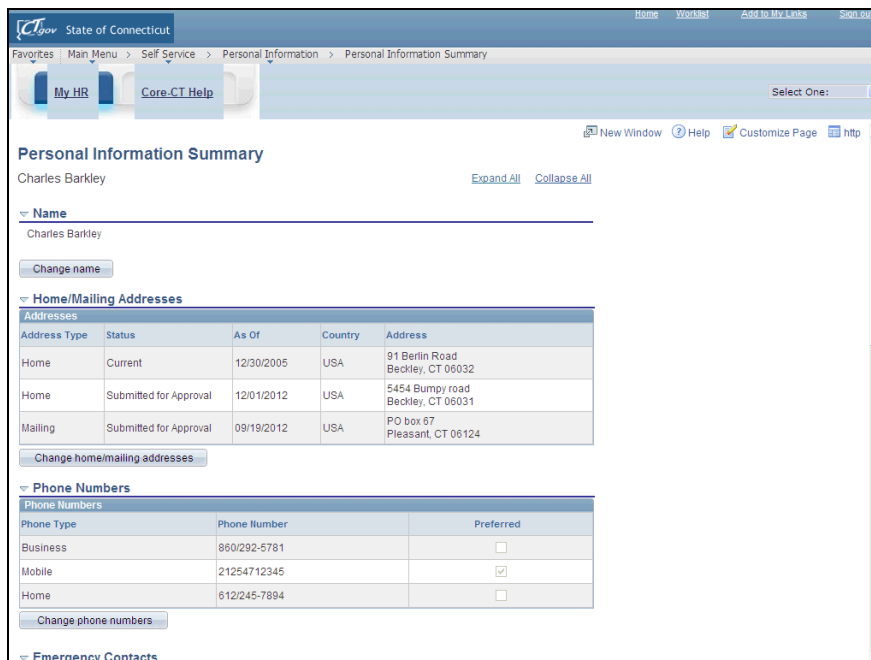




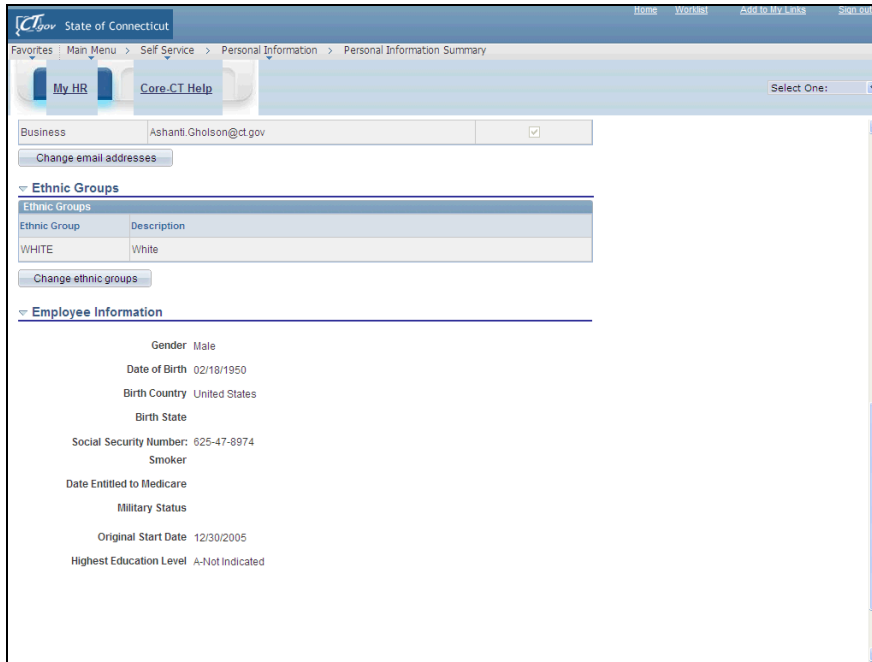
Step	Action
14.	<p>The <b>Email Addresses</b> section displays the current Business Email Address and any personal Email Addresses the employee has added.</p> <p>Click the <b>Change email addresses</b> button.</p> <p></p>



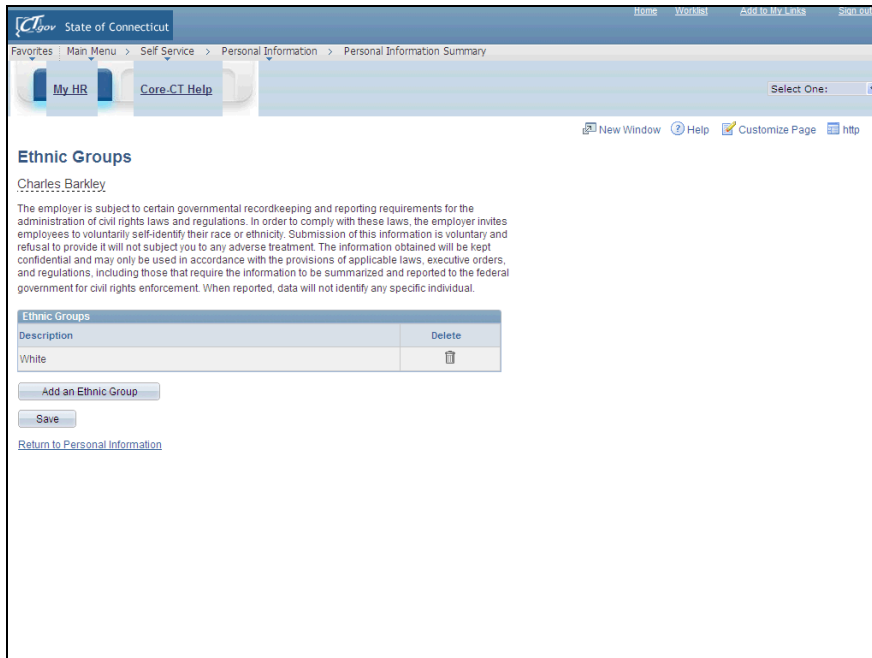
Step	Action
15.	<p>The <b>Email Addresses</b> page displays all current email addresses and allows the employee to change or add new addresses by clicking the <b>Add Email Address</b> button. Business email addresses cannot be changed or added.</p> <p>Use the <b>Preferred</b> check box to designate an email address as the preferred address. Only one email address can be designated as <b>Preferred</b>.</p> <p>Click the <b>Return to Personal Information</b> link.</p> <p><a href="#">Return to Personal Information</a></p>



Step	Action
16.	Click the Scrollbar to move to the <b>Ethnic Groups</b> section.



Step	Action
17.	<p>The <b>Ethnic Groups</b> section displays the ethnic group provided at time of hire.</p> <p>Click the <b>Change ethnic groups</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px 0;">Change ethnic groups</div>



Step	Action
18.	Ethnic Groups are added or deleted from this page.  Click the <b>Return to Personal Information</b> link. <a href="#">Return to Personal Information</a>
19.	<b>End of Procedure.</b>