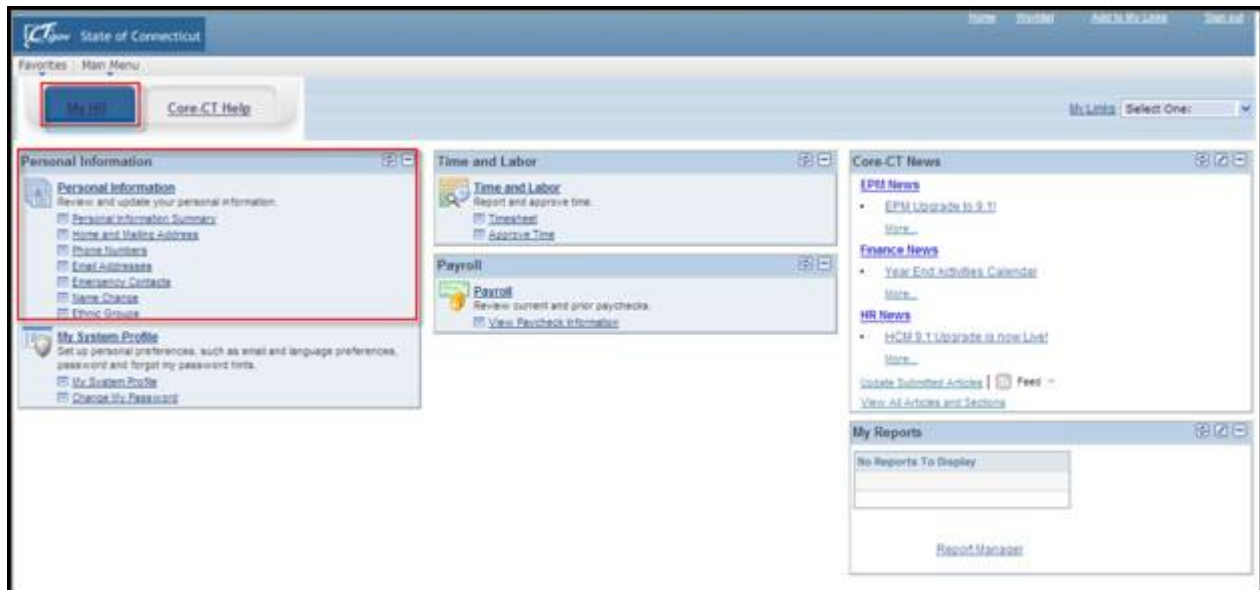# Viewing Personal Information Job Aid

The **Personal Information Summary** page provides a convenient place to review and make or request changes to personal information.

This page is accessed from **Personal Information Summary** link in the **Personal Information** pagelet on the Core-CT Portal **My HR** tab.

Personal Information Summary Page
This page contains sections that enable employees to view current information for each of the following

- Home/Mailing Addresses
- Phone Numbers
- Emergency Contacts
- Email Addresses
- Ethnic Group
- Employee Information

Core-CT

Name

Donald Reardon

[Change name]

Home/Mailing Addresses

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	01/01/1901	USA	75 Chatfield Drive Trumbull, CT 06611
Mailing	Current	01/02/1901	USA	14 PETERS RD TRUMBULL, CT 06611

[Change home/mailing addresses]

Phone Numbers

Phone Numbers

Phone Type	Phone Number	Preferred
Home	860/555-3232	☐
Work	860/555-2222	☑

[Change phone numbers]

Emergency Contacts

Emergency Contacts

Name	Relationship to Employee	Primary Contact	Telephone
Diana Devlin	Spouse	☑	

[Change emergency contacts]

Email Addresses

Email Addresses

Email Type	Email Address	Preferred
Home	Dreynolds@net.net	☑

[Change email addresses]

Ethnic Groups

Ethnic Groups

Ethnic Group	Description
WHITE	White

[Change ethnic groups]

Employee Information

Gender Male

Date of Birth 11/26/1927

Birth Country

Birth State

Social Security Number: ▮▮▮▮▮

Smoker

Date Entitled to Medicare

Military Status

Original Start Date 01/01/1901

Highest Education Level A-Not Indicated

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

These sections of this page are described below.

Name
The **Name** section displays an employee's current name (blacked out here to preserve confidentiality). Employees can use the **Change name** button to request a name change. These requests require accompanying documentation and approval.

Home/Mailing Addresses
The **Home/Mailing Addresses** section displays an employee's current home and mailing addresses. The home and mailing addresses can be the same or can differ from one another. Employees can use the **Change home/mailing addresses** button to submit a request to change either or both of these addresses. Address changes require verification and approval.

Phone Numbers
The **Phone Number** section displays an employee's current phone numbers. Employees can list multiple phone numbers, but cannot list multiple work phone numbers. One phone number must be designated as the preferred number. Employees can use the **Change phone numbers** button to edit existing and/or add additional phone numbers. Phone number changes do not require verification or approval.

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.

Emergency Contacts

The **Emergency Contacts** section displays employees' emergency contacts. Employees can have multiple emergency contacts. One contact must be designated as the primary contact. Employees can use the **Change emergency contacts** button to edit an existing contact and/or add additional contacts.

Email Addresses

The **Email Addresses** section displays employees' current email addresses. Employees can have multiple email addresses, but only one work email address. One email address must be designated as the preferred address. Employees can use the **Change email address** button to edit existing email addresses and/or to add additional email addresses.

Important Note: The email address(es) noted in this section will only update the email address located on the employee's Personal Information Summary Page. The email address that will be used for confirmation of approved or denied requests submitted through Self Service is located in My System Profile on the Core-CT Portal, MY HR tab. Please refer to the *Intro to the New Core-CT 9.1 Portal Navigation* course available on the Core-CT website and the *My System Profile 9.1* course accessible from the **Core-CT Help** tab of the Core-CT 9.1 Portal for additional details.

Ethnic Groups

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The **Ethnic Groups** section displays employees' current ethnic group designation. Employees can have multiple ethnic group designations. If an employee did not specify an ethnic group at the time of hire, the Ethnic Group field displays NSPEC (Not Specified). Employees can use the **Change ethnic groups** button to change their current designations by either deleting an existing designation and/or adding a new designation. If the original designation was Not Specified, employees must delete that row before adding a different ethnic group designation. Changes to ethnic groups do not require verification or approval.

Employee Information

The **Employee Information** section displays basic information about employees including gender, date of birth, social security number, original start date, etc. This information is presented in display only mode. It cannot be edited by employees. If any of this information is incorrect, employees should contact HR to have this information corrected.