How Do I View My Personal Information?

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Personal Details tile.
3. On the left side of the page, OneUSG Connect displays links to several types of personal information stored in the system:
   a. Addresses
   b. Contact Details (phone and email)
   c. Marital Status
   d. Name
   e. Ethnic Groups
   f. Emergency Contacts
   g. Additional Information (birthdate, social security number and start date)
4. Click the appropriate link to review the page information. See additional job aids for instructions on updating Personal Details information.
   a. Please note that “Additional Information” items must be updated by a member of Human Resources.