

How Do I View My Personal Information?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Personal Details** tile.
4. On the left side of the page, OneUSG HCM 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)

Review Personal Information

5. Click the desired link(s) and review the page information.

Update Personal Information

6. Changes to the following personal Information items can be made by the employee in OneUSG HCM:
 - a. Home Address
 - b. Contact Details (phone and email)
 - c. Marital Status
 - d. Ethnic Groups
 - e. Emergency Contacts



NOTE: Access the Training Documentation Library for instructions on making these changes.

7. "Additional Information" changes (birth date, social security number, start date, etc.) must be made by a member of the Human Resources department. Please contact a campus representative for further instructions and assistance with these changes.

Complete the Task/Sign Out of Application

8. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



9. Click the **Sign Out** option in the listing.

