Updating Your Contact information in Self Serve

- Log in to self serve
- Click "employee details"

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♠	My Information - Applicat	tions -	Reports -	Directo
We Fel	 Carpooling Program Change My Password Security Questions 			
	 Community Giving Campaign Community Service Employee Details 		Tue	
2	 Employee Pre-Registration IT Systems Access 	4		5
9	 My Payroll My Departments 	11		12 HCE 1
16	Training Tracker	18		19
23	24	25		26

Choose
 "Personal
 Profile"

My Information	 Applications - 	Reports +	Directory		
	lans				
At a Glance					
Emp ID:					
Department:					
Esculty					
Status:					
Supervisor:					
Areas of Informati	on				
				View	Update
Employee Health	Employee Hea	alth Information		*	
Human Resources	Credentials Re	eview		*	
	Emergency Co	ontact Informatio	n	*	*
	Employee His	tory		*	
	Employment I	nformation (Rost	er Details)	*	
	Work Location	and Telephone		*	*
	Non Citizen/M	lork Authorization		*	*

	Emergency Contact Information	*
	Employee History	*
	Employment Information (Roster Details)	*
	Work Location and Telephone	*
	Non-Citizen/Work Authorization Expirations	*
	Personal Profile (Employee Information Update Form)	*
	Tracker Education Records	*
ІТ	Tracker Education Records	*
IT Marketing	Tracker Education Records IT Systems Access Community Service	*
IT Marketing Payroll	Tracker Education Records IT Systems Access Community Service Monthly Attendance Records	* * * *
IT Marketing Payroll	Tracker Education Records IT Systems Access Community Service Monthly Attendance Records Paycheck History	* * * *
IT Marketing Payroll	Tracker Education Records IT Systems Access Community Service Monthly Attendance Records Paycheck History Time Accruals	* * * * * * * * * *

My Training & Notifications

Staff Training & Notifications

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Self-Serve Directory | Information Updates and Corrections

Training

Click "Update" next to your home address.

your Social Security Card as proof of this name change. Click here for further instruction The Payroll Services department is located on the 1st floor of Jacobsen Hall, 175 Elizabeth Blackwell S Office hours for State Payroll M-F, 7:00am - 4:30pm and for Research Payroll M-F, 8:00am - 4:30pm.

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Name		
Employee ID		
Home Address / Telephone (top)	
Home Address	\langle	Update
County of Residence		
Primary Telephone		
Alternate Phone (Optional)		
Accident / Emergency Notificati	ion (top)	
Emergency Contact		Update

Demographic Information (top)

If your birthdate is incorrect, you will need to visit Human Resources with proper identification.

Home Address Update Form

Employee Details Personal Profile

Reset Update	
Action Requested	Update Record
Street Address	-
Aux Address (PO Box, Apt, etc)	
City	
State	NEW YORK 🔻
Zip	
County	ONONDAGA 🔻
Primary Phone	
Area Code	315 (3 digits)
Phone	(7 digits; format 555-1234)
Туре:	Candline Mobile
Receive Text Messages?	Yes ○ No
Alternate Phone	
Area Code	315 (3 digits)
Phone	(7 digits; format 555-1234)
Туре:	C Landline Mobile
Receive Text Messages?	Yes ○ No No
Effective Date of Change	02/25/2020 🔤 (mm/dd/yyyy)

- Verify home address
- Enter your Primary Phone number with area code.
- Indicate type: Landline/Mobile
- Please click "yes" to receive emergency messages from Everbridge.
- Use the same process to enter an alternate phone number
- Once done click the "Update" button.

You are all set!