

Updating Your Contact information in Self Serve

- Choose
“Personal
Profile”

Employee Details

At a Glance

Name:
 Emp_ID:
 Department:
 Faculty
 Status:
 Supervisor:

Areas of Information

		View	Update
Employee Health	Employee Health Information	*	
Human Resources	Credentials Review	*	
	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	*	
IT	IT Systems Access	*	
Marketing	Community Service	*	*
Payroll	Monthly Attendance Records	*	*
	Paycheck History	*	
	Time Accruals	*	
Training	My Training & Notifications	*	
	Staff Training & Notifications	*	

Click “Update”
next to your
home address.



My Information ▾

Applications ▾

Reports ▾

Directory

In order to process an update to your legal name, you will need to present in person to Payroll Services 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.

Name

Employee ID

Home Address / Telephone [\(top\)](#)

Home Address

Update

County of Residence

Primary Telephone

Alternate Phone (Optional)

Accident / Emergency Notification [\(top\)](#)

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](#)

Action Requested	Update Record
Street Address	<input type="text"/>
Aux Address (PO Box, Apt, etc)	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="NEW YORK"/>
Zip	<input type="text"/>
County	<input type="text" value="ONONDAGA"/>
Primary Phone	
Area Code	<input type="text" value="315"/> (3 digits)
Phone	<input type="text"/> (7 digits; format 555-1234)
Type:	<input type="radio"/> Landline <input checked="" type="radio"/> Mobile
Receive Text Messages?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Alternate Phone	
Area Code	<input type="text" value="315"/> (3 digits)
Phone	<input type="text"/> (7 digits; format 555-1234)
Type:	<input type="radio"/> Landline <input checked="" type="radio"/> Mobile
Receive Text Messages?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Effective Date of Change	<input type="text" value="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!