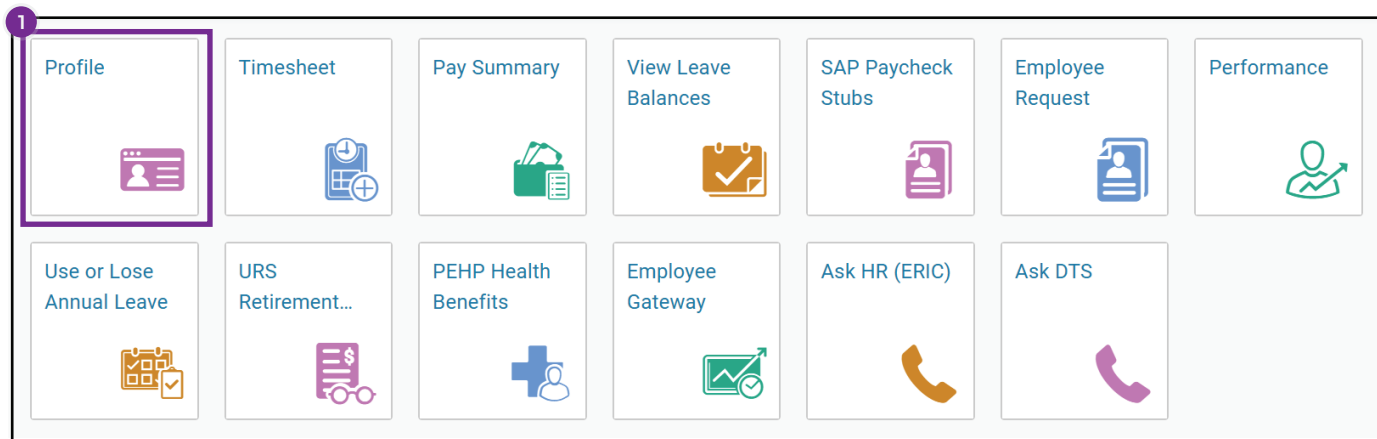


Adjusting Profile Information

Instructions

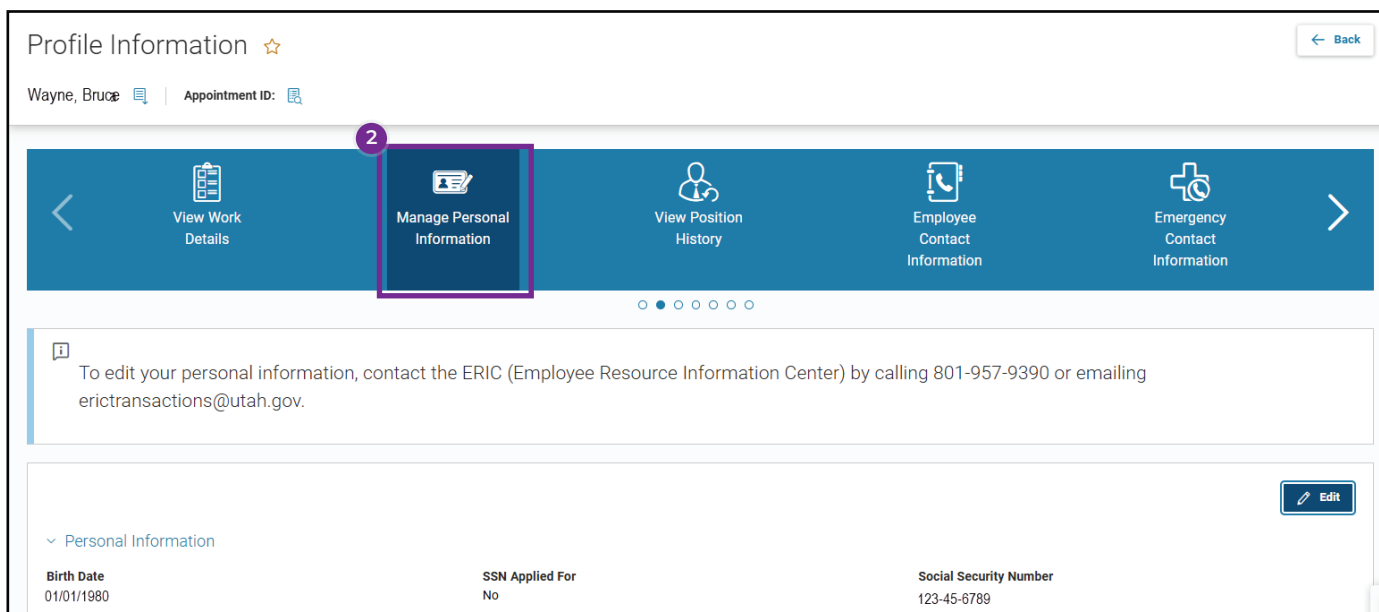
Manage Profile information

1. Click on the **Profile** tile on the Employee Dashboard landing page.



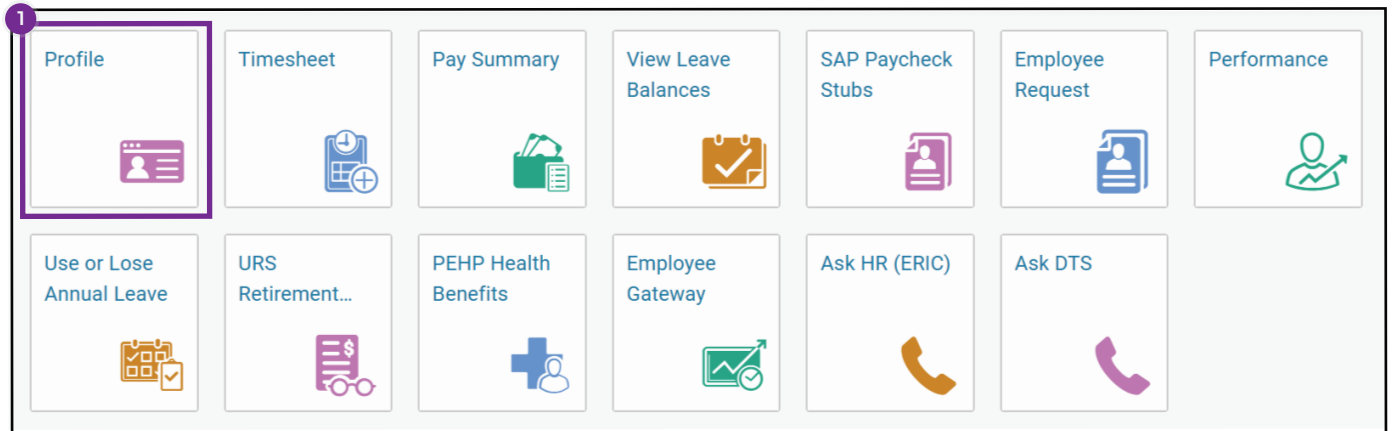
2. Click on the **Manage Personal Information** tile from the **Profile Information** landing page.

To edit your personal information, like birth date and social security number, contact the ERIC (Employee Resource Information Center) by calling 801-957-9390 or emailing erictransactions@utah.gov.



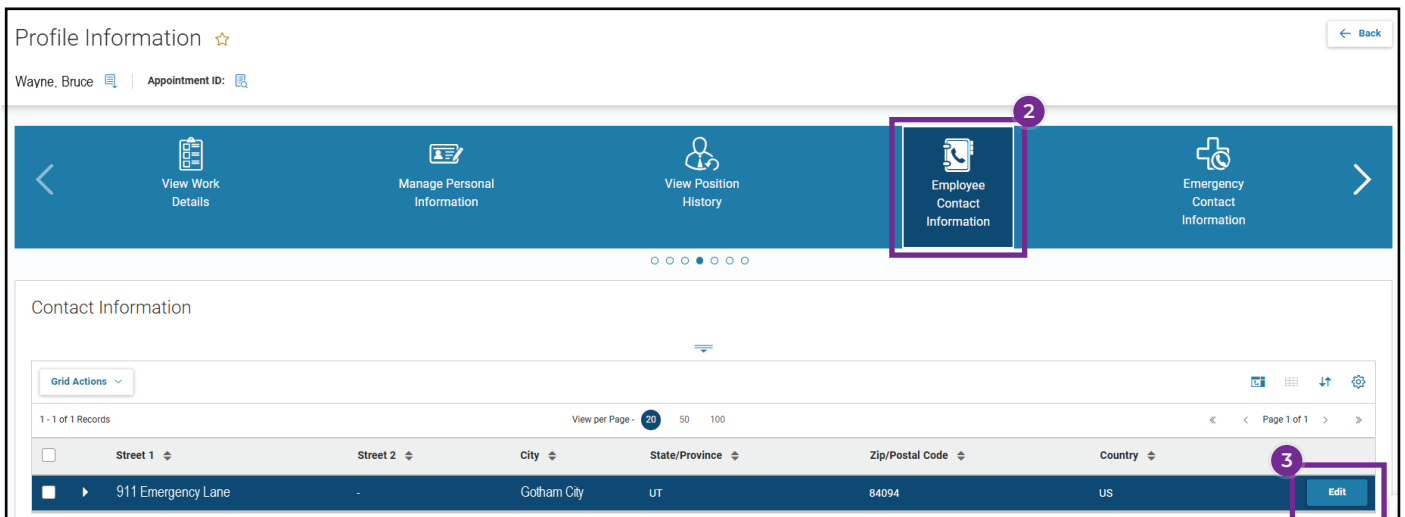
Change Contact Information

1. Click on the **Profile** tile on the Employee Dashboard landing page.



2. Click on the **Employee Contact Information** tile from the **Profile Information** landing page.

3. Select the **Edit** button.



You'll be taken to the **Employee Address (ADDR)** page.

1. Enter the **From Date** to indicate when the change should take effect.

2. Adjust any of the following:

- **Home Address**
- **Mailing Address**
- **Phone**
- **Email**
- **Contact Name Information**

3. After completing all necessary adjustments, select **Update & Close** to save your changes.

Employee Address (ADDR) ☆ | Draft | ☰

Wayne, Bruce

3 **Update & Close** Cancel

Attachments

1 When entering your address information, you are certifying that the details provided are accurate and up-to-date. Please validate the details provided before clicking submit.

1 **General Information**

* From Date 09/18/2023 To Date 12/31/9999

2

> Home Address

> Mailing Address

> Phone














> E-mail

> Contact Name Information

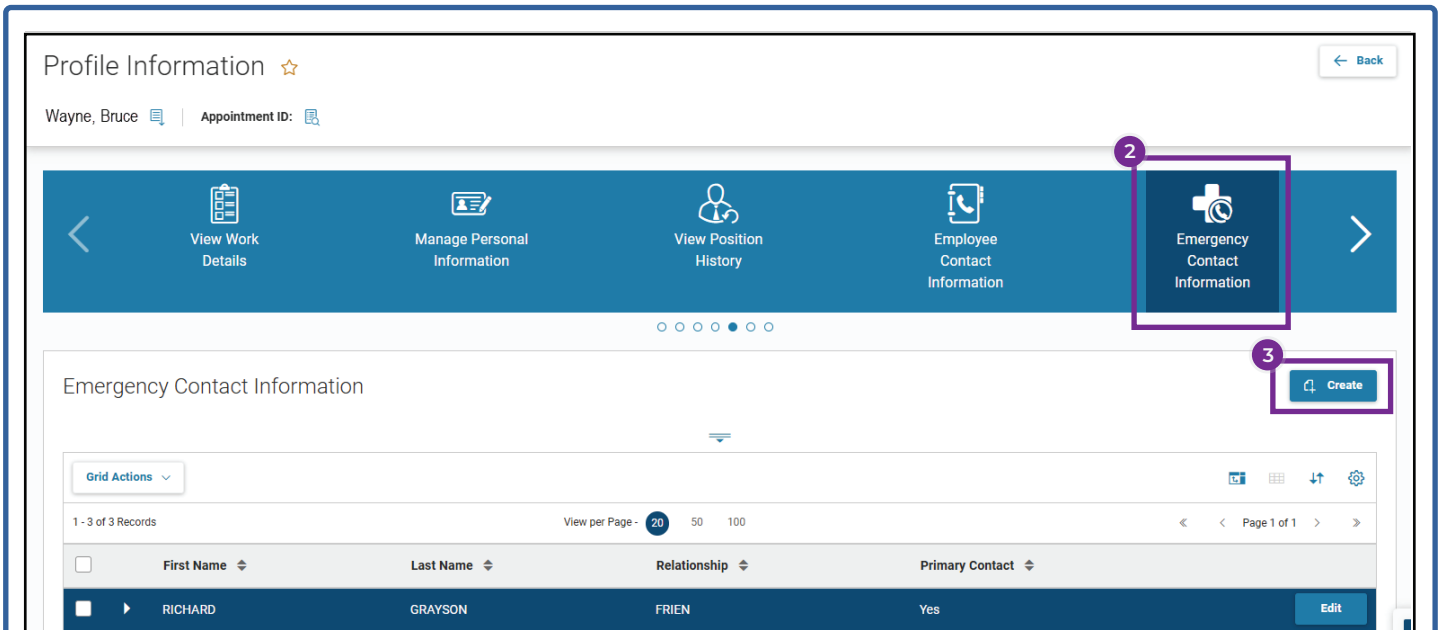
Create an Emergency Contact

1. Click on the **Profile** tile on the Employee Dashboard landing page.


1

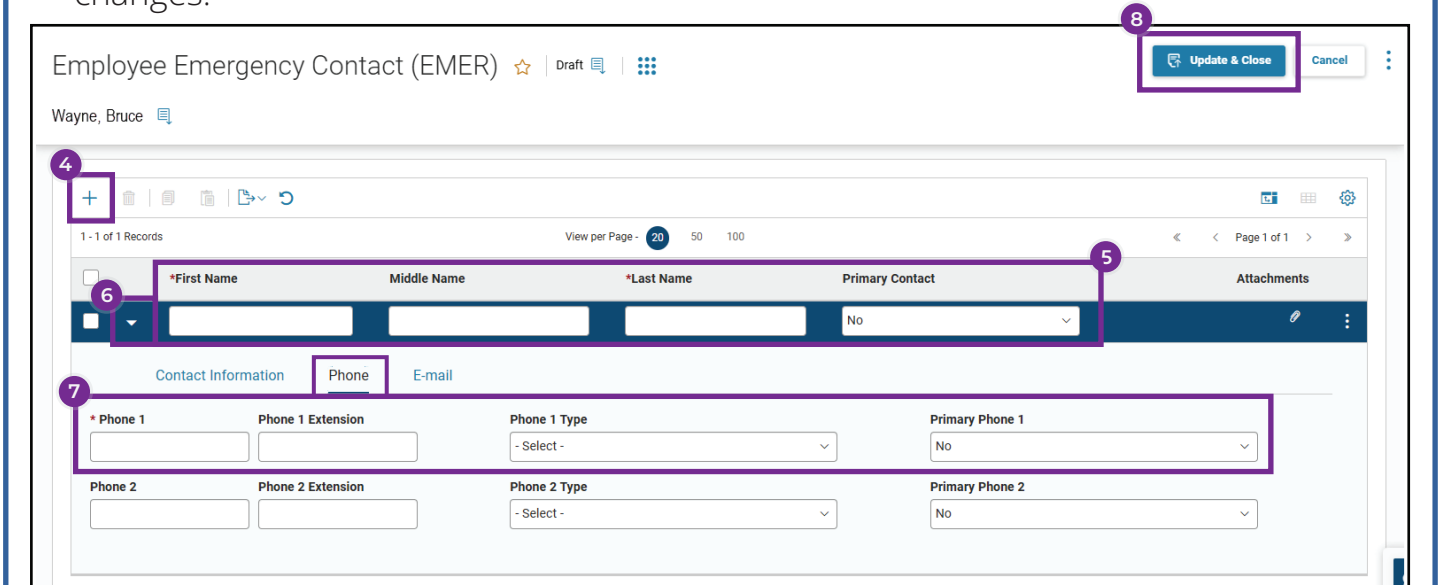
Profile 	Timesheet 	Pay Summary 	View Leave Balances 	SAP Paycheck Stubs 	Employee Request 	Performance 
Use or Lose Annual Leave 	URS Retirement... 	PEHP Health Benefits 	Employee Gateway 	Ask HR (ERIC) 	Ask DTS 	

2. Click on the **Emergency Contact Information** tile from the **Profile Information** landing page.
3. Click **Create**.



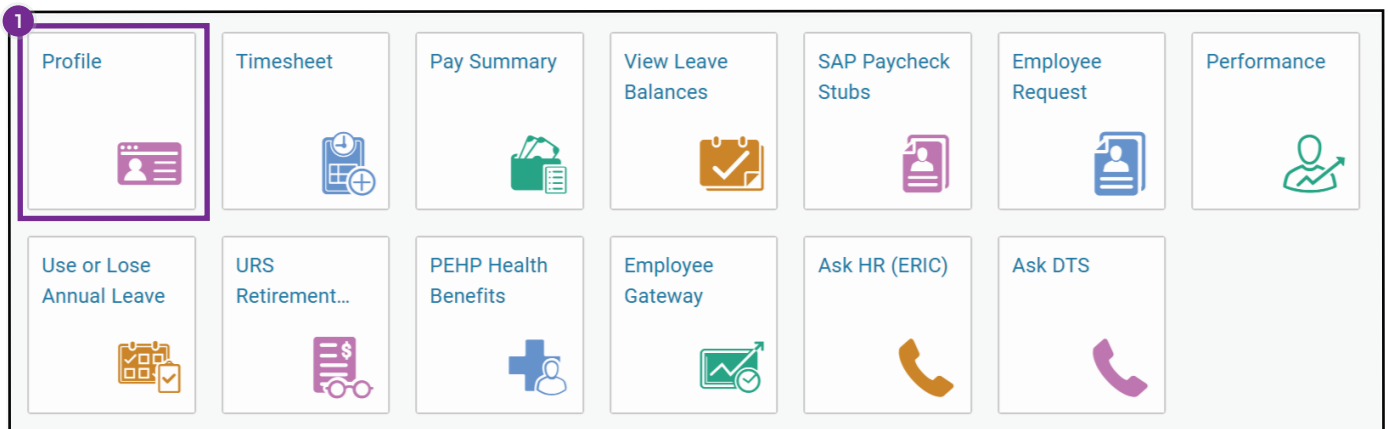
You'll be taken to the **Employee Contact (EMER)** page.

4. Click the **plus** icon **+** to add a new contact.
5. Enter the **First Name**, **Last Name** and select the **Primary Contact** from the drop-down list.
6. Select the **Expand** button. 
7. Enter the following under **Phone**:
 - **Phone 1**
 - Select **Phone 1 Type** from the drop-down list
 - Select **Primary Phone 1** from the drop-down list
8. After completing all necessary adjustments, select **Update & Close** to save your changes.



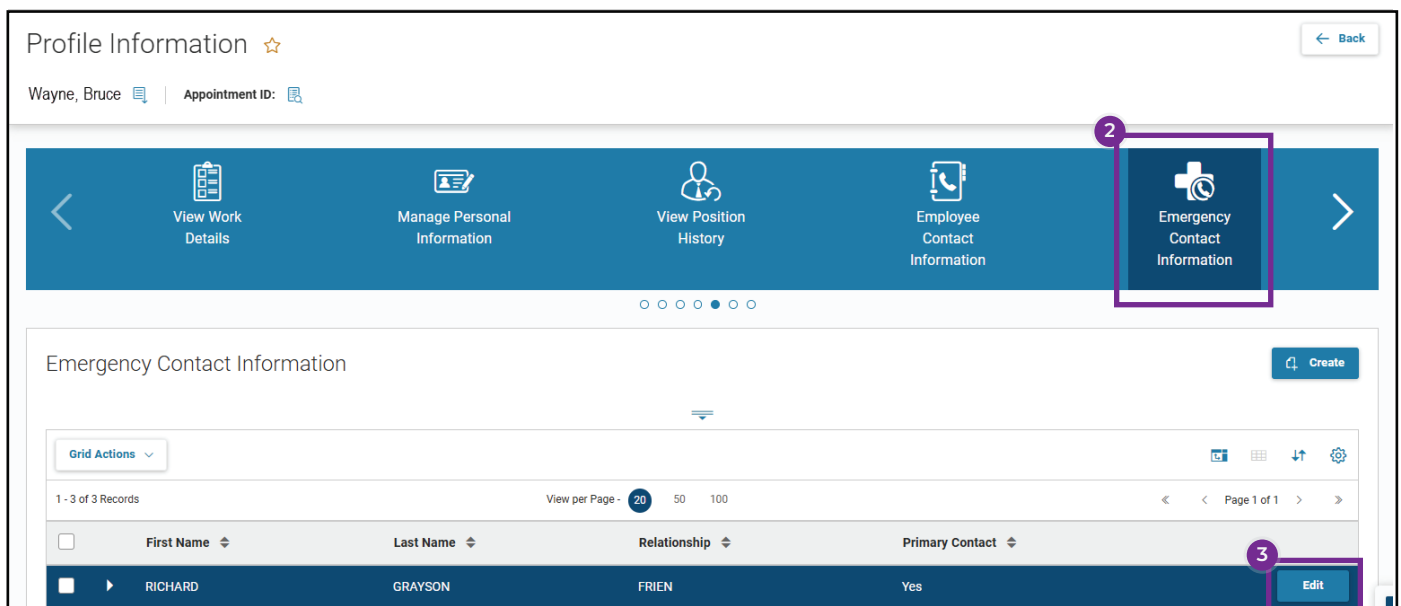
Change Emergency Contact Information

1. Click on the **Profile** tile on the Employee Dashboard landing page.




2. Click on the **Emergency Contact Information** tile from the **Profile Information** landing page.

3. Select the **Edit** button.



You'll be taken to the **Employee Contact (EMER)** page.

4. Select the **Expand** button  if you need to make edits to Contact Information, Phone, or Email information.

5. After completing all necessary adjustments, select **Update & Close** to save your changes.

Employee Emergency Contact (EMER) ☆ Draft

Wayne, Bruce

Update & Close Cancel

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

*First Name	Middle Name	*Last Name	Primary Contact	Attachments
RICHARD		GRAYSON	Yes	

Contact Information Phone E-mail

Contact Description Relationship Street 1 Street 2 City State/Province Zip/Postal Code Country

FRIEN US

Process Name Change

1. Click on the **Profile** tile on the Employee Dashboard landing page.

1

Profile Timesheet Pay Summary View Leave Balances SAP Paycheck Stubs Employee Request Performance

Use or Lose Annual Leave URS Retirement... PEHP Health Benefits Employee Gateway Ask HR (ERIC) Ask DTS

2. Click on the **Process Name Change** tile from the **Profile Information** landing page.

3. Select the **Process Name Change** button.

Profile Information ☆ ← Back

Wayne, Bruce | Appointment ID: [icon]

Manage Personal Information
View Position History
Employee Contact Information
Emergency Contact Information
Process Name Change

○ ○ ○ ○ ○ ● ○ ○

Name Change History Process Name Change

Grid Actions
[icon] [icon] [icon] [icon]

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

[checkbox]	Name Change Reason	Historical First Name	Historical Last Name	From	To
<input type="checkbox"/>	-	Bruce	Wayne	09/18/2023	12/31/9999

You'll be taken to the **Employee Identification Change Form (EICF)** page.

4. Enter in the following:

- **Name Change Reason** — click the pick-list [icon] icon if unsure of the code.
- **New First Name**
- **New Last Name**

5. Select **Attachments** to upload an image of the new social security card.

6. After completing all necessary adjustments, select **Update & Close** to save your changes.

Employee Identification Change Form (EICF) ☆ | Draft | [icon] [icon] [icon] Update & Close Cancel [icon]

Wayne, Bruce | [icon]

[i] A Social Security Card must be attached for any name changes.

Attachments

Name Change Information

Name Change Reason <input type="text"/>	New First Name <input type="text"/>	New Middle Name <input type="text"/>
New Last Name <input type="text"/>	New Suffix <input type="text"/>	