How to View and Update Personal Data

This Job Aid serves to guide the employee through making changes to their personal information using Employee Self-Service.

While employees are not required to self-identify, the Commonwealth of Virginia strongly encourages all employees to do so, especially regarding Disability and Ethnicity, as these are tied to various initiatives from the Governor as well as reporting metrics used by both state and federal agencies.

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Accessing your Personal Data

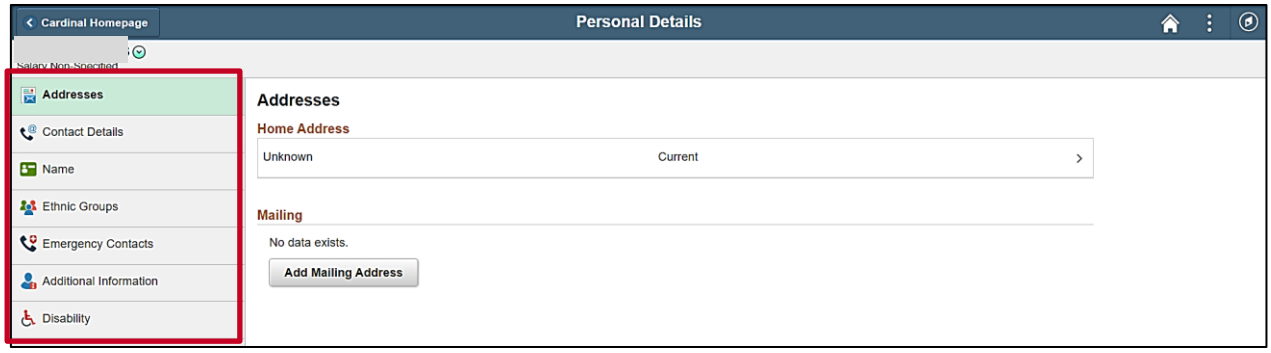
1. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.

Note: Individual tile availability and placement is dependent upon individual user and security settings.

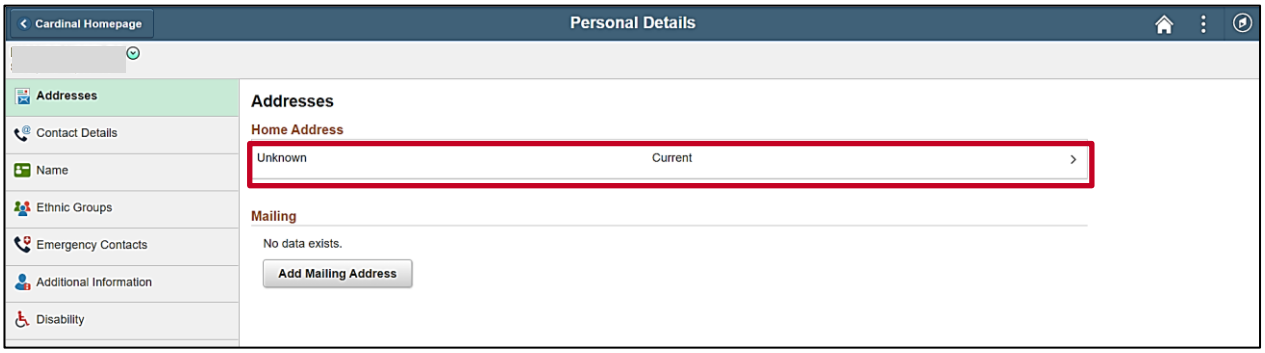
2. Click the **Personal Details** tile.

The **Personal Details** page displays with the **Addresses** tab displayed by default.



Note: There are various types of personal information that can be viewed or updated using Employee Self-Service. Each category of information is represented as a tab in the menu. Refer to the remaining sections of this Job Aid for specific guidance and instructions on how to update specific categories of information.

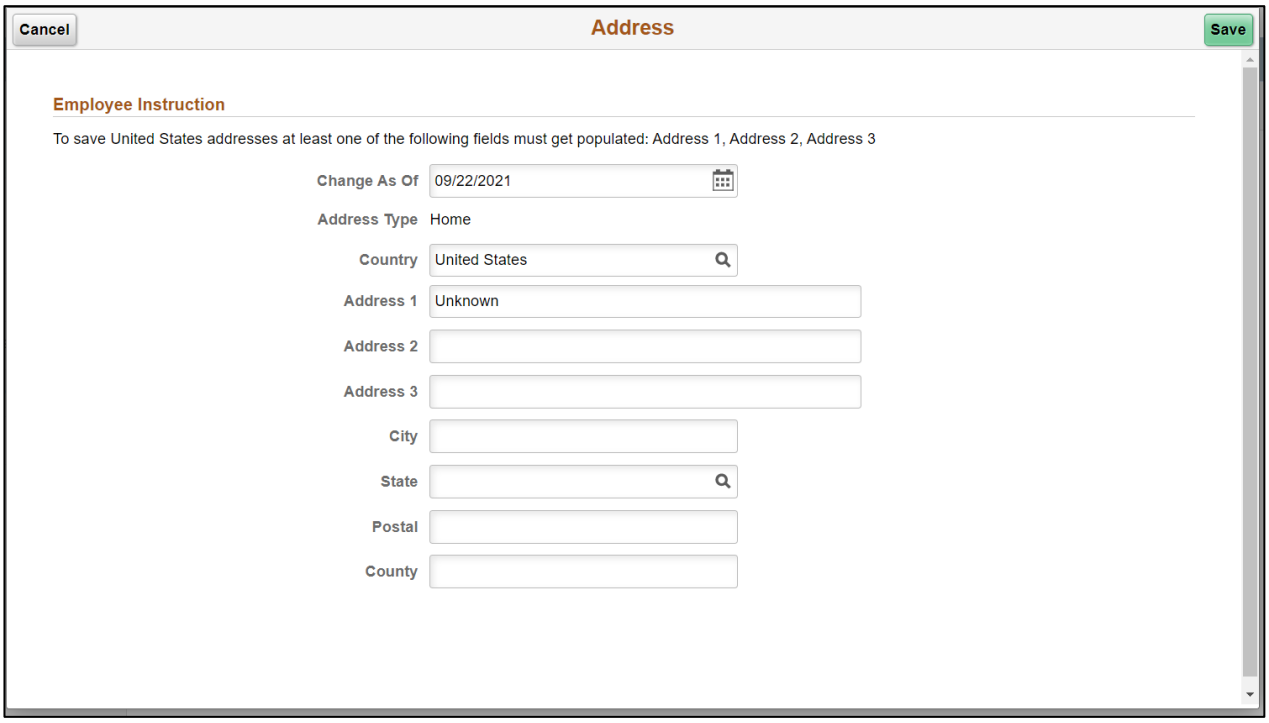
Updating Addresses Information



Note: Your current home and mailing addresses will display on this page and can be reviewed here if they have been defined. Proceed to step 1 to enter or update your home address. Proceed to Step 5 to enter or update your mailing address (if different than your home address).

1. Click anywhere on the row for your current home address.

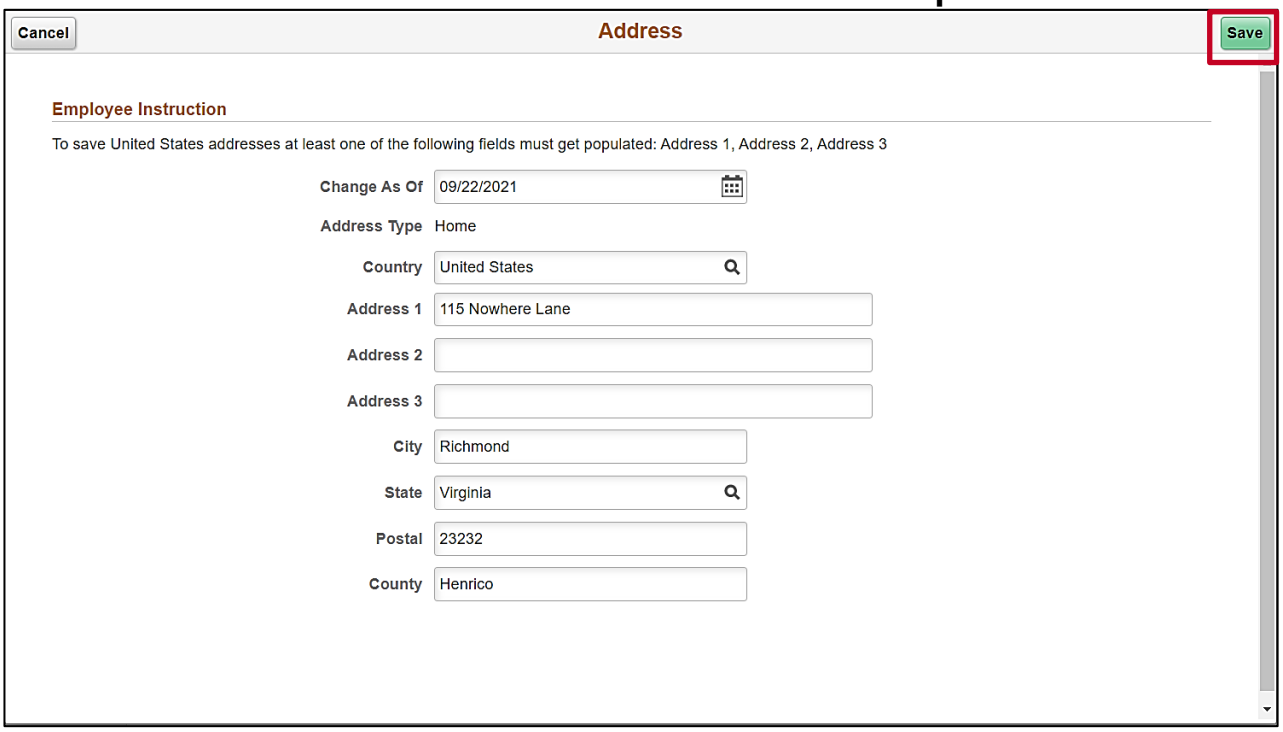
The **Address** page displays in a pop-up window.



2. Enter or select the applicable date for this address change to take effect using the **Change As Of** field.

   Note: Address changes can be entered with a future date as needed. The new address will become your current address on that date. However, address changes cannot be back dated.

3. Enter the remaining address information in the corresponding fields.



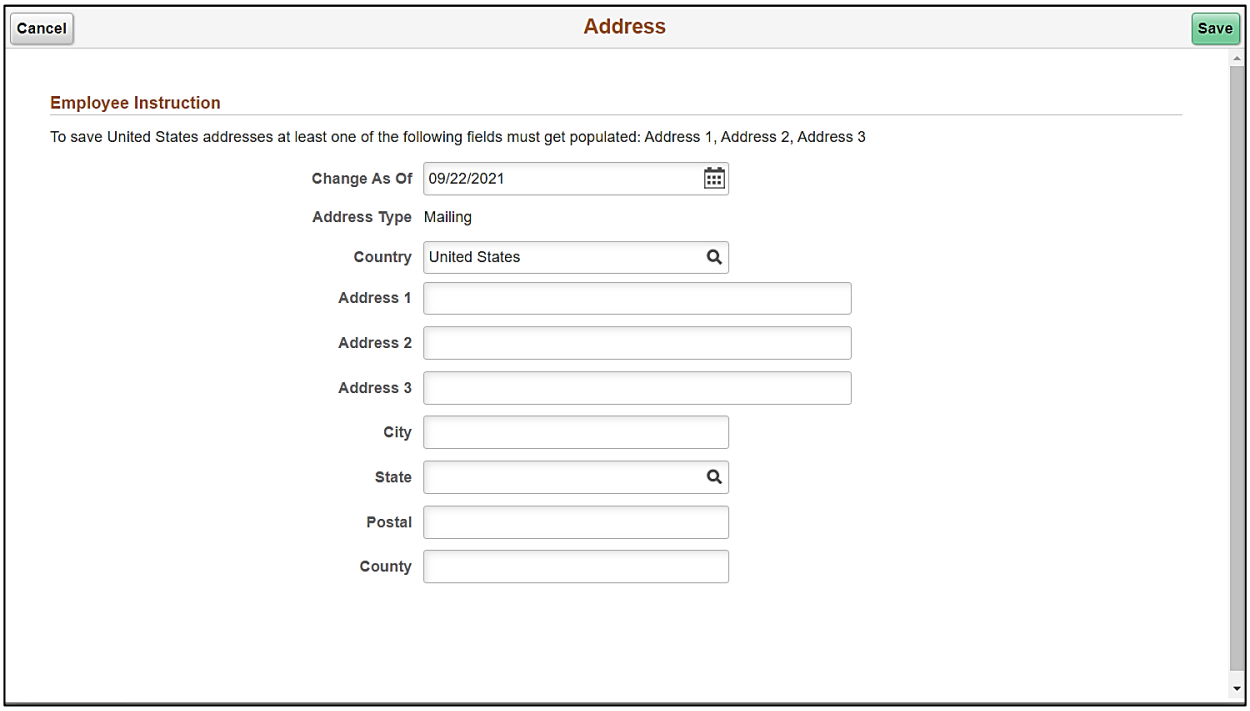
4. Click the **Save** button one all applicable information is entered.

The **Address** tab returns.

Note: The updated home address information now displays as current. If a future dated address change was entered, the updated address will not display as current until that date arrives.

5. Click the **Add Mailing Address** button.

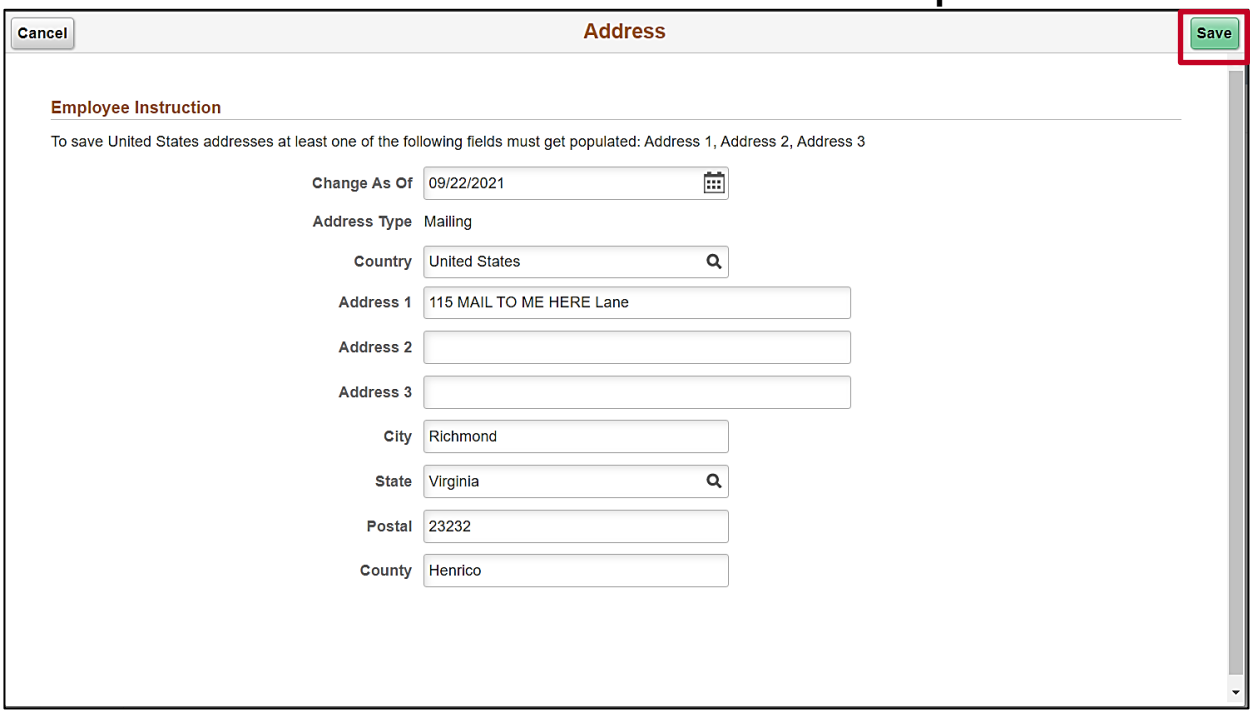
The **Address** page displays in a pop-up window.



6. Enter or select the applicable date for this address change to take effect using the **Change As Of** field.

   Note: Address changes can be entered with a future date as needed. The new address will become your current address on that date. However, address changes cannot be back dated.

7. Enter the remaining address information in the corresponding fields.



8. Click the **Save** button.

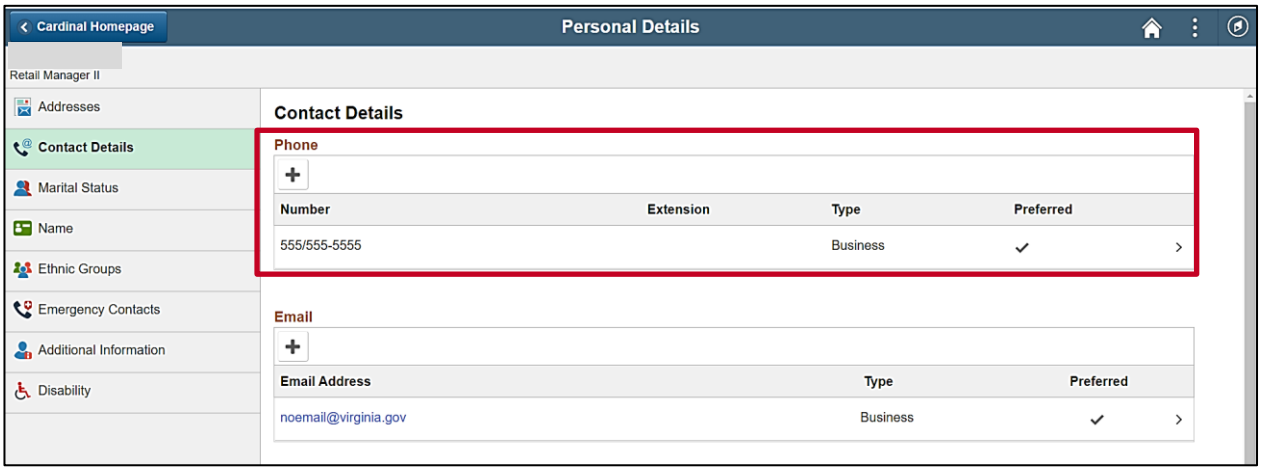
The **Address** tab returns.

Note: The updated mailing address information now displays as current. If a future dated address change was entered, the updated address will not display as current until that date arrives.

Updating Contact Details Information

1. Click the **Contact Details** menu item.

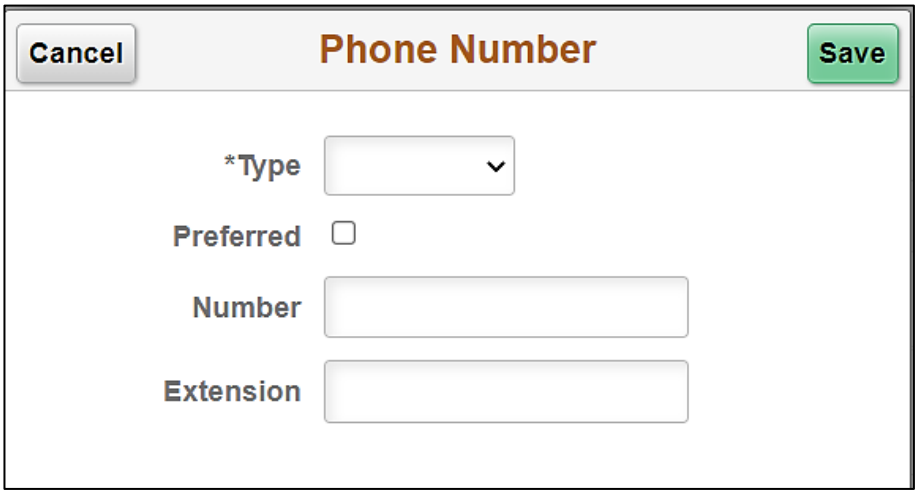
The **Contact Details** tab displays.



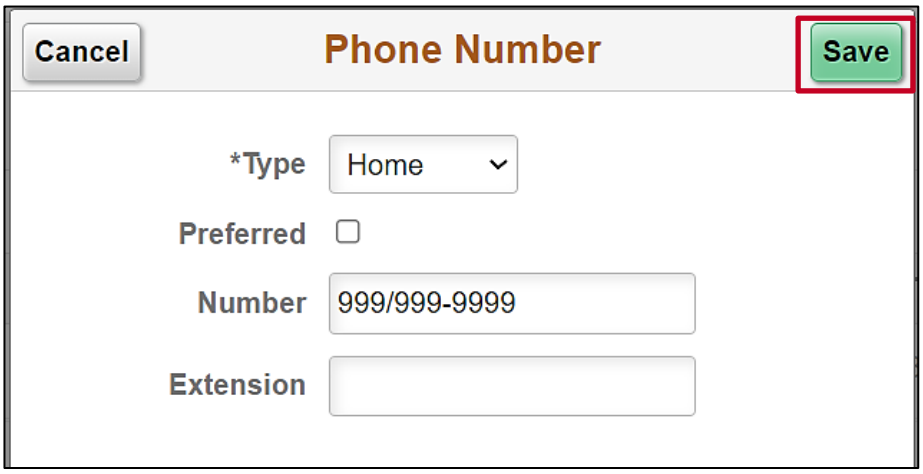
Note: Your current phone and email information will display on this page and can be reviewed here if they have been defined. Proceed to step 2 to enter or update your phone number information. Proceed to Step 7 to enter or update your email address information.

2. To add a new phone number, click the **Add Phone** icon (+). To update an existing phone number, click anywhere on the corresponding row.

The **Phone Number** page displays in a pop-up window.

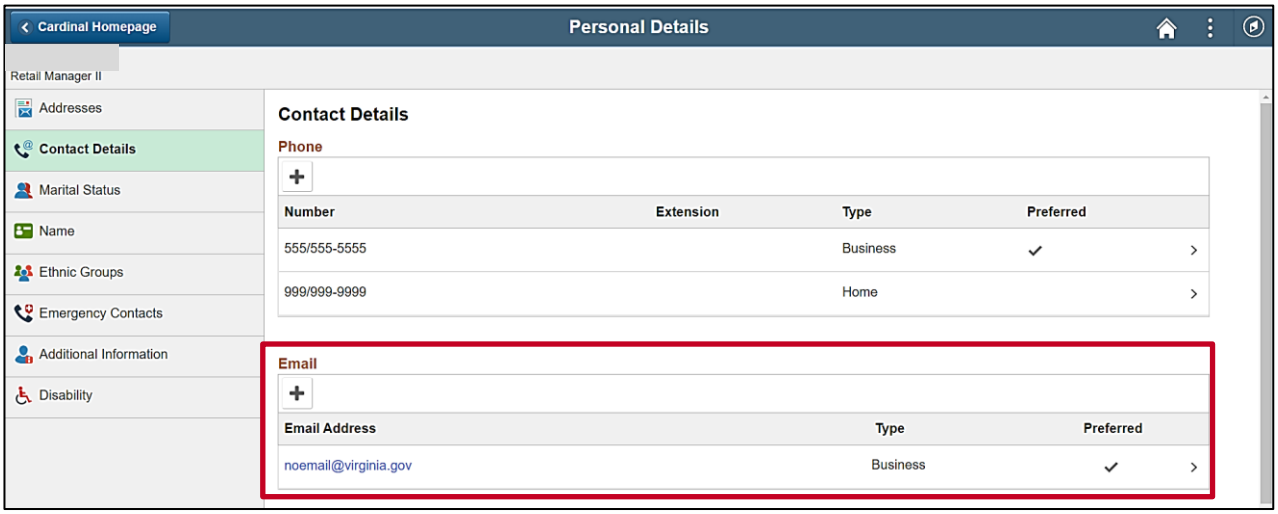


3. Select the phone type using the dropdown button provided.
4. Optionally select the **Preferred** checkbox option.
5. Enter the applicable information in the **Number** and **Extension** fields.



6. Click the **Save** button.

The **Contact Details** page returns.

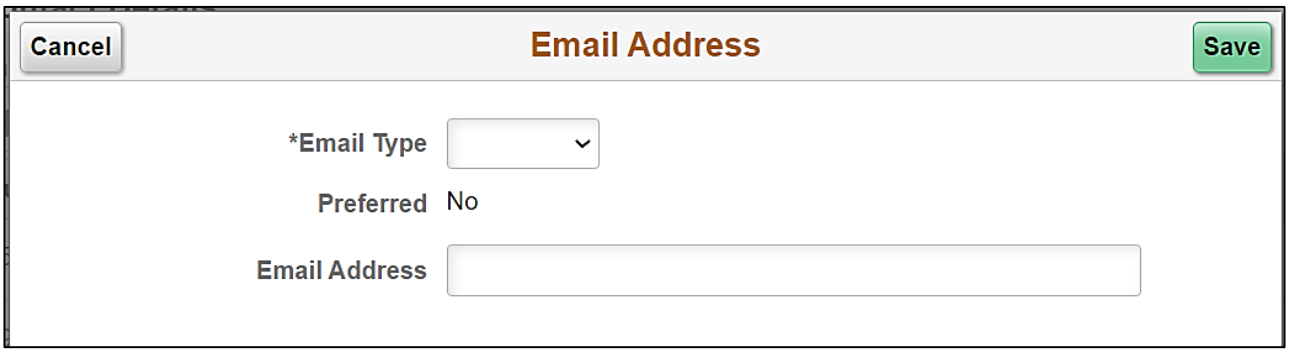


Note: The updated phone information now displays.

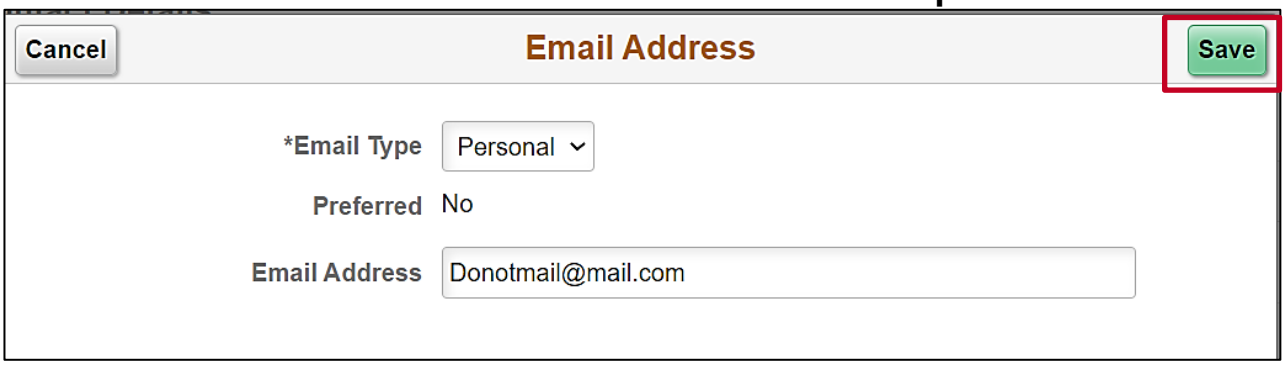
7. To add a new email address, click the **Add Email Address** icon (+). To update an existing email address, click anywhere on the corresponding row.

   Note: You cannot add or update your business email using Employee Self-Service. Contact your Agency Human Resources Administrator if your business email address is not correct.

The **Email Address** page displays in a pop-up window.

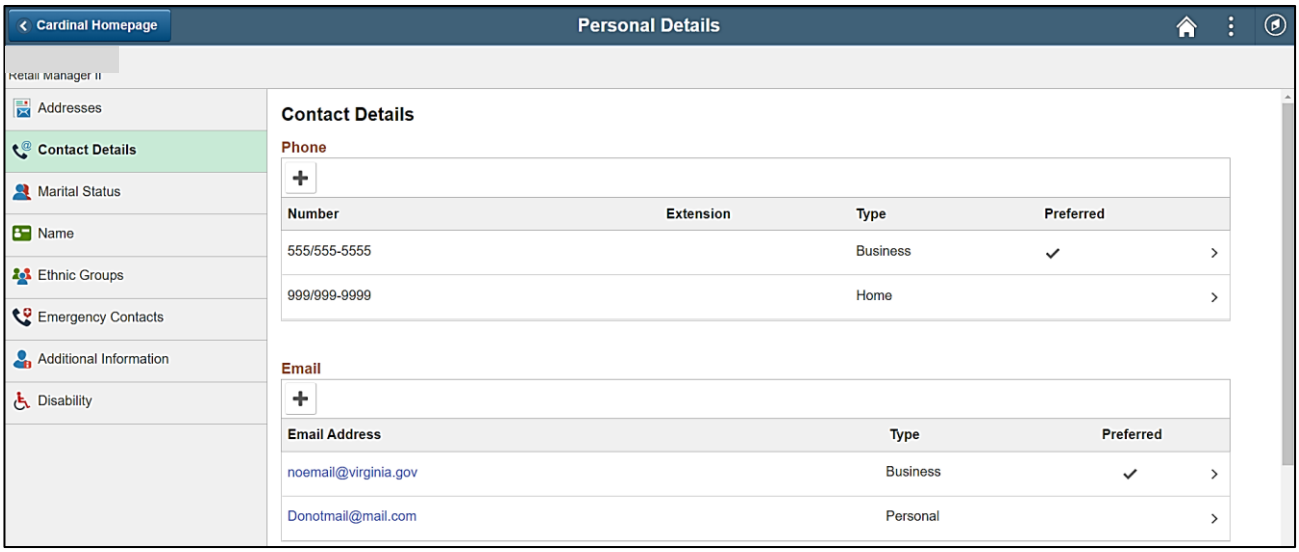


8. Select an email type of “Personal” using the dropdown button provided.
9. Enter your email address in the **Email Address** field.



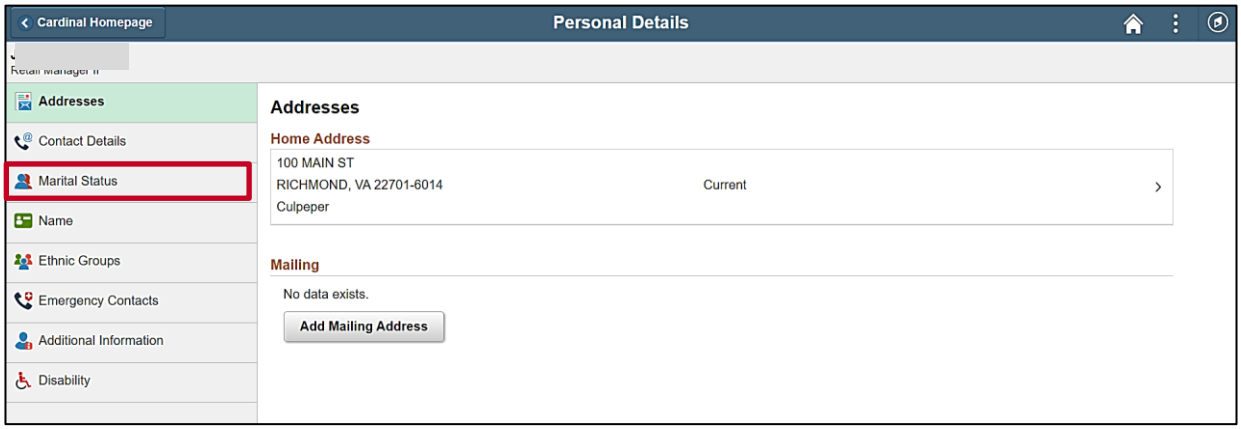
10. Click the **Save** button.

The **Contact Details** tab returns.



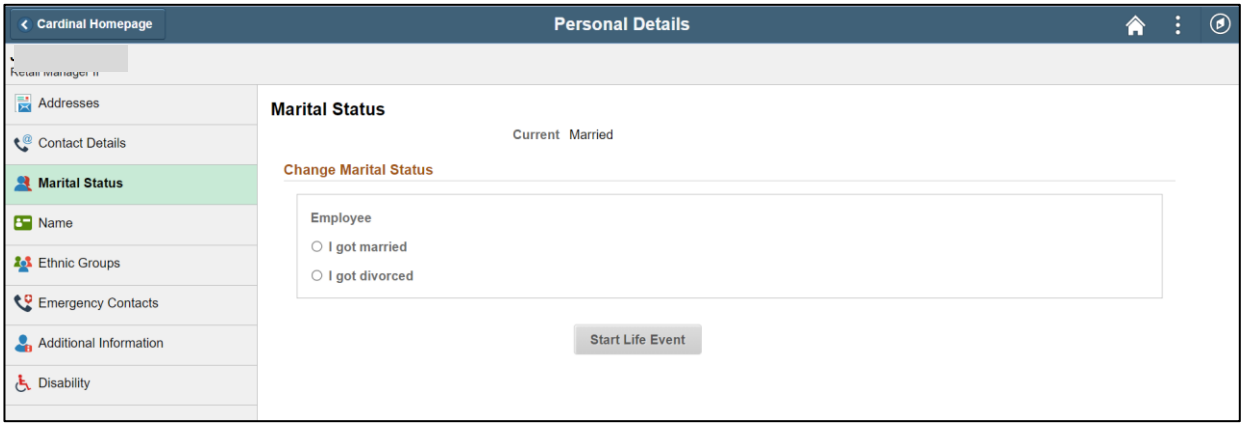
Note: The updated email address information now displays.

Updating Marital Status



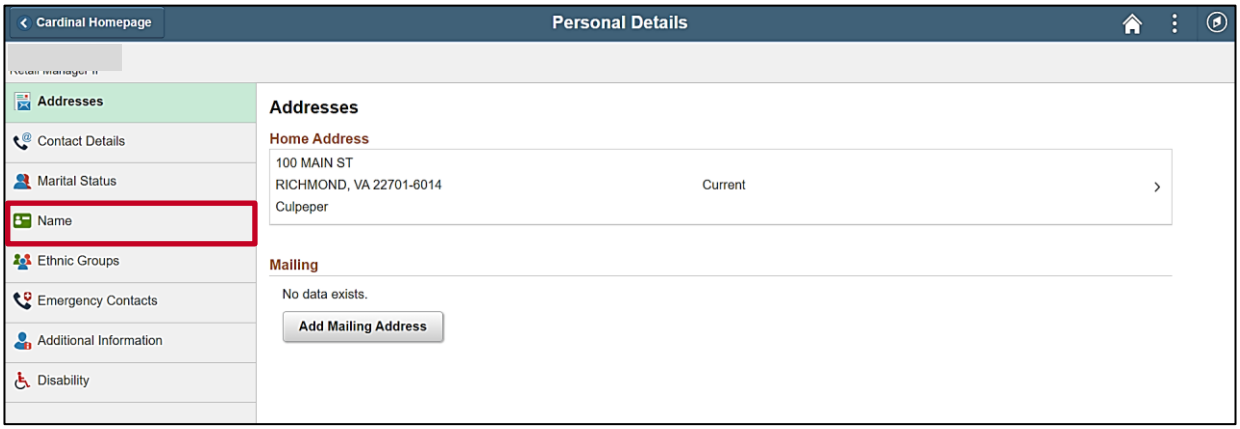
1. Click the **Marital Status** menu item.

The **Marital Status** tab displays.



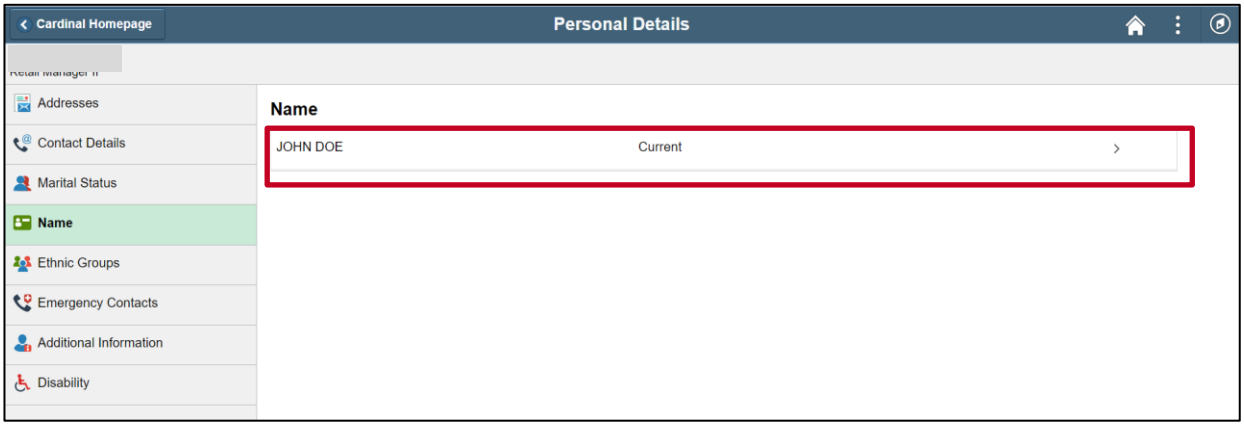
A change in Marital Status is completed through a Life Event. Refer to the Job Aid titled ESS How to Create a Life Event for additional information and specific instructions.

Updating your Name



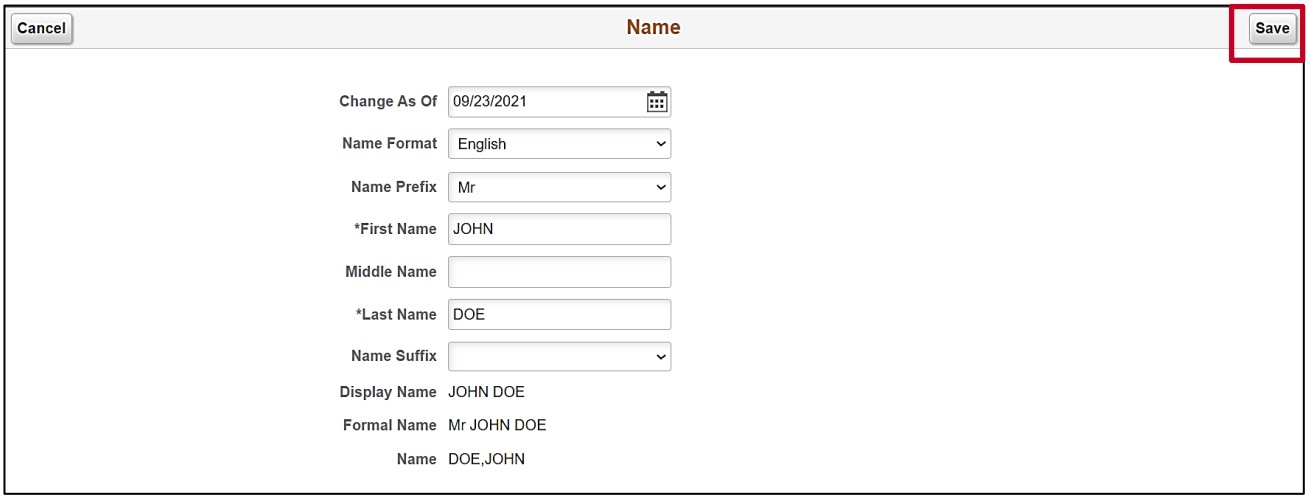
2. Click the **Name** menu item.

The **Name** tab displays.



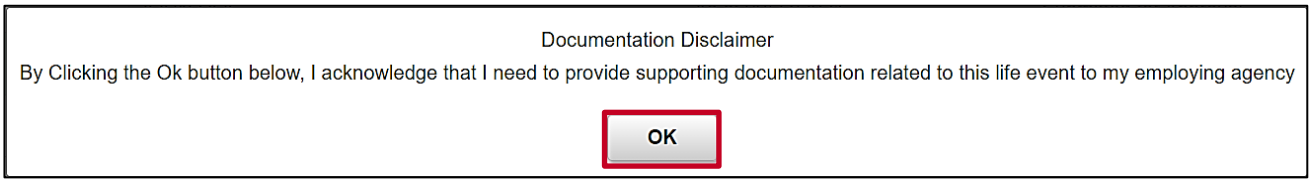
3. Click anywhere on the name row.

The **Name** page displays in a pop-up window.



4. Update the applicable fields and then click the **Save** button.

A **Documentation Disclaimer** message displays in a pop-up window.



5. Click the **OK** button.

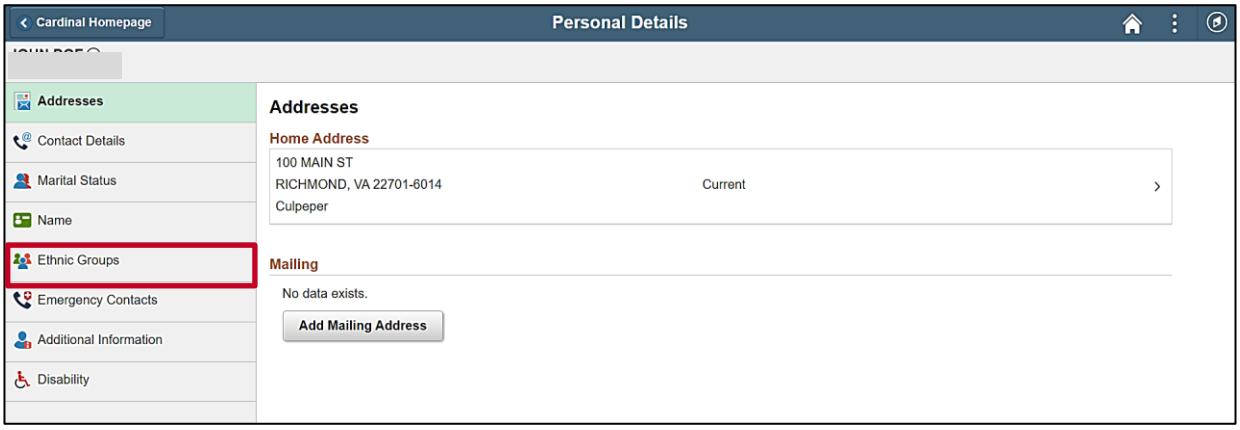
The **Name** tab returns.

Note: The updated name information displays as a new row with a status of “Submitted for Approval”.

6. Submit your supporting documentation for the name change to your Agency Human Resources Administrator. Approval will take place once the supporting documentation is validated.

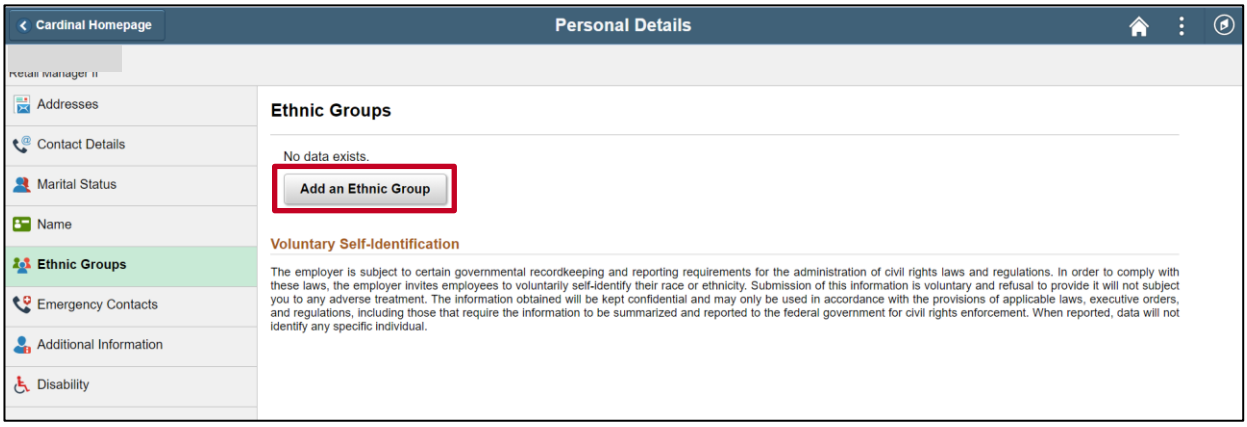
Self-Identifying your Ethnicity

Self-identifying your ethnicity is optional. However, in addition to supporting Federal Reporting requirements, this data helps the Commonwealth to create a diverse, equitable, and inclusive workforce.



1. Click the **Ethnic Groups** menu item.

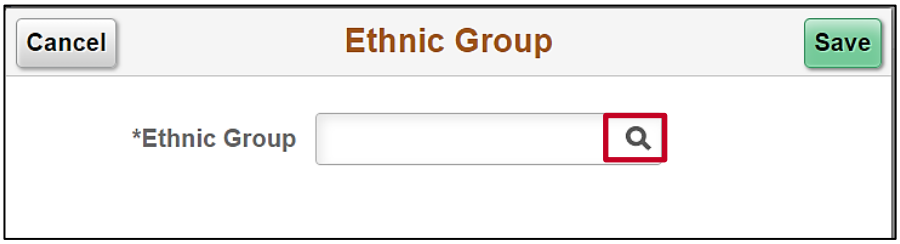
The **Ethnic Groups** tab displays.



Note: Any ethnic groups that you have already defined will display here. You can self-identify with multiple ethnic groups.

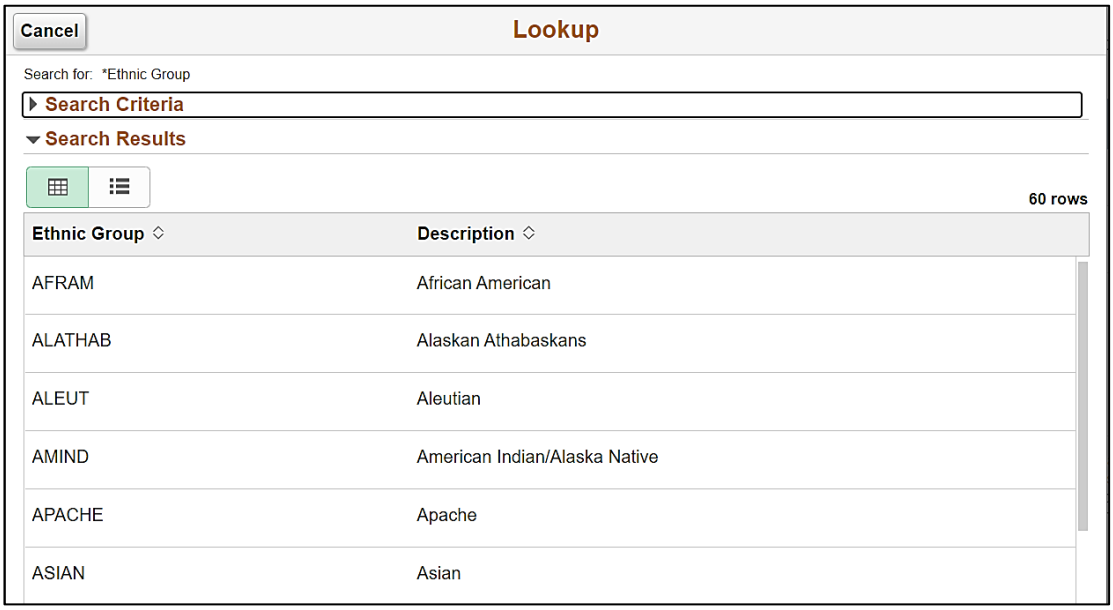
2. Click the **Add an Ethic Group** button.

The **Ethnic Group** page displays in a pop-up window.



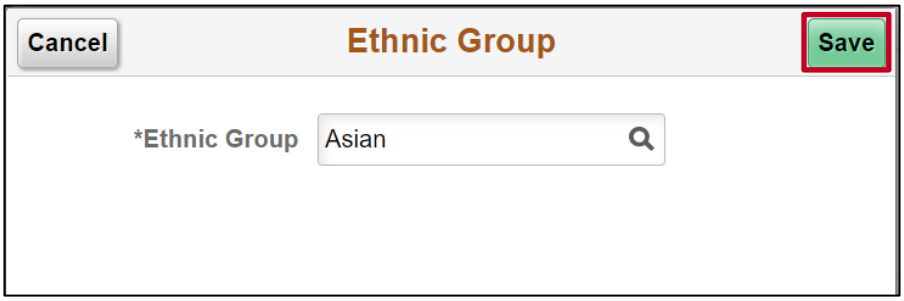
3. Click the **Ethnic Group Search and Select** icon.

The **Lookup** page displays in a pop-up window.



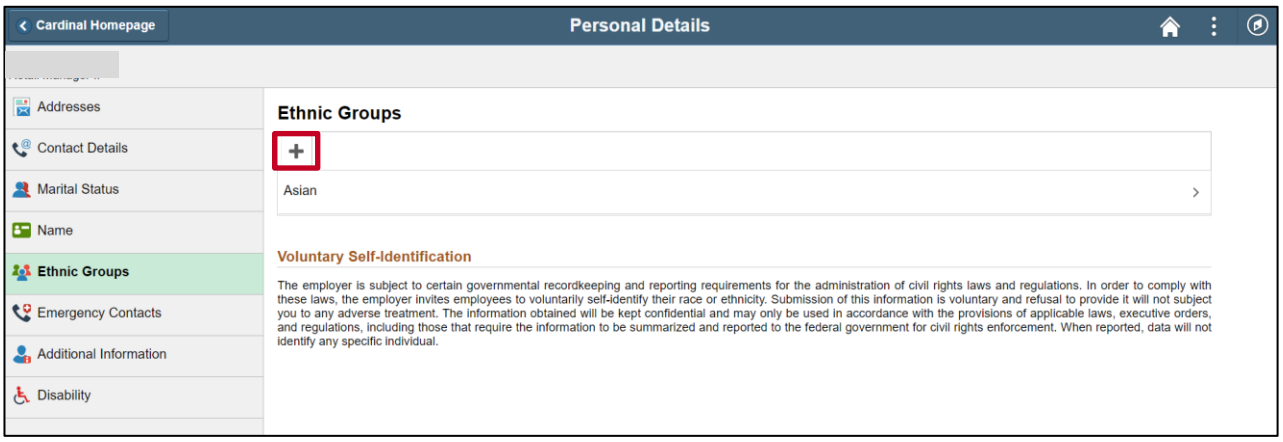
4. Use the scrollbar as needed to find the applicable ethnic group and then select it by clicking anywhere on the corresponding row.

The **Ethnic Group** page returns with the selected ethnic group.



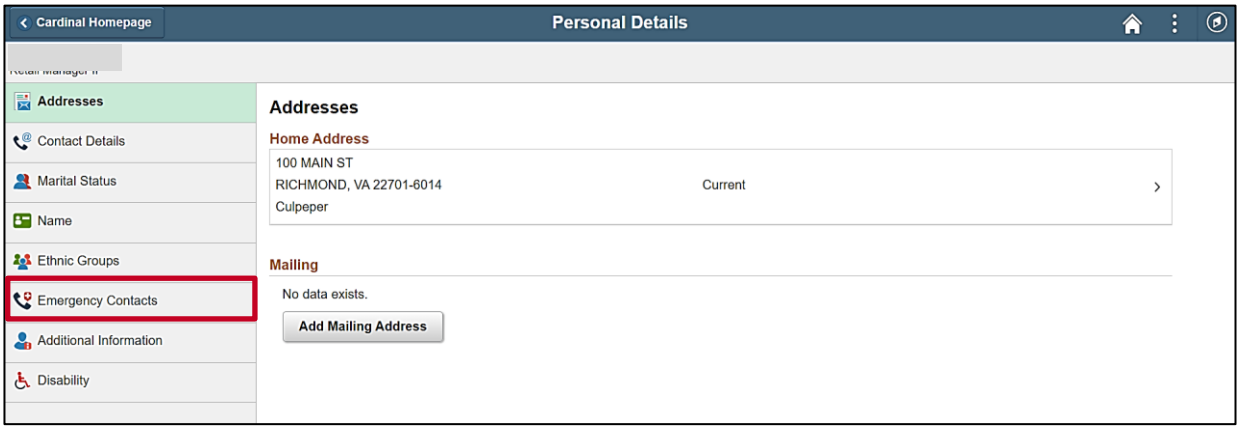
5. Click the **Save** button.

The **Ethnic Groups** tab returns.



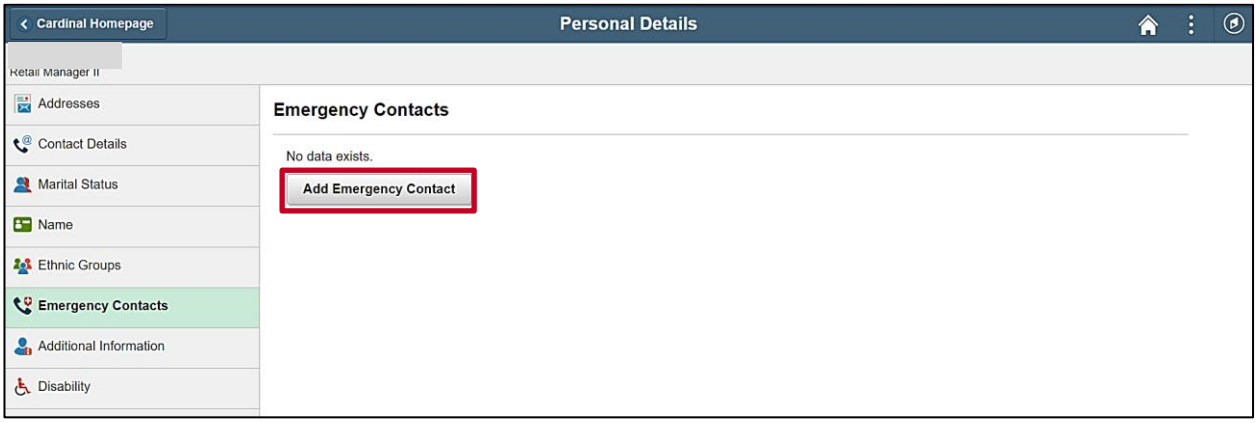
6. To add another ethnic group, click the **Add an Ethnic Group** icon and repeat Steps 3 – 5.

Updating Emergency Contacts



1. Click the **Emergency Contacts** menu item.

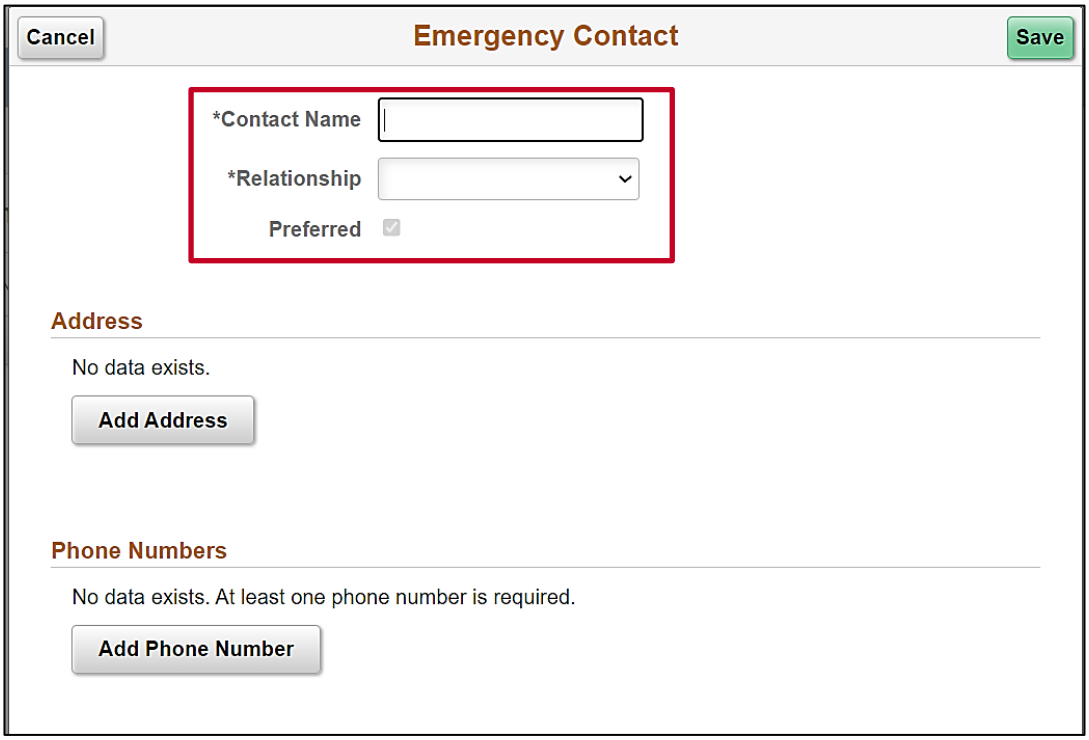
The **Emergency Contacts** tab displays.



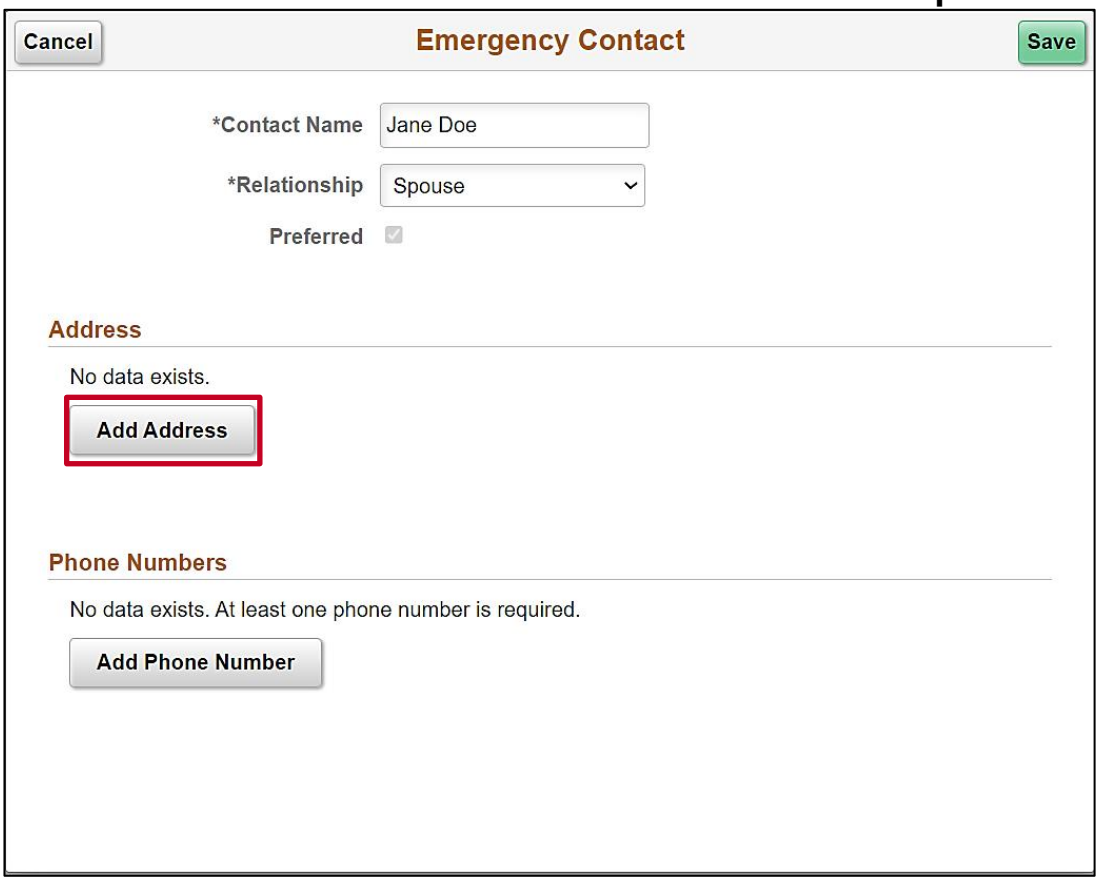
Note: Any emergency contacts that you have already defined will display here. You can define multiple emergency contacts.

2. Click the **Add Emergency Contact** button.

The **Emergency Contact** page displays in a pop-up window.

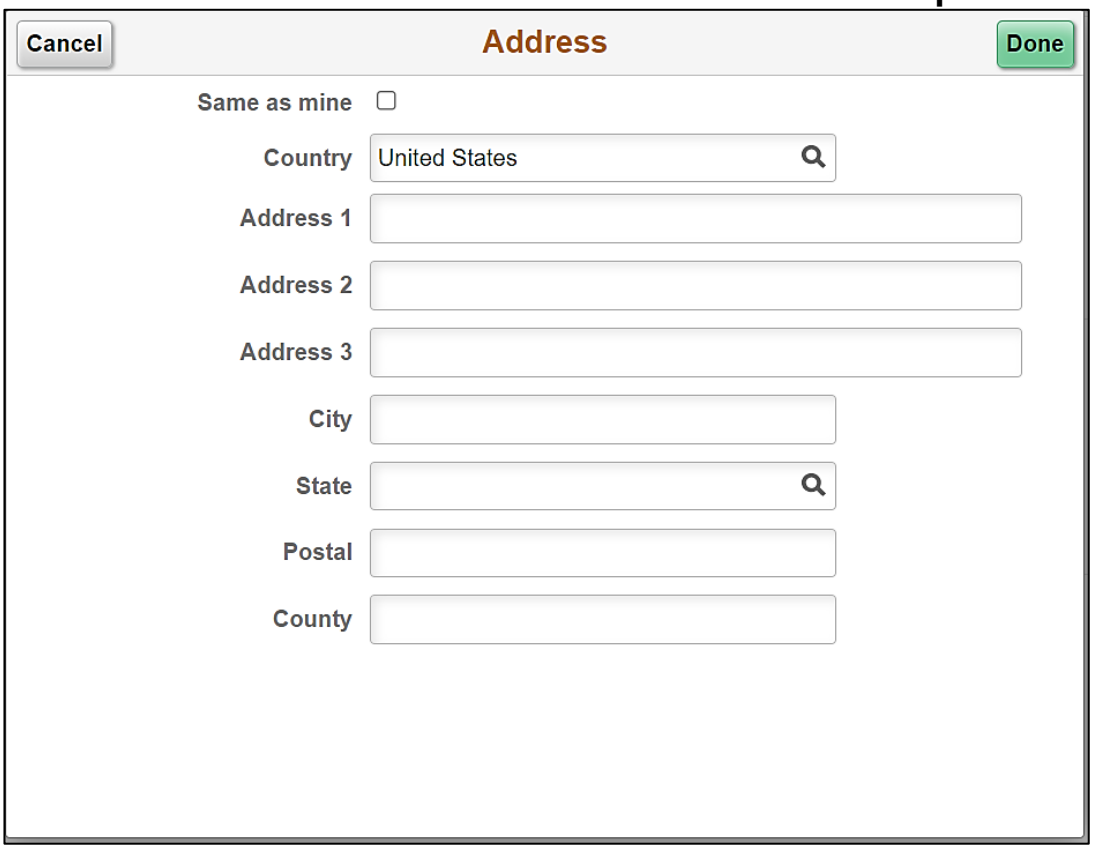


3. Enter the applicable information in the **Contact Name** field.
4. Select the person's relationship to you using the dropdown button provided.
5. When defining your first emergency contact, the **Preferred** checkbox option is selected by default and is read-only.

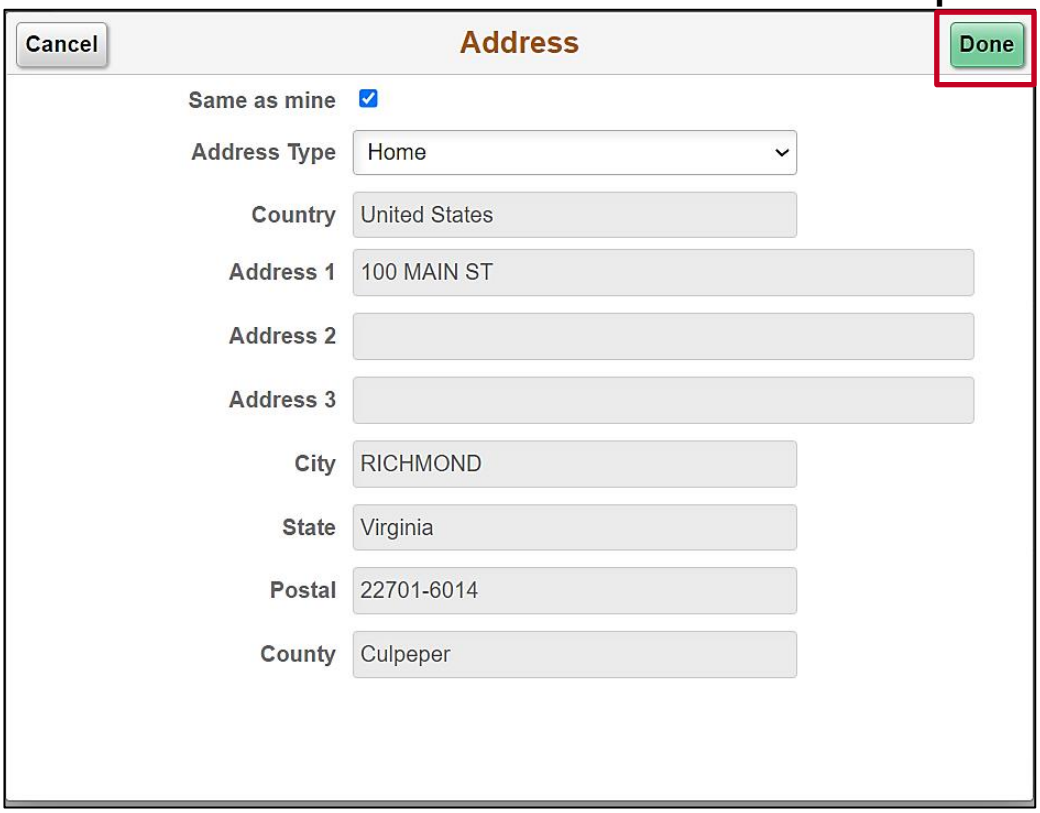


6. Click the **Add Address** button.

The **Address** page displays in a pop-up window.

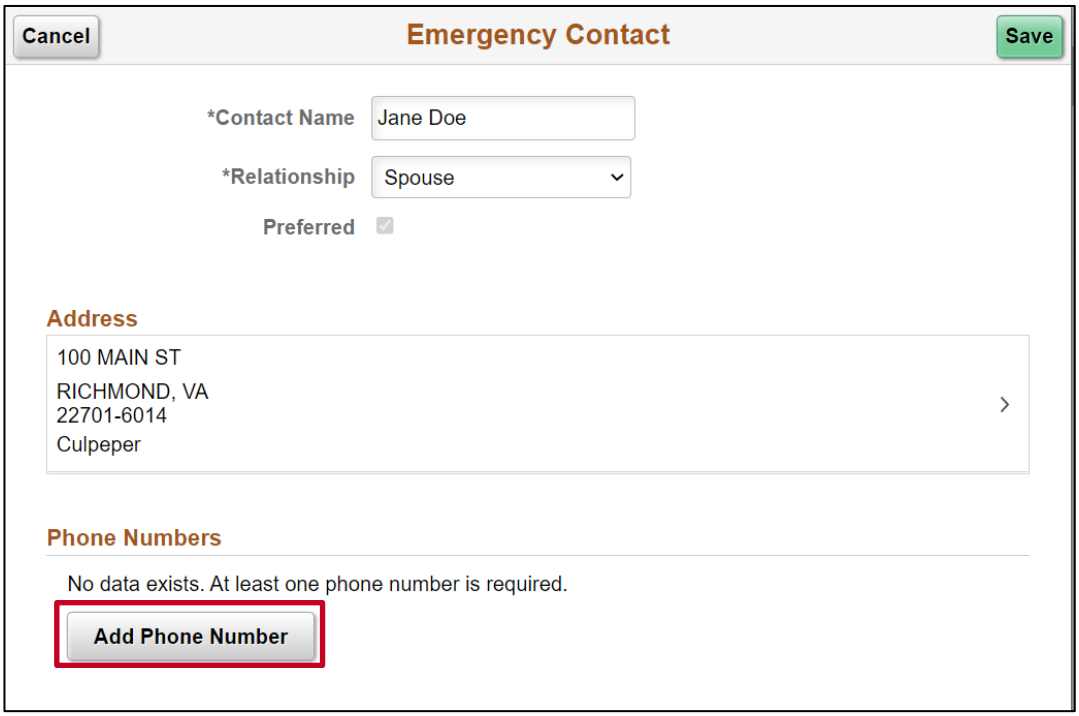


7. Click the **Same as mine** checkbox option as applicable or enter the applicable information into the corresponding fields.



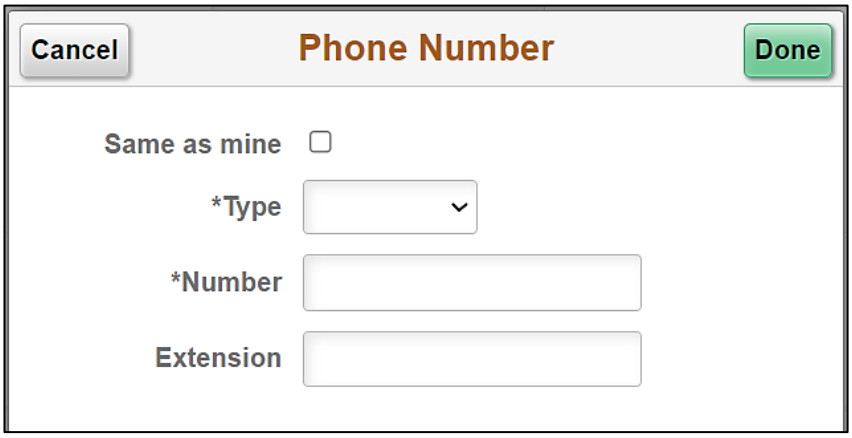
8. Click the **Done** button.

The **Emergency Contact** page returns with the updated address information.

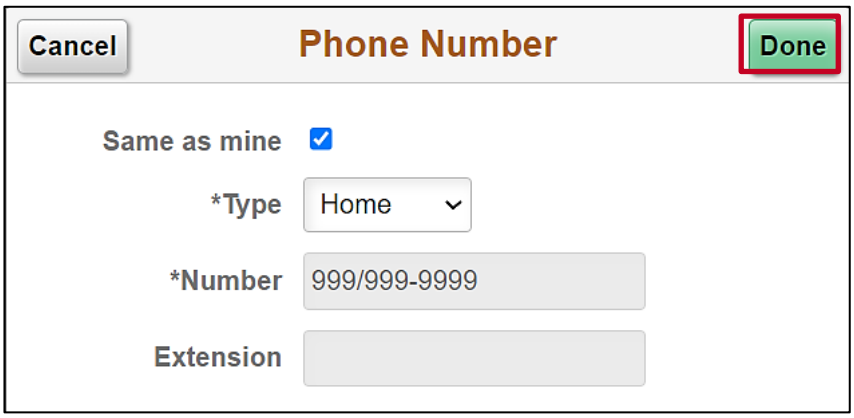


9. Click the **Add Phone Number** button.

The **Phone Number** page displays in a pop-up window.

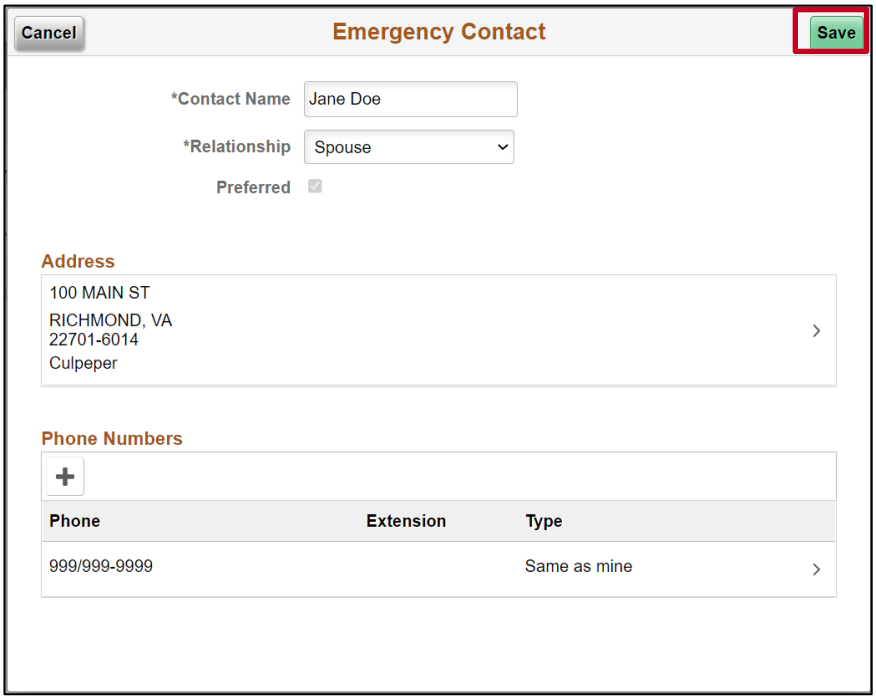


10. Click the **Same as mine** checkbox option as applicable or enter the applicable information into the corresponding fields.



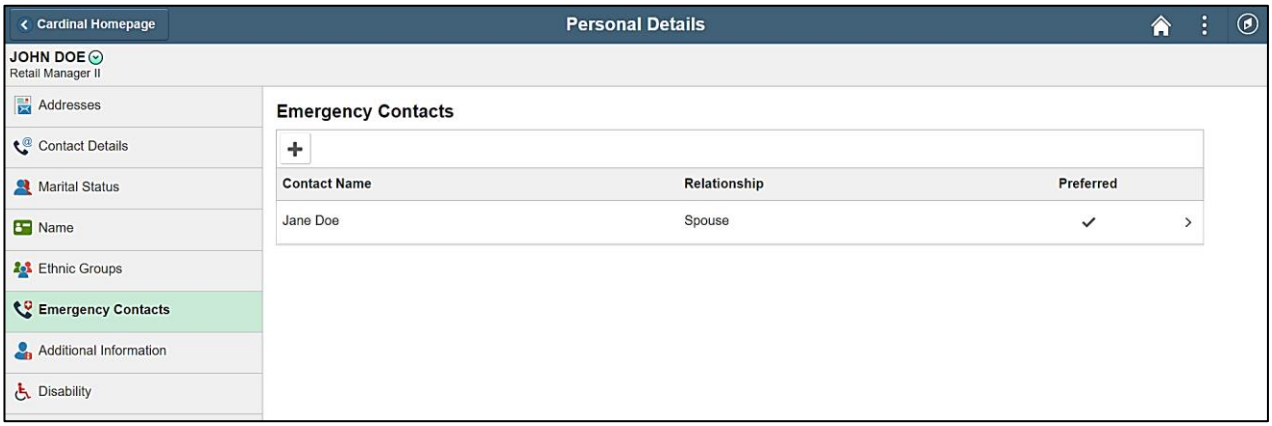
11. Click the **Done** button.

The **Emergency Contact** page returns with the phone number information.



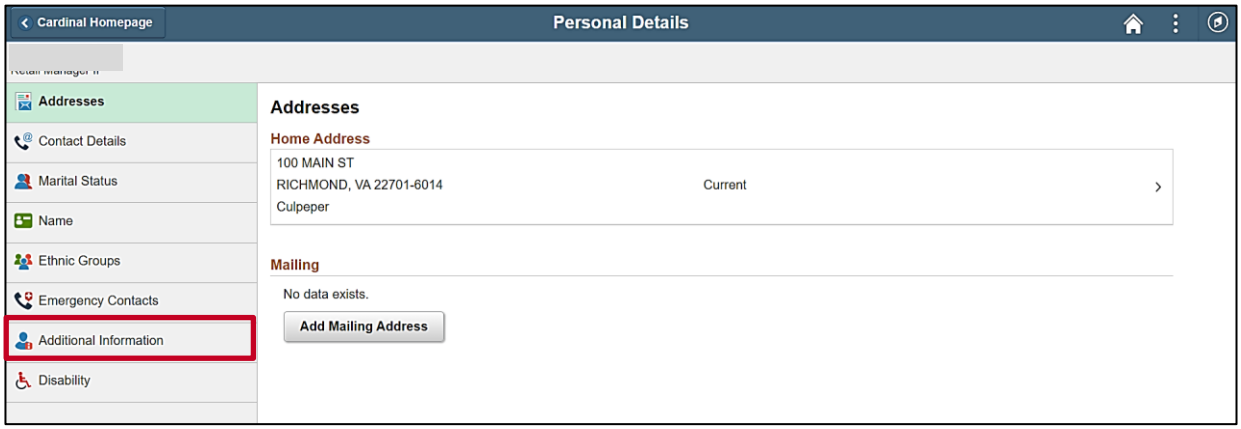
12. Click the **Save** button.

The **Emergency Contacts** tab returns.



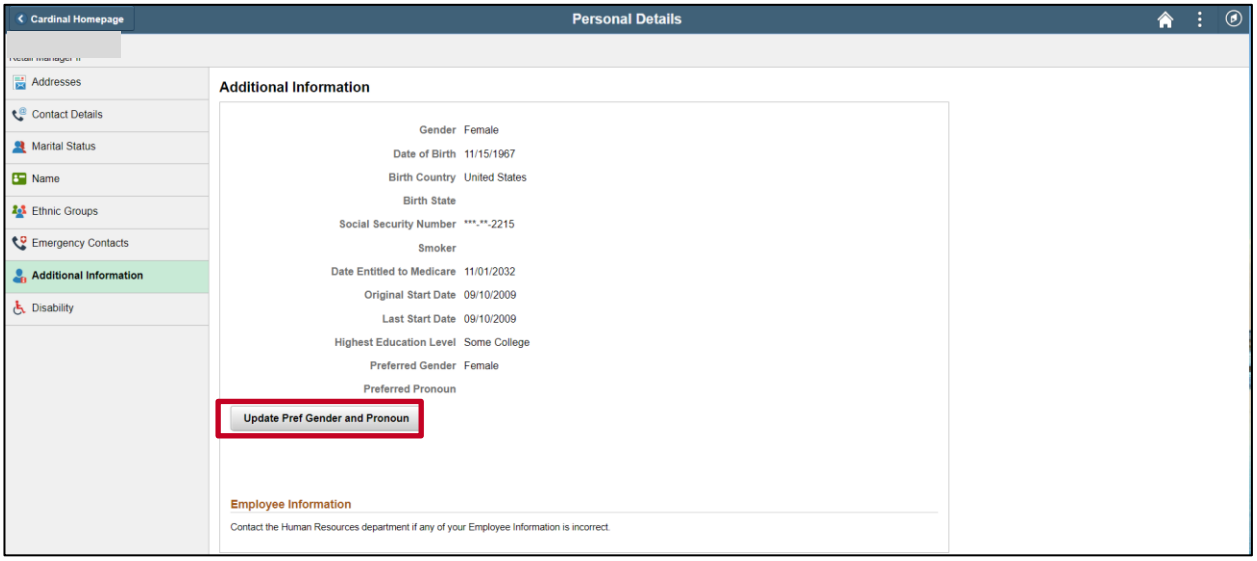
13. To update an existing emergency contact, click anywhere on the corresponding row and then make the updates needed. To add an additional emergency contact, click the **Add Emergency Contact** icon (**+**) and then repeat Steps 3 – 12.

Viewing and Updating Additional Information



1. Click the **Additional Information** menu item.

The **Additional Information** tab displays.



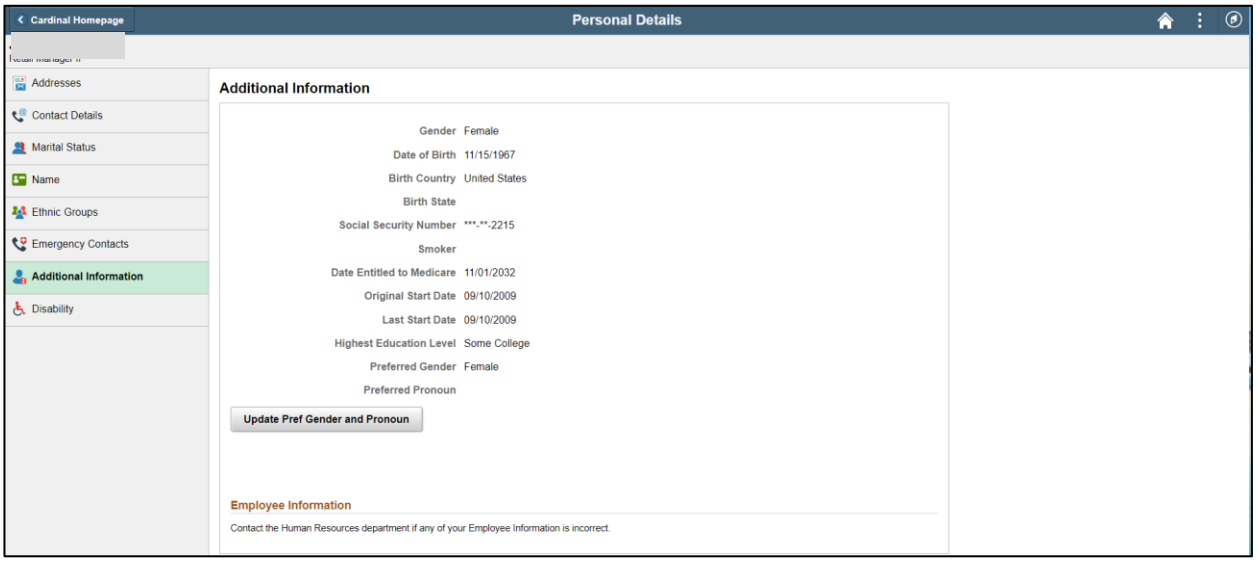
2. Review the information. Most of this information cannot be updated using Employee Self-Service. If any of the information is not accurate, contact your Agency Human Resources Administrator. The only information that you can update using Employee Self-Service is your preferred gender and preferred pronoun.

3. Click the **Update Pref Gender and Pronoun** button as needed.

The **Preferred Gender & Pronoun** page displays in a pop-up window.

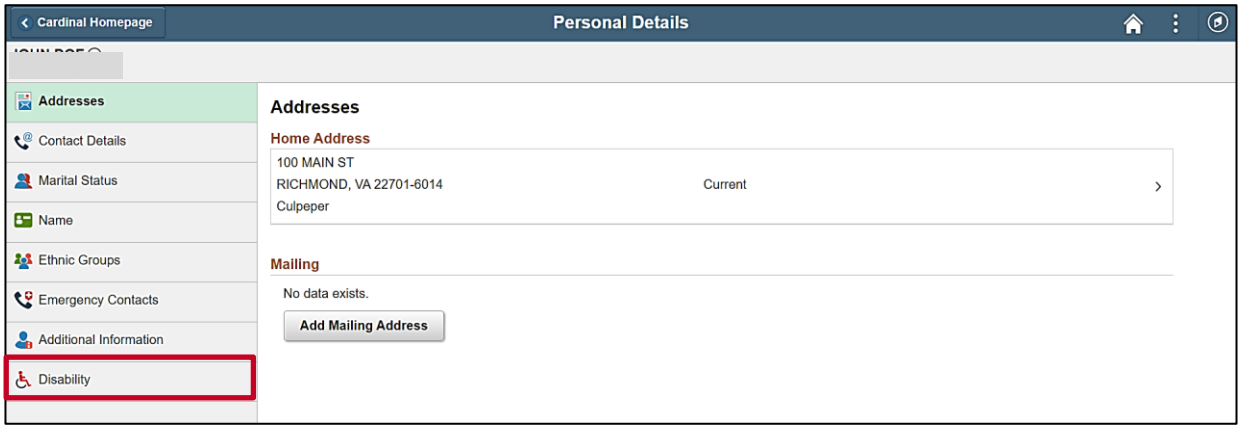
4. Make the desired updates and then click the **Save** button.

The **Additional Information** page returns.



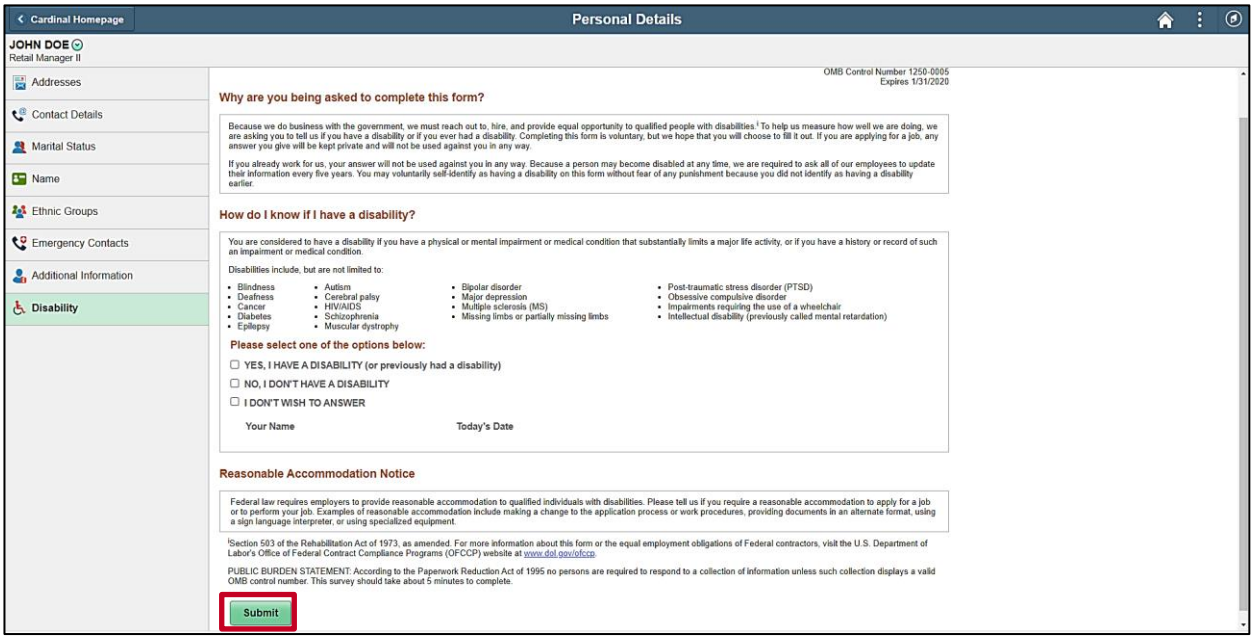
Completing the Voluntary Self-Identification of Disability Form

Self-Identification of disabilities is optional. However, sharing this information helps the Commonwealth build programs to better suit our workforce needs.



1. Click the **Disability** menu item.

The **Disability** tab displays.



2. Complete this form as applicable and then click the **Submit** button.