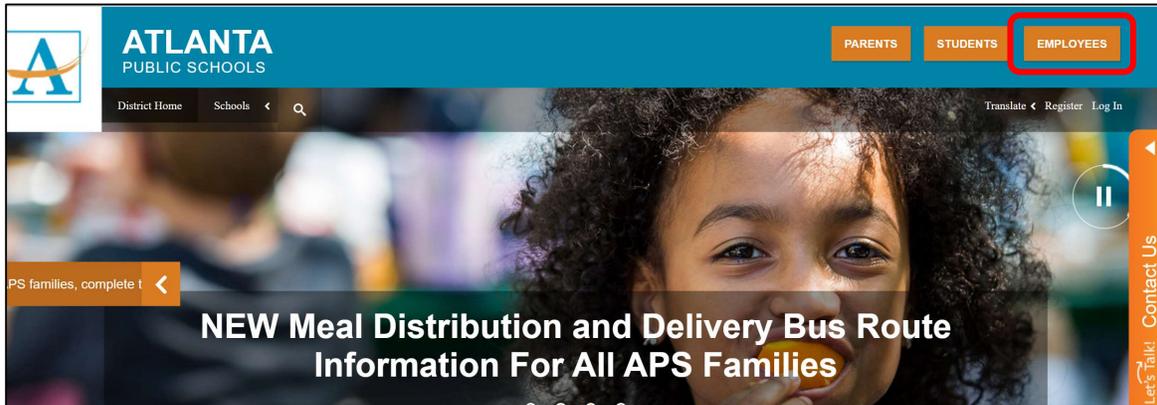


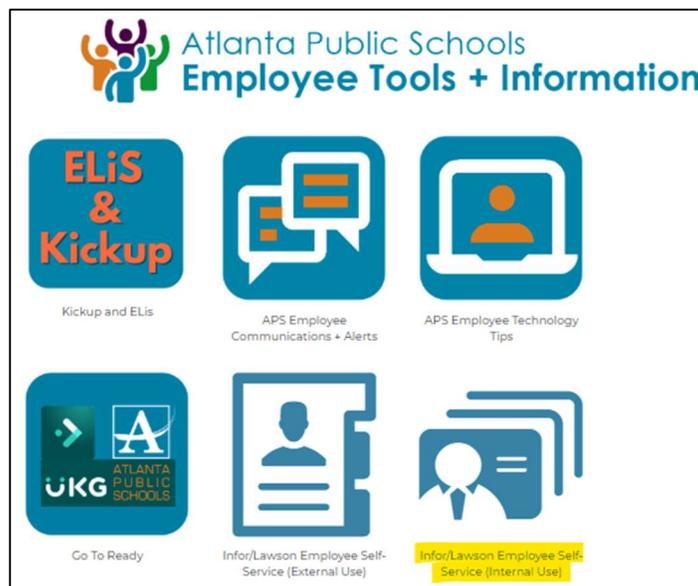
# QUICK REFERENCE GUIDE: UPDATING PERSONAL DATA IN EMPLOYEE SELF-SERVICE

Reference guide for accessing, reviewing, and updating your employee profile, demographic details, personal contact information, and emergency contact details in Employee Self-Service (ESS).

**STEP 1:** Click on **EMPLOYEES** in the top right-hand corner of the APS District website.



**STEP 2:** Click on **Infor/Lawson Employee Self Service (Internal Use)** listed with the APS Employee Tools & Information.

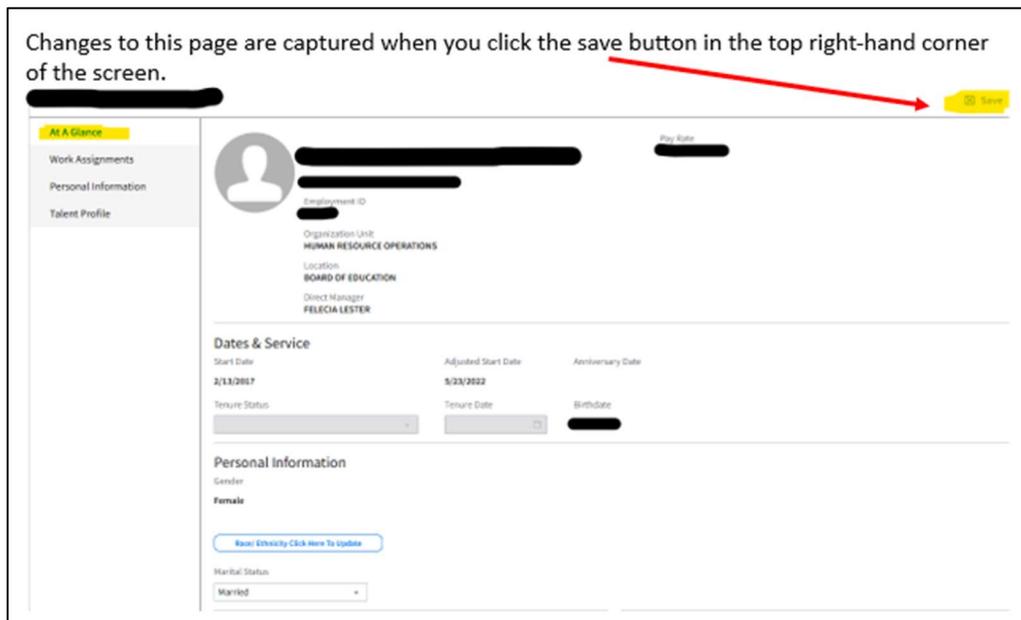


**STEP 3:** Click on the **Edit Profile** icon.



**STEP 4:** Review your demographic information on the **At A Glance** page.

- Review your Gender
  - Review, update, or add email address(es) and phone number(s). See images 5 & 8.
- Update your Marital Status
- Review & Update your Race/Ethnicity



*\*\*If you have a name change request, send your request and proper documentation (updated social security card) to the HR Records Analysts for your cluster.*

**STEP 5:** Review your contact information on the **Personal Information** page.

- Contact Information
  - Review, update, or add email address(es) and phone number(s).
- Emergency Contacts
  - Review, update, or add emergency contact(s).
- Addresses
  - Review, update, or add address(es).

Right-click on the row you want to update. Select the update/change option. A new window will open.

The screenshot shows the 'Personal Information' page with a table of contact information. The table has columns for Method, Detail, Preferred, When Available, Country/Juris, and Active. The 'Landline' row is selected, and a context menu is open with 'Update Phone' highlighted. Below the table is the 'Emergency Contacts' section.

Enter today's date as the effective date. Enter the new information. Click Submit.

The 'Update Email' dialog box contains the following fields and options: Employment ID, Effective Date (with a calendar icon), Active (checked), Description, Email Address, Change This To Be Work Email (unchecked), Preferred Email (unchecked), and When Available. The 'Submit' button is highlighted in blue.