

II. SELF SERVICE STEP-BY-STEP

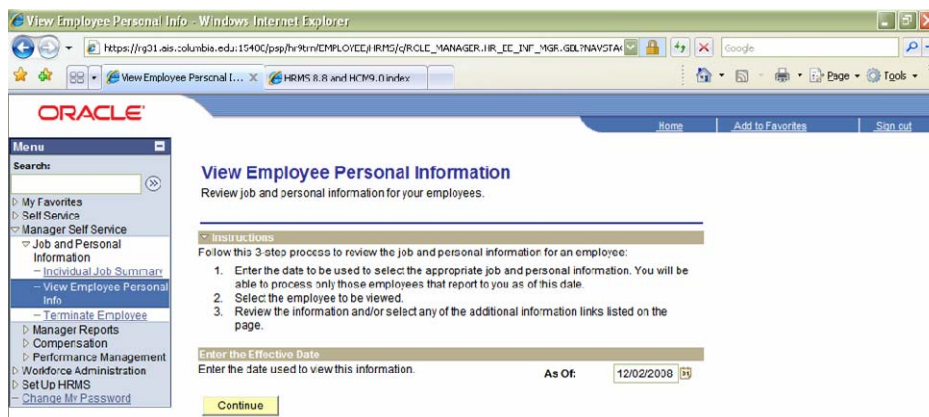
A. Job and Personal Information/ Employee Personal Information

Manager Self Service > Job and Personal Information > Employee Personal Info*

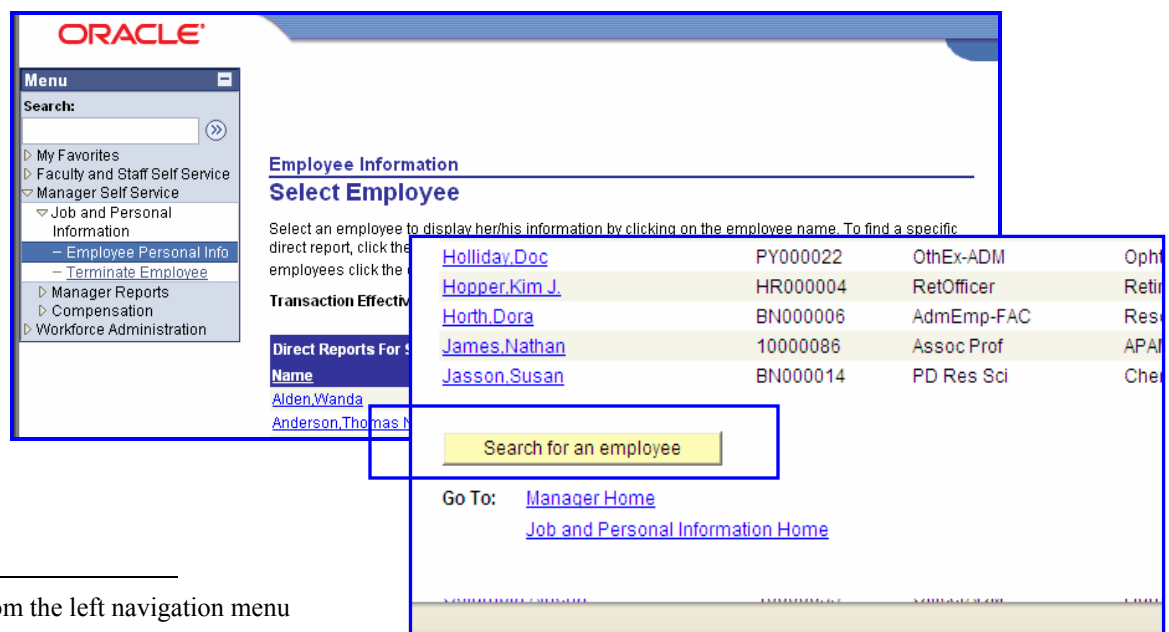
All of the Faculty and Staff information in the department/s you manage will appear on the Job and Personal Information page. Job and Personal Information is the first sub-folder in the Manager Self Service folder.

The View Employee Personal Information screen now requires that you enter the effective date for which you wish to generate the employee list.

From Employee Personal Info (screen shot below) you can edit the employee's addresses, phone numbers, emergency contacts, and view employee's check address and job summary information. Other personal information such as email address and birthday are view only.



Please enter the effective date for which you wish to generate your employee list.



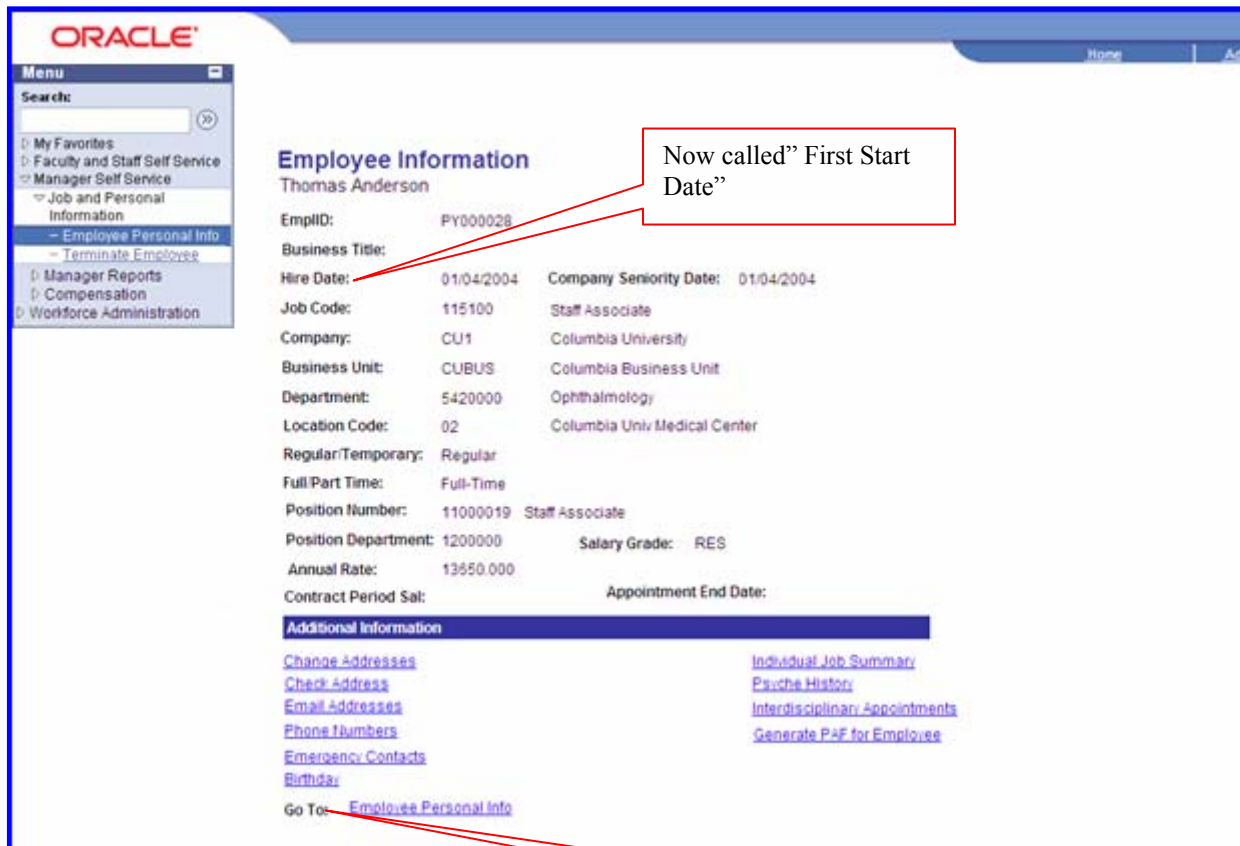
* the folder path from the left navigation menu

The Search for an Employee button at the bottom of the screen is useful if your employee list is long and you want to find a specific person or group of people without scrolling through the list. If you click on this button, the following pop-up window will appear. You can then search by Dept ID, Employee ID, First Name, and Last Name.



To view the information for an employee, click on their name, i.e. Thomas Anderson, and the Employee Information page for that individual will appear (screen shot below).

The Employee Information page for the selected individual will appear.



Additional links will be covered on the following pages.

1. View/ Update Addresses – using Change Addresses link

a. Click on the Change Addresses link.



b. The Addresses page appears.

Addresses

Thomas Anderson

Address Type	Status	As Of	Country	Address	Edit
CU Office	Current	02/27/2006	USA	780 Pupin Hall 4521	Edit
Home	Current	01/04/2004	USA	384 Revolutions Blvd Zion, NY 10050	Edit
Mailing	Current	11/14/2005	USA	32 Amsterdam New York, NY 10027	Edit
Office #2	Current	02/27/2006	USA	76 Chandler Hall	Edit

Do not add a Mailing Address if it is the same as your Home Address. Enter a Mailing Address only if your mail should be sent to an address other than your Home.

W2 Statements are mailed to your Mailing Address if there is one available, else they're sent to your Home Address. If your address is changing because you are moving into or out of New York City or Yonkers or if you are changing home states, you will need to complete new Tax forms. See your Department Administrator after submitting any changes here.

NOTE: NON-RESIDENT ALIENS/FOREIGN STUDENTS, PLEASE CONTACT YOUR DA BEFORE MAKING ANY CHANGES HERE.

Go To: [Employee Information](#)

Now says "Return to"

Tip: to return to the previous page, click on the Employee Information link.