Self-Service: How to Review Your Personal Information

Self-Service

Personal Details

Contact Information

Family and Emergency Contacts

This presentation takes you through the steps to review and update: personal details, contact information and family and emergency contacts.

3

https://edrm.login.us2.oraclecloud.com/

Enter this web address in your browser and press the enter key.

SIGN IN
ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

User ID

Password

Forgot Password

Sign In

English

ORACLE®

This is where you will land.

Click the "Company Single Sign-On" box.

This Identity Provider needs to validate your identity. Please login to your existing account here so that we can return verification back to your local service.

Enter your TCNJ credentials

woodski

●●●●●●●●●●

Sign in

Keep your personal information secure. Sign out and close your browser when you are finished.

Get sign in support: IT Help Desk

Type the same user name and password used to log on to your TCNJ email. This also known as your, "single sign on".

Press "Sign in".

Welcome, Kimberly Woods

You have a new home page!

Open it with the home icon or the company logo.

You can continue to access this page by selecting the **My Dashboard** item in the navigation menu.

This is where you will land.

Click the "home" icon found at the upper right side of the screen.

You will land here.

You should see that the "Me" option is underscored. Next, click the "Personal Information" **tile.**
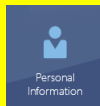
You may now begin the process of reviewing and, if necessary, updating your personal information.

Kimberly Woods

Personal Details

Details about yourself, such as name, date of birth, marital status, and national identifier.

Document Records

Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.

Identification Info

View and edit your passport, driver license, visa, and citizenship info.

Contact Info

Add or update ways you can be reached, such as phone, email, and address.

Family and Emergency Contacts

Add family and friends to contact in case of emergency.

Employment Info

Details about your assignment, such as legal employer, business unit, department, and location.

Additional Assignment Info

Details about your additional assignment information.

My Compensation

View your compensation details, such as salary and personal contributions.

From this screen we will navigate to your personal information, contact information and your emergency contact details.

Begin by selecting the "Personal Details" option.

Personal Details
Kimberly Woods

Name

Start Date 01/10/2020	**Title** Ms.
Last Name Woods	**Middle Name**
First Name Kimberly	

Here is your demographic information. Please review all fields and change those that are blank, or that are inaccurate.

Demographic Info

Country
United States

Ethnicity
__ Hispanic or Latino

Select one or more of the following races
__ American Indian or Alaska Native
__ Asian
✓ Black or African American
__ Native Hawaiian or other Pacific Islander
__ White

Marital Status
Married

Start Date
01/10/2020

Gender
Female

Highest Education Level
Master Degree

Veteran Self-Identification Status
Declines to Self-Identify

Disabled Veteran
—

Active Duty Wartime or Campaign Badge Veterans
—

Armed Forces Service Medal Veteran
—

Recently Separated Veteran
—

Newly Separated Veteran Discharge Date

Gender (Not listed above)

Gender Identity

Gender Identity (Not listed above)

Sexual Orientation

Sexual Orientation (Not listed above)

I made changes to my demographic information as indicated by the check marks.

Once Personal Details are updated, it's time to submit the changes.

Name

Start Date
07/11/2016

Last Name
Woods

First Name
Kimberly

Error

×

Messages for this page are listed below.

⊗ The effective date operation for Entity PersonDEO will introduce gaps or overlaps. key=oracle.jbo.Key[300000013627127 2020-01-02 4712-12-31]

⊗ The start date for the person must be the same as the initial start date for the person in the enterprise. (PER-1531578)

⊗ Failed to validate a row with key oracle.jbo.Key[300000013627127] in PersonEO

OK

Demographic Info

Submit   Cancel

Country
United States

Veteran Self-Identification Status
Declines to Self-Identify

Ethnicity
☐ Hispanic or Latino

Disabled Veteran
☐

Active Duty Wartime or Campaign Badge Veterans

I submitted changes to my demographic information. As you see, Cloud informed me that there were errors that must be corrected prior to my changes being recorded.

In this case, I needed to add effective dates for my changes.

Personal Details
Kimberly Woods

Name

⚠ Approval in progress. See how it's going.

Start Date
01/10/2020

Last Name
Woods

First Name
Kimberly

Title
Ms.

Middle Name

Demographic Info

⚠ Approval in progress. See how it's going.

Country
United States

Ethnicity
— Hispanic or Latino

Select one or more of the following races
— American Indian or Alaska Native
— Asian
✓ Black or African American
— Native Hawaiian or other Pacific Islander
— White

Marital Status
Married

Start Date
01/10/2020

Gender
Female

Highest Education Level
Master Degree

Veteran Self-Identification Status
Declines to Self-Identify

Disabled Veteran
—

Active Duty Wartime or Campaign Badge Veterans
—

Armed Forces Service Medal Veteran
—

Recently Separated Veteran
—

Newly Separated Veteran Discharge Date

Gender (Not listed above)

Gender Identity

Gender Identity (Not listed above)

Sexual Orientation

Sexual Orientation (Not listed above)

The errors were corrected and my changes are recorded, subject to approvals.

Personal Details
Kimberly Woods

KW

Withdraw

⚠ Approval in Progress

Change Personal Information

Kimberly Woods

Person Number **211563**

New Ethnicity: United States

Ethnicity   Black or African American

Legislative Information: United States
Effective Date: 12/17/2019

	Current	Proposed
Veteran Self-Identification Status		Declines to Self-Identify
Gender Identity Drop Down		Nonbinary
Sexual Orientation Drop Down		Pansexual

Show Detail

This is the screen that appears once changes have been submitted.

Upon review of the changes you submitted, you have the option to withdraw the request and to begin again. To do so, click "Withdraw" on the top right of the screen.

Personal Details
Kimberly Woods

Withdraw

Person Number **211563**

**New Ethnicity: United States**
Ethnicity   Black or African American

Legislative Information: United States
Effective Date: 12/17/2019

	Current	Proposed
Veteran Self-Identification Status		Declines to Self-Identify
Gender Identity Drop Down		Nonbinary
Sexual Orientation Drop Down		Pansexual

Hide Detail

	12/17/2019 1:41 PM
🕐 Assigned to **TCNJ_SELF_SERVICE_HR_APPROVAL_GROUP_APPLICATION_ROLE**	

	12/17/2019 1:41 PM
⬆ Submitted by **Kimberly Woods**	
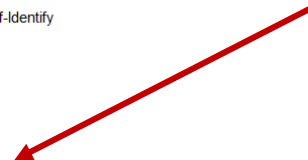
This screen informs you that your changes are in the approval process.

Personal Details
Kimberly Woods

Name

⚠ Approval in progress. See how it's going.

Start Date
01/10/2020

Title
Ms.

Last Name
Woods

Middle Name

First Name
Kimberly

Once you have finished reviewing and updating Personal Details, press the back arrow to return to the Personal Info screen.

TCNJ Oracle Cloud

Kimberly Woods

Personal Details
Details about yourself, such as name, date of birth, marital status, and national identifier.

Document Records
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.

Identification Info
View and edit your passport, driver license, visa, and citizenship info.

Contact Info
Add or update ways you can be reached, such as phone, email, and address.

Family and Emergency Contacts
Add family and friends to contact in case of emergency.

Employment Info
Details about your assignment, such as legal employer, business unit, department, and location.

Additional Assignment Info
Details about your additional assignment information.

My Compensation
View your compensation details, such as salary and personal contributions.

From this screen we will navigate to "Contact Info".

ORACLE

Contact Info

Kimberly Woods

Communication

+ Add ⌄ ⌃

✓ Business
609-7713079

Home
215-5555555

Text Alert
215-9999999

Mobile
215-7777777

✓ Campus
woodski@tcnj.edu

Address

+ Add ⌃

✓ Home Address
105 Anywhere Road
Philadelphia, PA 19108
Philadelphia
United States

Start Date
01/01/2020

Order of Preference

Contact information is here. If any of your contact numbers or address are inaccurate or missing, click the pencil ✎ icon next to that mode of contact, or your address. HCM Cloud will open that particular mode of communication to enable you to update it.

Here, I have updated one of my contact phone numbers.

Click, submit once your update is complete.

Contact Info

Kimberly Woods

Communication

+ Add ∨

✔ **Business**
609-7713079

Home
215-5555555

Text Alert
215-9999999

Mobile
215-7777777

✔ **Campus**
woodski@tcnj.edu

Address

+ Add

✔ **Home Address**
105 Anywhere Road
Philadelphia, PA 19108
Philadelphia
United States

Start Date
01/01/2020

Click the "add" button to enter details associated with any of your contact phone numbers.

I entered a comment about when you contact me on my mobile phone number.

I made my mobile phone number my primary number.

I submitted the change.

Are you moving to a new address, or did you update your address in Cloud?

If so, there is one more step to complete the address change process. This is for benefit plan purposes:

Complete a Change of Address Form and submit it to hr@tcnj.edu

The <u>Change of Address Form</u> must be submitted to the Office of Human Resources.

FC-0162-0218

State of New Jersey • Department of the Treasury
DIVISION OF PENSIONS & BENEFITS
P.O. Box 295, Trenton, NJ 08625-0295
CHANGE OF ADDRESS FORM

Please print all required information and return the completed form to the mailing address shown above. This form will be rejected if your retirement/membership number and/or your Social Security number is not completed.

Date: _____/_____/_____

Name: _____

Pension System: ☐ PERS ☐ TPAF ☐ DCRP ☐ PFRS ☐ SPRS ☐ ABP ☐ JRS

Membership or Retirement Number:_____

Social Security Number: _____—_____—_____

Daytime Phone Number: (_____) _____
                        Area Code

Type of Change: ☐ Active Employee Address Change for **Health Benefits** only

Note: The Division of Pensions & Benefits **does not** maintain addresses for active PERS, TPAF, PFRS, SPRS, or JRS employee pension accounts. Notify your employer of any change in your address.

☐ Retiree Address Change for Pension and Health Benefits

☐ ABP/DCRP Address Change for Pension and Health Benefits

Former Mailing Address: _____
                                            Address 1

_____
                        Address 2

_____
        City   *State*   *Zip*

Date New Address in Effect: _____/_____/_____

New Mailing Address: _____
                                        Address 1

_____
                        Address 2

_____
        City   *State*   *Zip*

_____
            Signature of Member or Retiree

Communication

+ Add ⌄   ⌃

⚠ Approval in progress. See how it's going.

✓ Mobile
1-215-555-5555   ✎

Business
609-7713079   ✎

Home
215-6993426   ✎

Text Alert
215-6923803   ✎

Mobile
215-6923803   ✎

✓ Campus
woodski@tcnj.edu

Address

+ Add   ⌃

✓ Home Address   Start Date
105 Brochant Circle   07/11/2016   ✎
BLUE BELL, PA 19422
MONTGOMERY
United States

Once you have finished reviewing and updating Contact Info, press the back arrow to return to the Personal Info screen.

TCNJ Oracle Cloud

Kimberly Woods

Personal Details	Document Records	Identification Info	Contact Info
Details about yourself, such as name, date of birth, marital status, and national identifier.	Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.	View and edit your passport, driver license, visa, and citizenship info.	Add or update ways you can be reached, such as phone, email, and address.

Family and Emergency Contacts	Employment Info	Additional Assignment Info	My Compensation
Add family and friends to contact in case of emergency.	Details about your assignment, such as legal employer, business unit, department, and location.	Details about your additional assignment information.	View your compensation details, such as salary and personal contributions.

From this screen we will navigate to "Family and Emergency Contacts".

Family and Emergency Contacts
Kimberly Woods

My Contacts

+ Add ⌄

Peter Jones
Spouse

Click the "add" button to add a new Emergency Contact.

OR

To update a current emergency contact, click on the name of the individual and her/his contact information will display.

New Contact

Submit   Cancel

Basic Information

*Last Name
[   ]

First Name
[   ]

Title
[▾]

Prefix
[   ]

Suffix
[   ]

*Relationship
[Select a value   ▾]

*What's the start date of this relationship?
[mm/dd/yyyy   📅]

Middle Name
[   ]

Honors
[   ]

Preferred Name
[   ]

Previous Last Name
[   ]

Gender
[Select a value   ▾]

Date of Birth
[mm/dd/yyyy   📅]

☐ This person is an emergency contact

Communication

Phones
Type
[Select a value   ▾]

Email
Type
[Select a value   ▾]

Address

◉ Use My Address
[Select a value   ▾]

○ Enter a New Address

Here, you will enter all pertinent data for your emergency contacts.

Once you are finished, click the submit button on the top right of the screen.

I entered relationship data for my emergency contact and also designated this emergency contact at my primary emergency contact.

Emergency Contact
Yes

Name

Start Date
01/02/2020

First Name
Peter

Last Name
Jones

< Peter Jones

Biographical Info

Communication

Submit   Cancel

*Type
Home   ✓

Extension

Country
United States 1

*From Date
01/10/2020

Area Code
215

To Date
mm/dd/yyyy

*Number
6666666

☐ Primary

Comments

I have added an additional phone number for my emergency contact. I do not want this phone number to be the primary contact for this individual so I did not check the "primary" box.

Relationship

Relationship	Primary contact
Spouse	No

Peter Jones

The changes I entered are being reviewed. I will be notified once the changes are approved.

Name

Start Date	First Name
01/02/2020	Peter
Last Name	
Jones	

Demographic Info

Biographical Info

Communication

+ Add

⚠ Approval in progress. See how it's going.

✓ Mobile
1-215-999-6666

⚠ Approval in progress. See how it's going.

Approved: Changed Personal Information for Kimberly Woods   Inbox ×

Kimberly Woods <edrm.fa.sender@workflow.mail.us2.cloud.oracle.com>
to me ▾

Mon, Jan 6, 1:25 PM (4 days ago)

Be careful with this message
Kimberly Woods is similar to a name in your organization, but the email address does not belong to your domain or The College of New Jersey Mail couldn't verify that it actually came from edrm.fa.sender@workflow.mail.us2.cloud.oracle.com. Avoid replying to this email unless you reach out to the sender by other means to ensure that this email address is legitimate.

Report phishing   Looks safe

Access this task in the   Workspace Application

Change Personal Information
Kimberly Woods
Person Number **211563**

Contact Details: Peter Jones
Effective Date: 01/02/2020

                              Current   Proposed

Person Global Name
Effective Date: 01/02/2020
            Name Style   United States
            Last Name   Jones
            First Name   Peter

Once your changes are approved you will be notified via email.

This slide, and the next are examples of a data change approval notification.

New Person Phone: Mobile (555-5555)

Phone Type	Mobile
Phone Number	555-5555
Country Code	United States 1
Area Code	215
Date From	2020-01-02

New Email Address: Home (mr@yahoo.com)

Email Type	Home
Email Address	mr@yahoo.com
Date From	2020-01-02

Person Number

Person Number

Approvers

01/06/2020 1:25 PM

✓ Approved by **Catherine Silva**

Please confirm the phone number of 251-555-5555. Also let me know if you receive this note ....
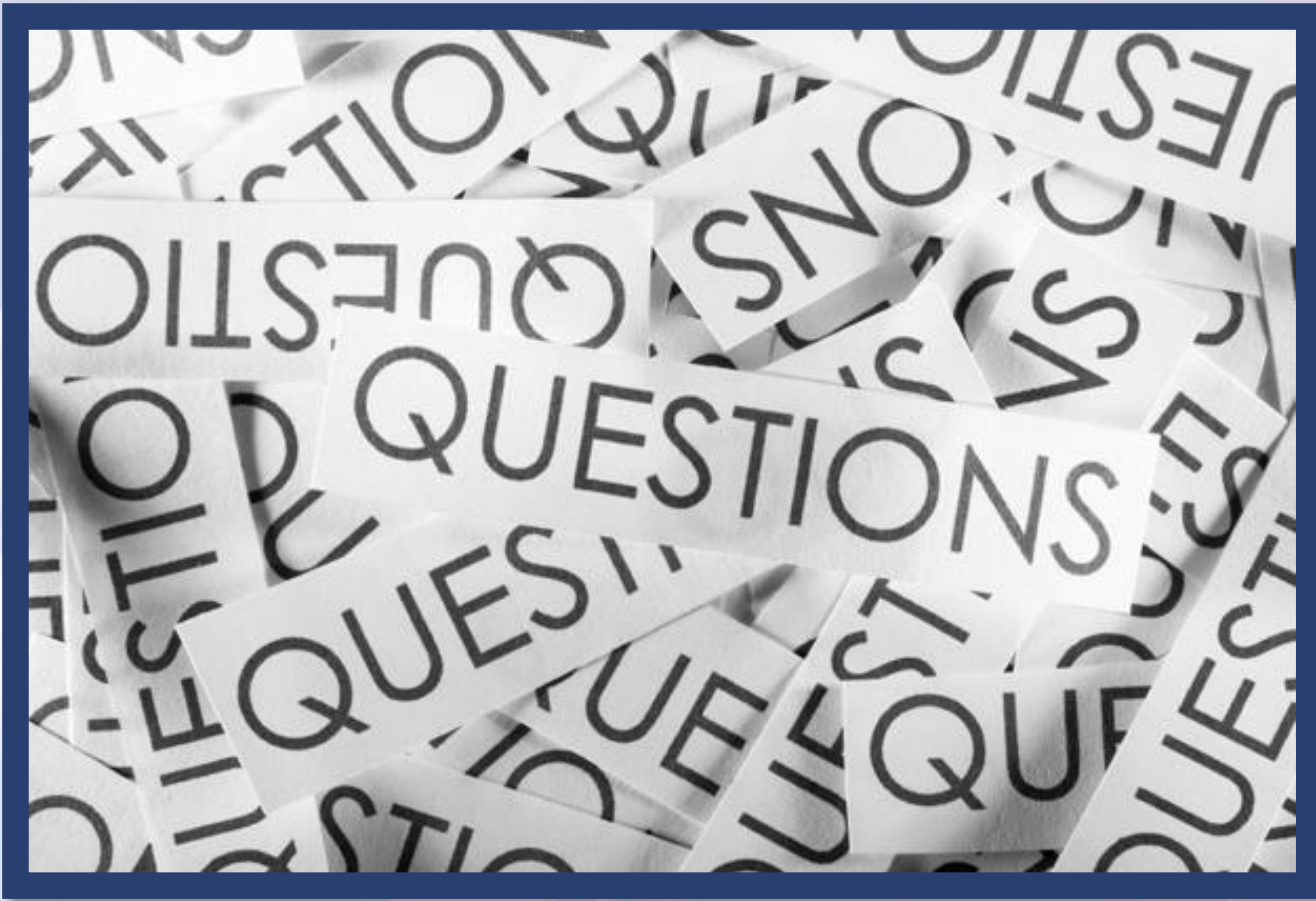Catherine

01/01/2020 9:03 PM

⬆ Submitted by **Kimberly Woods**

You have learned how to update:

- Demographic data
- Your contact information
- Your family and emergency contacts

Please submit to: hr@tcnj.edu.