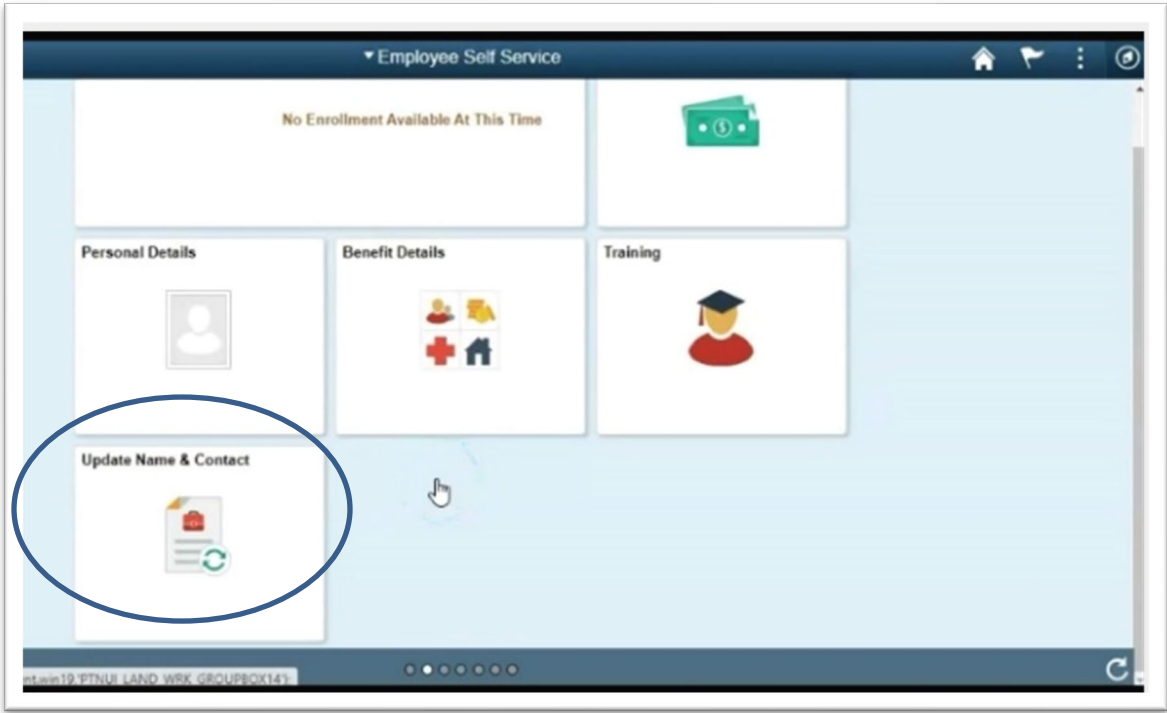





Step	How to Update Your Personal Info from Employee Self Service
<b>Navigation:</b> Main Menu > Employee Self Service > Update Name and Contact	
1	In this Document, we will review how to make changes to your own personal data.
2	From the <b>Employee Self Service</b> page, click on the <b>UPDATE NAME AND CONTACT</b> tile.  
3	This process can be used to change your <b>FIRST, MIDDLE, LAST NAME</b> or <b>SUFFIX</b> .  Note: The name entered must exactly match the name on your Social Security Card. If these fields are changed, a copy of your Social Security Card will be required as an attachment to the form. The form cannot be submitted without this attachment.  
4	If you would like to go by a different name than what is on your SSN card, a <b>PREFERRED FIRST NAME</b> can be entered.



5

A Home and a Mailing address are required for all employees. **HOME ADDRESS** is your permanent physical address. **MAILING ADDRESS** is where you will receive all mail from the University such as W-2 tax form and insurance information. Use the field on each row to insert or update your address.

Address Type	Same as Home?	*Country	*Address Line 1	Address Line 2	*City	*State
1 HOME	<input type="checkbox"/>	United States	4 Privet Dr		Norman	Oklahoma
2 MAIL	<input checked="" type="checkbox"/> No	United States	1		1	Delaware

If your Home address is the same as the mailing address, click the slider for **SAME AS HOME?** to Yes on the Mailing address row.

If the home or mailing address is located outside of the United States, select the country in the grid. An **International Address** segment will display below to gather the international address. Be sure to enter the full international address—street address, city, country, postal code.

**International Address**

Please use the boxes below for your mailing and/or home address that is outside of the United States.

\*International Mailing Address

6

The phone numbers that you list are important as they are used as part of the University's Emergency Communication System.

**CELL PHONE**, **HOME PHONE** and **CAMPUS PHONE NUMBERS** can be entered on the form.

If the campus phone number is entered as 405/271-8000 or 405/271-8001, a **CAMPUS PHONE EXTENSION** will be required. If you do not have a campus phone number, enter your department's main telephone number.

**Phone Numbers**

When entering phone numbers use the format: area code/XXX-XXXX. A campus phone number is required. If the employee does not have a campus phone, please enter the main department phone number.

**EMERGENCY COMMUNICATIONS SYSTEM (ECS)**

In the event of a campus emergency, the University's ECS will use ALL LISTED phone numbers to alert you. ECS can also send text messages to one of your mobile phones. The ECS will default to using your listed mobile phone for text messaging. If you prefer another number be used for texting, please add a new SMS Phone (text) to your phone numbers.

Cell Phone

Home Phone

\*Campus Phone

Campus Phone Extension



7	<p>Enter personal email address in the <b>PERSONAL EMAIL ADDRESS</b> field. Your personal email address will not be used for regular university business. It may be used as an alternate way to contact you in the event that you no longer work at the university.</p> <div data-bbox="284 378 1461 583"><p><b>Email Addresses</b></p><p>Personal Email Address <input type="text" value="sev"/> <span style="float: right;">OU Email Address</span></p></div>												
8	<p>A Social Security Card attachment is required if the First, Middle or Last name is changed.</p> <div data-bbox="276 661 1461 913"><p><b>File Attachments</b></p><table border="1"><thead><tr><th>Status</th><th>Action</th><th>Description</th><th>Instructions</th><th>File Name</th><th>Delete</th></tr></thead><tbody><tr><td>1 </td><td><input type="button" value="Upload"/></td><td>Social Security Card</td><td>A name or social security change requires that an updated Social Security Card is attached for tax purposes.</td><td></td><td><input type="button" value="Delete"/></td></tr></tbody></table><p><input type="button" value="Add"/></p></div>	Status	Action	Description	Instructions	File Name	Delete	1	<input type="button" value="Upload"/>	Social Security Card	A name or social security change requires that an updated Social Security Card is attached for tax purposes.		<input type="button" value="Delete"/>
Status	Action	Description	Instructions	File Name	Delete								
1	<input type="button" value="Upload"/>	Social Security Card	A name or social security change requires that an updated Social Security Card is attached for tax purposes.		<input type="button" value="Delete"/>								
9	<p>Click <b>SUBMIT</b> to process these updates.</p> <div data-bbox="535 1003 1153 1255"><p><b>Comments</b></p><p><input type="button" value="Search"/> <input type="button" value="Save"/> <input type="button" value="Submit"/></p></div>												