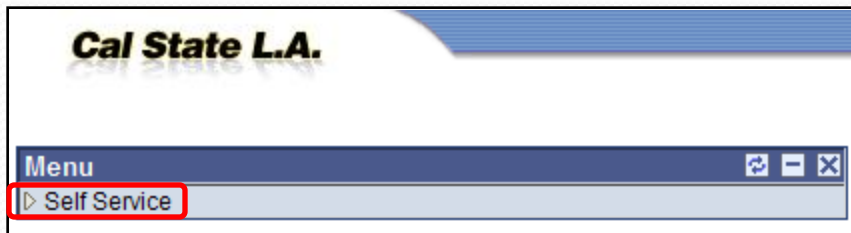


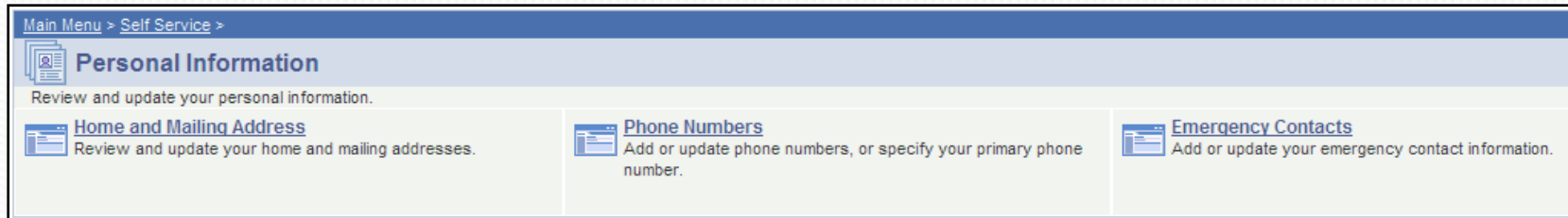
# Human Resources Self Service



Welcome to HR Self Service at CSULA. Self Service allows you to update your personal information such as address,

phone number, and emergency contact. If you have any questions, please contact Human Resources at extension 3694.

# Updating Personal Information



The screenshot shows a web application interface for updating personal information. At the top, there is a breadcrumb trail: "Main Menu > Self Service >". Below this is a header section titled "Personal Information" with a sub-header "Review and update your personal information." The main content area is divided into three columns, each with a small icon and a title:

- Home and Mailing Address**: Review and update your home and mailing addresses.
- Phone Numbers**: Add or update phone numbers, or specify your primary phone number.
- Emergency Contacts**: Add or update your emergency contact information.

There are three sections:

- Home and Mailing Address
- Phone Numbers
- Emergency Contacts

# Changing Home and Mailing Address

*Self Service > Personal Information > Home and Mailing Address*


**Edit Home Address**

Country: United States [Change Country](#)

Address 1:


Address 2:

Address 3:

City:  State:   California Postal:

County:

Date Change Will Take Effect:

On this date:   (example: 01/31/2000)

- Click on Home and Mailing Address
- Select and enter the necessary change, please use mixed case.
- Enter the date the change will take effect.
- Click Save when finished.

# Changing Phone Numbers

*Self Service > Personal Information > Phone Numbers*

**Phone Numbers**

Test Employee

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Main	323/343-3000		<input checked="" type="checkbox"/>	Delete

Add a Phone Number

\* Required Field


Save


- Click on Phone Numbers
- If you need to delete a preferred number you must designate a new preferred number.
- To add a new number, select Add a Phone Number.
- Click Save when finished.
- Please note: you must designate a preferred number.

# Updating Emergency Contacts

*Self Service > Personal Information > Emergency Contacts*

**Emergency Contacts**  
**Emergency Contact Detail**

\*Contact Name:  

\*Relationship to Employee:   **Select Relationship from the drop down menu**

**Address and Telephone**

Contact has the same address as the employee **Check if applicable.**

Contact has the same telephone number as the employee

**Address**

Country: [Change Country](#)

Address: [Edit Address](#)

- Click on Emergency Contacts.
- Enter the name of the contact and select the relationship.
- If either the address or phone number are the same as yours, select the appropriate box.

# Updating Emergency Contacts

**Phone**

Telephone:

**Other Telephone Numbers**

*Phone Type	Phone Number	
Cellular	<input type="text" value="123-1234"/>	Delete

\* Required Field

[Return to Emergency Contacts](#)

- Delete or Add a Phone Number as applicable.
- Click Save when finished

# Changing Primary Contacts

**Emergency Contacts**  
Pretend Person

Contact Name	Relationship to Employee		
<a href="#">Family Person</a>	Mother	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<a href="#">Spouse Person</a>	Spouse	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Primary Contact: Spouse Person

**Emergency Contacts**  
**Change Primary Contact**  
Pretend Person

Primary Contact:

[Return to Emergency Contacts](#)

- If you have more than one contact listed, select 'Change the primary contact'.
- From the drop down menu, select from the list of names and then save.
- If you have only one contact listed or do not see the contact name, select add an emergency contact. Once contact information is entered, select save.
- Click Save when finished