

# PeopleSoft Human Capital Management (HCM) Update Preferred Email Job Aid

Employee Self Service (ESS)

## Updating Preferred Email

This job aid demonstrates making a preferred email address change.

*Note: Before making changes to Marital Status, Date of Birth, Gender, or Name, under Personal Information please contact your Human Resources representative for assistance as updating these may trigger an event which could potentially place benefits on hold until the issue is cleared by HR.*

### Updating Personal Details

1. Log into PeopleSoft using your credentials.
2. The **Self-Service page** is displayed.

*Note: Ensure **Employee Self-Service (ESS)** is selected.*

3. Select the **Personal Details** Tile.



# PeopleSoft Human Capital Management (HCM)

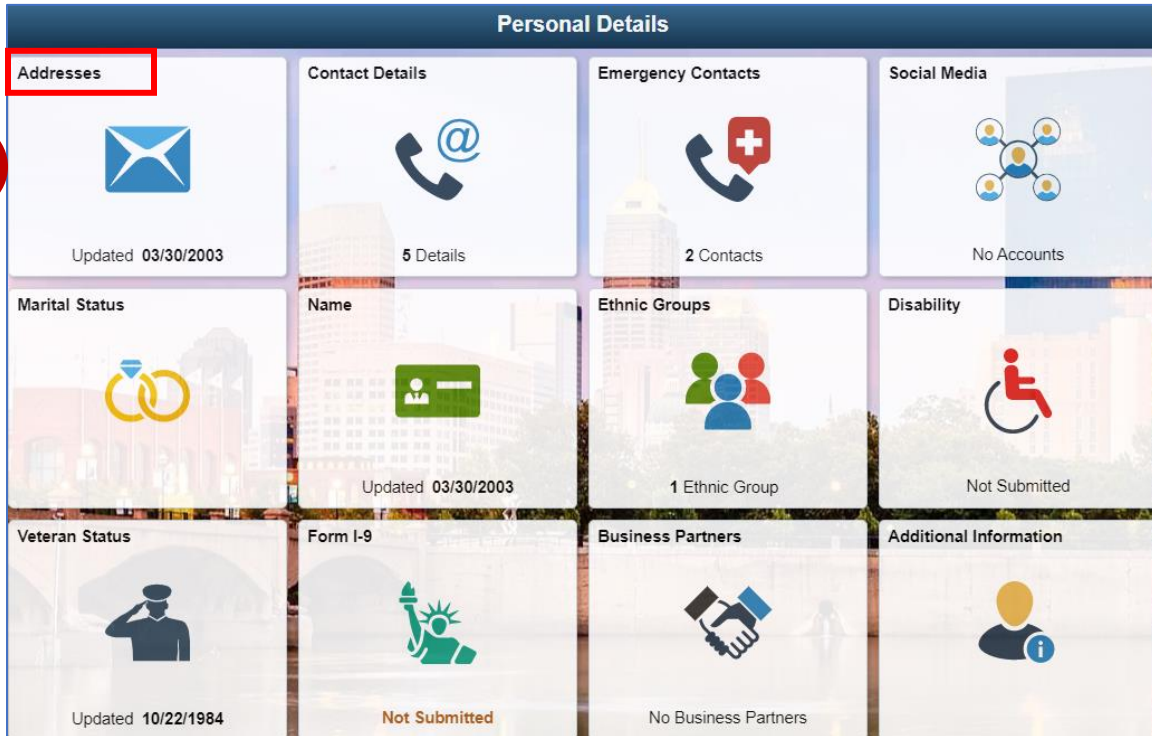
## Update Preferred Email

### Job Aid

The **Personal Details** page is displayed. From this page, employees can open various tiles to review, edit, or update their varying personal information. This job aid will demonstrate one example of making a preferred email change.

#### 4. Select the **Addresses** tile.

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- Next, select the **Contact Details Tab** to open the page where you will select the **Plus** option under **Email** to populate the pop-up box to add email address.

The screenshot shows the 'Personal Details' page. On the left sidebar, the 'Contact Details' tab is highlighted with a red box. In the main content area, the 'Email' section is highlighted with a red box, and a red circle with the number '5' is placed over the plus sign icon next to the 'Email' header.

Number	Extension	Type	Preferred
[Redacted]		Business	
[Redacted]		Mobile	<input checked="" type="checkbox"/>

Email Address	Type	Preferred
[Redacted]	AD Email	<input checked="" type="checkbox"/>
[Redacted]	Business	
[Redacted]	Home	
[Redacted]	Other	

- Next, select the **Email Type** from the drop down, select the **Preferred** checkbox and enter your **Email Address** you prefer system notifications to be sent. **Select** the **Save** button when finished to complete this procedure

The screenshot shows the 'Email Address' pop-up form. The 'Save' button is highlighted with a red box, and a red circle with the number '6' is placed over the 'Email Type' dropdown menu.

\*Email Type: Campus

Preferred:

Email Address: JohnDoe123@UINDY.edu

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### Job Aid

7. When updating **Emergency Contact Information**, the steps are the similar to adding **Email Address** steps but select the **Emergency Contacts Tab** from the left side menu.

The screenshot shows the 'Emergency Contact Details' page in PeopleSoft HCM. The left sidebar contains various tabs, with 'Emergency Contacts' highlighted in green. The main content area displays a table with the following structure:

Contact Name	Relationship	Preferred
[Redacted]		✓ >
[Redacted]	Parent	>

A red box highlights the '+' icon in the top left corner of the table, and a red circle with the number '7' highlights the table header area.

End of Procedure