

University of Connecticut

Enter or Change Personal Information

Overview Self-service users can view and update their personal information at any time via self-service pages in Core-CT.

Personal information employees can maintain via self-service pages in Core-CT includes:

- Voluntary Self-Identification of Disability (page 2)
- Voluntary Self-Identification of Ethnicity (page 3)
- Voluntary Self-Identification of Veteran/Military Status (page 5)
- Emergency Contacts (page 6)
- School and Degree Information (page 7)
- Home/Mailing Addresses (page 10)
- Personal Phone Numbers (page 10)
- Personal Email Addresses (page 12)

Use this job aid to help update your personal data.

*Note: Currently, Business Phone (published) is being maintained centrally by Human Resources. Please notify HR of any changes needed at <u>hr@uconn.edu</u>.

Process Steps

Step	Action	Screenshot
	From the UConn Portal Employee in	itial login screen, the fastest way to navigate is to select the change type you
	desire from the Personal Information	n list below:
	UCONN UNIVERSITY OF CONNECTICUT	
	Favorites Main Menu	
	My HR Core-CT Help STARS	
	Personal Information	
1	Personal Information Review and update your personal information. Personal Information Summary Home and Mailing Address Phone Numbers Email Addresses Emergency Contacts Name Change Veteran Status Disability Ethnic Groups	
	From anywhere in Core-CT, you may	y also navigate using the following:
	Main Menu > Core-CT HRMS > Self S	Service > Personal Information > Personal Information Summary
	Update	e Voluntary Self-Identification of a Disability
2	Navigation: Main Menu > Core-CT H	RMS > Self Service > Personal Information > Disability
Step	Action	Screenshot
	On the Voluntary Self-	Voluntary Self-Identification of Disability Form CC-305 OMB Control Number 1250-0005
	Identification of Disability	Expires 1/31/2017
	page, review the purpose of	Joint Doe
2	the form.	Why are you being asked to complete this form?
5	Scroll to the bottom of the form.	Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. ¹ To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way. If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.
	Under the How do I know if I	How do I know if I have a disability?
	have a disability section, review	
	what is considered a disability.	You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:
	When you are ready to self-	Blindness Autism Bipolar disorder Post-traumatic stress disorder (PTSD)
	identify your disability status,	Deafness Cerebral palsy Major depression Obsessive compulsive disorder Cancer HIV/AIDS Multiple sclerosis (MS) Impairments requiring the use of a Mission limbe or partially wheelebal;
4	select one of the following:	Epilepsy Muscular dystrophy missing limbs missing limbs missing limbs missing limbs metal retardation)
	 Yes, I have a disability 	Please select one of the options below:
	 No, I don't have a disability 	○ YES, I HAVE A DISABILITY (or previously had a disability)
	 I don't wish to answer 	O NO, I DON'T HAVE A DISABILITY
		UIDON'T WISH TO ANSWER Your Name John Doe Today's Date 09/28/2016

Step	Action	Screenshot	
5	At the bottom of the page, review the Reasonable Accommodation Notice . When you are ready to self- identify your disability, click Submit .	Reasonable Accommodation Notice Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. ¹ Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp . PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection displays a valid OMB control number. This survey should take about 5 minutes to complete. Submit	
	Upda	te Voluntary Self-Identification of Ethnicity	
6	6 Navigation: Main Menu > Core-CT HRMS > Self Service > Personal Information > Ethnic Groups		
Step	Action	Screenshot	
7	On the Ethnicity page, read the ethnicity disclosure information.	Ethnicity Jon Doe The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.	
8	Under question one, select Yes if you are Hispanic or Latino. Select No if you are <u>not</u> Hispanic or Latino. Note: Click Explain next to the question to read a description of Hispanic or Latino ethnicity. Click Return to go back to the previous page.	1) Are you Hispanic or Explain Latino? Yes No	

Step	Action	Screenshot
9	 Under question two, select one or more of the following ethnicities: American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Note: Click Explain next to the question to read a description of each ethnicity. Click Return to go back to the previous page. When both ethnicity questions have been selected, click Save. 	2) What is your race? Select one or more. Explain American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islander White Save
10	Your ethnicity information is saved with your personal information.	American Indian or Alaska Native A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Black or African American A person having origins in any of the black racial groups of Africa. Native Hawaiian or Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Retum

	Update Voluntary Self-Identification of Veteran and Military Status					
11	Navigation: Main Menu > Core-CT H	RMS > Self Service > Personal Information > Veteran Status				
Step	Action	Screenshot				
12	On the Veteran Status page, read the definitions information.	 Definitions This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows: A "disabled veteran" is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in				
13	Under the Self-Identification section, review the University's requirement to report employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed, select one of the following: • I belong to the following classifications of protected veterans (choose all that apply): • I am a protected veteran, but I choose not to self-identify the classifications to which I belong. • I am NOT a protected veteran. • I am NOT a veteran. When selecting the first category, select all the classifications of	Self-Identification As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" categor, if you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below. I belong to the following classifications of protected veterans (choose all that apply): I isabled Veteran Recently Separated Veteran Armed Forces Service Medal Veteran I am a protected veteran. I am NOT a protected veteran. I am NOT a veteran. Military Discharge Date				

	When selecting a category other than I am NOT a veteran, enter Military Discharge Date in the field by clicking on the calendar icon.	 I belong to the following classifications of protected veterans (choose all that apply): Disabled Veteran Recently Separated Veteran Active Duty Wartime or Campaign Badge Veteran Armed Forces Service Medal Veteran I am a protected veteran, but I choose not to self-identify the classifications to which I belong. I am NOT a protected veteran. I am NOT a veteran. Military Discharge Date 07/22/2009 is 					
14	At the bottom of the page, review the Reasonable Accommodation Notice . When you are ready to self- identify your veteran status, click Submit .	Reasonable Accommodation Notice If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.					enable anges in ation will mation f 1974, itment; ams, or
		Update Emerg	ency Contacts				
15	Navigation: Main Menu > Core-CT H	RMS > Self Service	> Personal Information	> Emergency C	ontact	ts	
Stop	Action	Screenshot					
Step							
16	On the Personal Information Summary page, click Change Emergency Contacts under the Emergency Contacts section.	Emergency Contacts Emergency Contacts Name Jack Johnson Jane Johnson Change Emergency Co	S Relationship to Employee Parent Parent ntacts	Telephone			

Step	Action	Screenshot
18	 Click the trash can icon to delete an emergency contact. When the desired contact(s) has been updated, click Save. 	
19	The updates to your emergency contacts are complete. Click OK to return.	Emergency Contacts Save Confirmation The Save was successful. OK
	l	Jpdate School and Degree Information
20	Navigation: Main Menu > Core-CT H Main Menu > Self Service > Perso Note: There are two invalid places th aware that these will not provide yo 1. Main Menu > Core-CT HRMS > So that you are not authorized to vi 2. Main Menu > Core-CT HRMS > So you will see here for Highest Edu	IRMS > Self Service > Learning and Development > My Current Profile OR nal Information > Personal Information Summary > Actions > Development > View My Current Profile nat employees have tried to use to view or enter their information, so please be u the ability to update your school or degree information: elf Service > Learning and Development > Education (you will receive an error ew this screen) elf Service > Personal Information > Personal Information Summary (the field ucation Level is not utilized by UConn in Core-CT)
Step	Action	Screenshot
21	On the My Current Person Profile page, click on the Education tab.	My Current Person Profile John Doe UCP 07-Business Consultant Instructions Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item. Print Print Comments Profile Actions [Select Action] Add new competencies in the grid below. Edit competencies by selecting the edit button. Competencies (Requires Approval) There are currently no Competencies for this profile. Please add one if required. Save

Step	Action	Screenshot				
22	Under the School Education section, click Add New School Education.	Qualifications Education Add new school education in the grid below. Edit education by selecting the edit button. School Education There are currently no School Education for this profile. Please add one if required. Image: Add New School Education				
23	Enter the applicable information on the page: • Effective Date • Education Level • Status • Country • State • School Type • School Code • Average Grade Select the checkbox if the education was Completed .	My Current Person Profile Add New School Education John Doe Add item details. Select OK to apply changes and return. Select Return to Previous Page to return without making any changes. Select Apply and Add Another to continue adding additional items. Details *Effective Date D6/22/2011 *Education Level 13 Bachelor Degree *Status Active Country USA United States State CT Connecticut School Type School Type Coll School Tode UnivConnecticut School Description UnivConnecticut Average Grade Mercure M Apply and Add Another				
	Then, click OK to save the school information and return back to the Education tab.					
24	Under the Degrees section, click Add New Degrees . Note: You must complete <u>both</u> the School Education and Degrees sections.	Add new degrees in the grid below. Edit degrees by selecting the edit button.				

Step	Action	Screenshot				
25	Enter the applicable information on the page, including: • Date Acquired • Degree • Major Code • Status • Country • State • School Code • Minor Code • Average Grade • GPA Select the checkbox if you Graduated with this degree.	Add New Degrees John Doe Add item details. Select OK to apply changes and return. Select Return to Previous Page to return without making any changes. Select Apply and Add Another to continue adding additional items. Details "Date Acquired 05/22/2011 0 0 Bach / Business Administration Major Code ACOD1 0 Accounting *Status Active v Country USA 0 United States State 0 Country USA 0 Cunited States School Code 0 Cod				
26	page and enter the year the degree was acquired (if acquired). Then, click OK to save the degree information and return back to the Education tab.	Year Acquired 2011 × Terminal Degree for Discipline Educator 254 characters remaining OK Apply and Add Another				
27	The school and degree information is saved to your profile.	Add new school education in the grid below. Edit education by selecting the edit button. School Education View All View All Edit Delete Bachelor Degree Add New School Education Add new degrees in the grid below. Edit degrees by selecting the edit button. Degrees View All View All First 1 of 1 Last Degrees View All View All First I of 1 Last Degrees View All View All First I of 1 Last Degree Edit Delete Edit Bach / Business Administration Accounting				

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	Update Home and/or Mailing Address							
28	Navigation: Main Menu > Core-CT H	RMS > Self	Service > F	ersonal I	nformation	> Home and M	Mailing Address	
Step	Action	Screenshot						
29	On the Personal Information Summary page, click Change Home/Mailing Addresses under the Home/Mailing Addresses section. On the Personal Information: Home and Mailing Address	 Home/Mai Addresses Address Type Home Change H Personal Info Home and 	Status Current ome/Mailing Add Mailing Add	As Of 09/09/20 resses	Country 16 USA	Address 123 Main Str Hartford, CT	eet 12345	
30	page, click the pencil icon to edit your current address.	John Johnson Addresses Address Type Home *Address	Status Current Type	As Of 09/09/2016	Country USA Add	Address 123 Main Street Hartford, CT 12345	Edit	, ,
31	On the Edit Home Address page, update your current address. Then click Save .	Edit Home Address Change As Of 09/12/2016 Country United States Change Country Address 1 789 First Street Address 2 Address 3 City Anytown State CT Connecticut Postal 56789 County						
32	The updates to your address are complete. Click OK to return.	Home and Mail Submit Conf The Submit	ing Address firmation was successful.					
		Update Po	ersonal Ph	one Num	bers			
33	Navigation: Main Menu > Core-CT H	RMS > Self	Service > F	Personal I	nformation	> Phone Num	bers	
Step	Action				Screens	shot		
34	On the Personal Information Summary page, click Change Phone Numbers under the Phone Numbers section.	Phone Number Phone Number Phone Type Business Unpuble Home Business Change P	hbers irs ished thone Numbers	Phone Num 860/345-67 860/987-65 860/123-45	2000 F	Extension 0100 0001	Preferred	

Step	Action	Screenshot					
	On the Personal Information:	Enter your phone Phone Number	e numbers. ers				
	the phone numbers	Phone Type	*Telephone		Extension	Preferred	Delete
	The Phone Types for	Business Unpublished	860/345-678	9	0100		Î
	"Business Phone" and	Home	860/987-6543	3			Û
	"Business Unpublished	Business	860/123-456	7	0001	\checkmark	Â
	Phone" are both used at the	Add Phone	Number				
	University. The Business	Save					
	Phone number is published						
	in the UConn phone book.						
	The Business Unpublished						
	Phone number can be a						
	private desk line that is not						
35	included in the phone book.						
	• Since the system requires						
	one Preferred phone						
	number, please select your						
	preferred phone number of						
	choice.						
	• To add additional numbers,						
	click Add Phone Number.						
	• Click the trash can icon to						
	delete a phone number.						
	When the desired phone						
	number (s) has been updated.						
	click Save.						
	The updates to your phone	Phone Numbe	ers				
	numbers are complete. Click	Save Confi	irmation				
36	OK to return.						
		The Save	was successful.				
		OK					

	Update Personal Email Addresses				
37	Navigation: Main Menu > Core-CT H	IRMS > Self Service > Personal Information > Email A	ddresses		
Step	Action	Screenshot			
38	On the Personal Information Summary page, click Change Email Addresses under the Email Addresses section.	Email Addresses Email Addresses Email Addresses UConn Business jon.doe@uconn.edu Change Email Addresses Personal Information Email Addresses		Preferred	
	 Email Addresses page, update the addresses accordingly. Update the address 	Email Addresses Email Addresses *Email Type *Email Address	Preferred	Delete	
39	 accordingly. Select a Preferred email address. There can only be one. To add additional email 	UConn Business jon.doe@uconn.edu Home V jon.j.doe21@email.com Add Email Address Save		1 1	
	 addresses, click Add Email Address. Click the trash can icon to delete an email address. 				
	Note: UConn Business email address is published and not editable. Any and all other emails included in this section are considered alternate or personal emails.				
	When the desired email address(es) has been updated, click Save.				
40	The updates to your email address(es) are complete. Click OK to return.	Email Addresses Save Confirmation The Save was successful. OK			

Step	Action		t	
41	Back on the Personal Information Summary page, scroll to the bottom of the page to review additional employee information. This information is read only and cannot be changed using Employee Self Service.	 Employee Information Gender Date of Birth Birth Country Birth State Date Entitled to Medicare Military Status Original Start Date Last Start Date Highest Education Level 	male 01/01/1990 United States 09/09/2016 09/09/2016 A-Not Indicated	