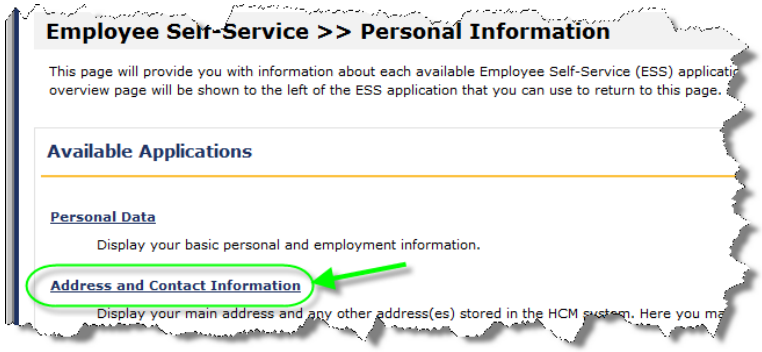
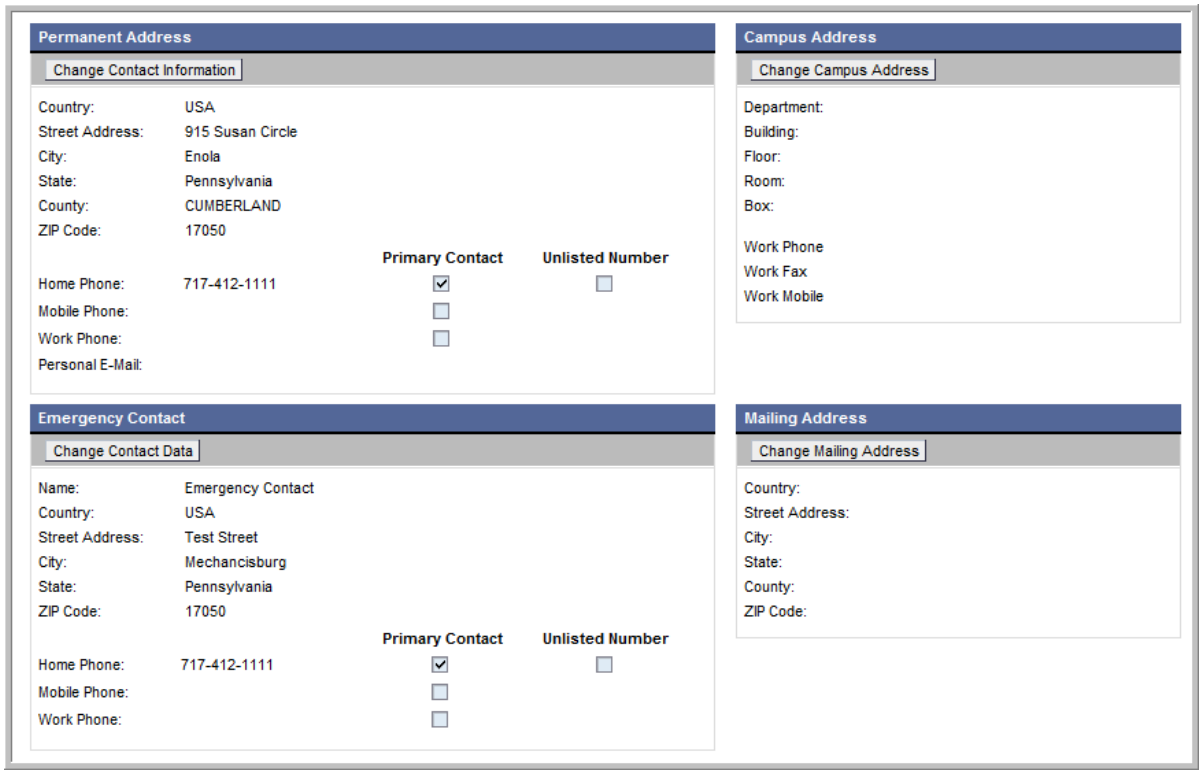
ESS - Personal Information – Address and Contact Information

1. ***Address and Contact Information -*** The *Address and Contact Information* screen under *Personal Information* allows employees to view their *Permanent Address* and any other address on file with PASSHE. The *Address and Contact Information* screen also provides employees the ability to view/maintain their primary contact number(s), emergency contact address and phone number(s), campus address and phone number(s), as well as the ability to end any current mailing address.

   1.1. To begin, select the *Address and Contact Information* link from the *Personal Information* menu in ESS.



   1.2. The employee's current *Permanent Address, Emergency Contact, Campus Address*, and *Mailing Address* information on file with PASSHE will automatically be displayed.



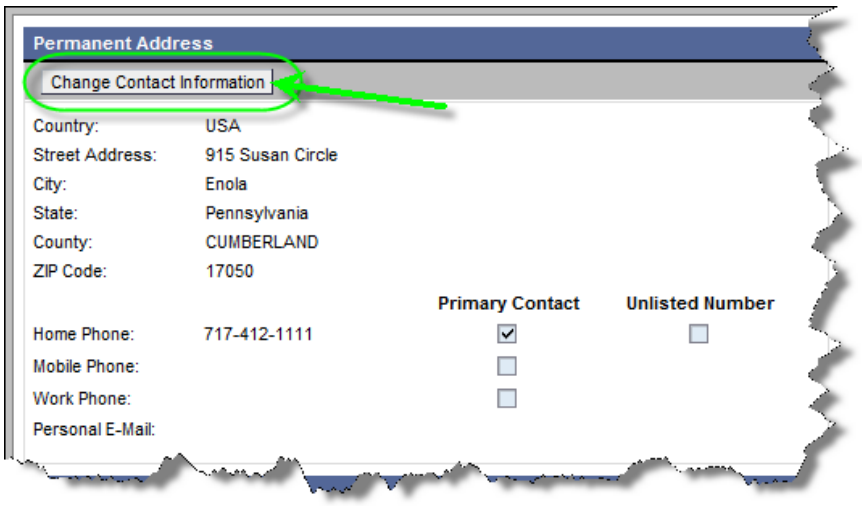
Permanent Address Maintenance

1. Under *Permanent Address,* employees have the option to update the following:

- *Home Phone* (Option to make number unlisted)
- *Mobile Phone* (Optional and can be the same as *Home Phone*)
- *Work Phone* (Optional)
- *Primary Contact* (Required)
- *Personal E-Mail* (Optional)

NOTE: ESS does not allow employees to update their permanent address. Employees must contact the Human Resource Office in order to update their permanent address. The *Permanent Address* on file will be used for sending mail to the employee. If a different address is to be used for mailings, employees must visit their Human Resource Office as well in order to provide a *Mailing Address*.

2. To begin making changes under *Permanent Address*, click *Change Contact Information.*

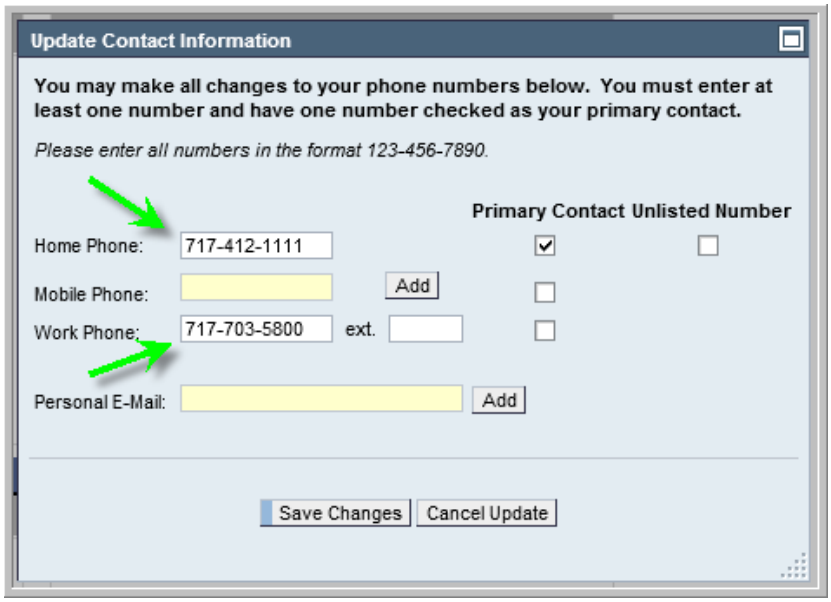


3. The *Update Contact Information* window will appear allowing employees to make changes.

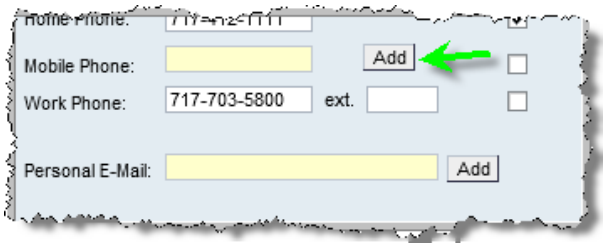
➢ The following guidelines should be used for entering data. (NOTE: If data is entered in an erroneous format, additional guidance will be provided on screen when *Save Changes* is attempted.)

- At least one phone number must be provided.
- Only one number can be chosen as the primary contact number.
- Phone numbers must be in the format of 123-456-7890.
- Employees may choose to make the *Home Phone* an *Unlisted Number*.
- *Home Phone* and *Mobile Phone* can be the same number.
- *Mobile Phone, Work Phone,* and *Personal E-Mail* are optional.

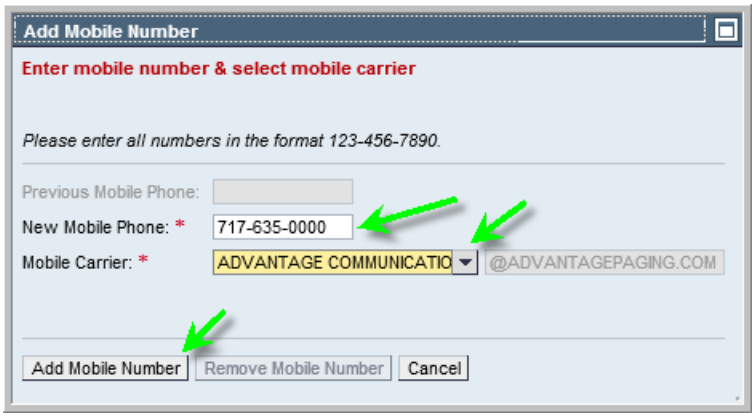
4. From the *Update Contact Information* window, the *Home Phone* and the *Work Phone* along with *ext.* can be entered directly in the spaces provided.



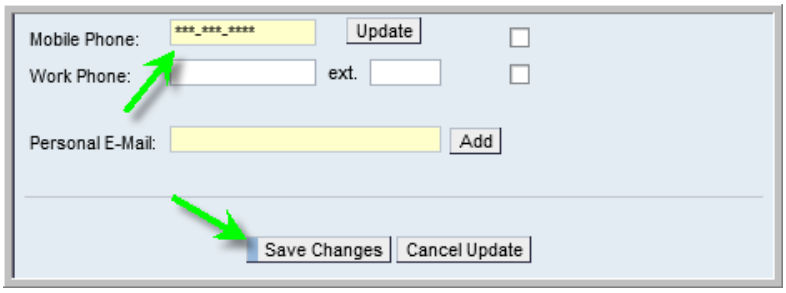
4.1. In order to enter a *Mobile Phone*, select the *Add* button.



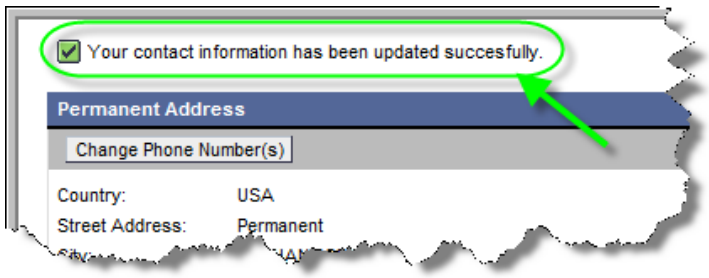
4.2. The *Add Mobile Number* screen will appear. Enter the *New Mobile Phone,* select the *Mobile Carrier* from the drop-down box, and select *Add Mobile Number*



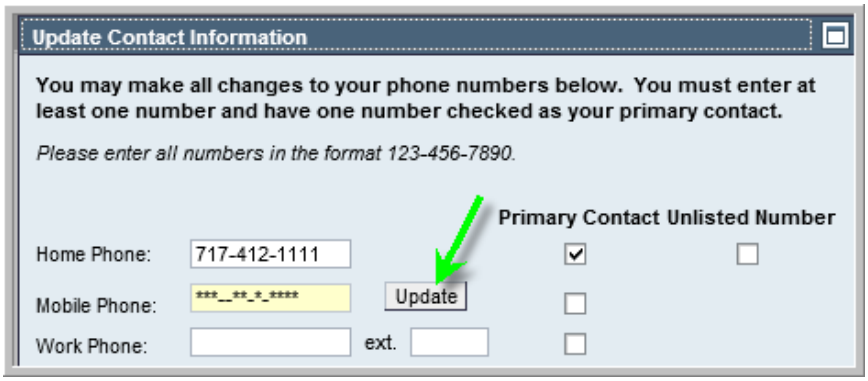
4.2.1. The *Update Contact Information* screen will appear again. The *Mobile Phone* field will be populated with ***-***-****. Select the *Save Changes* button.



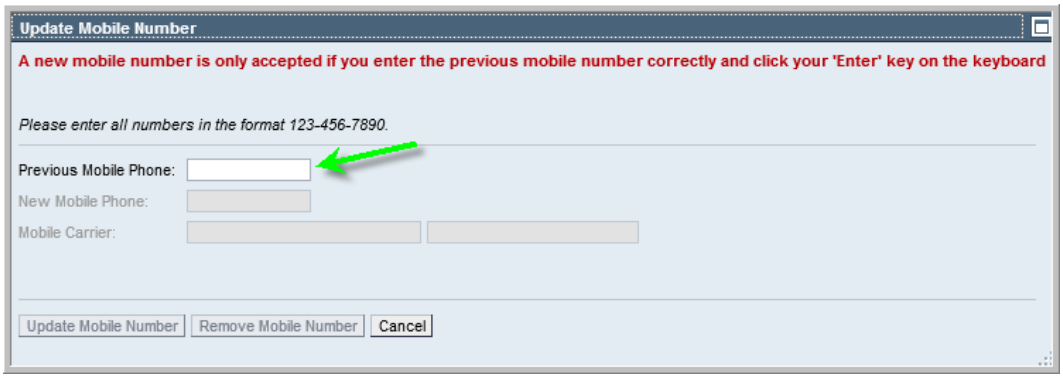
4.2.2. The following message will appear confirming changes have been saved.



4.2.3. To update or remove a previously entered *Mobile Phone*, return to the *Update Contact Information* screen and select the *Update* button.

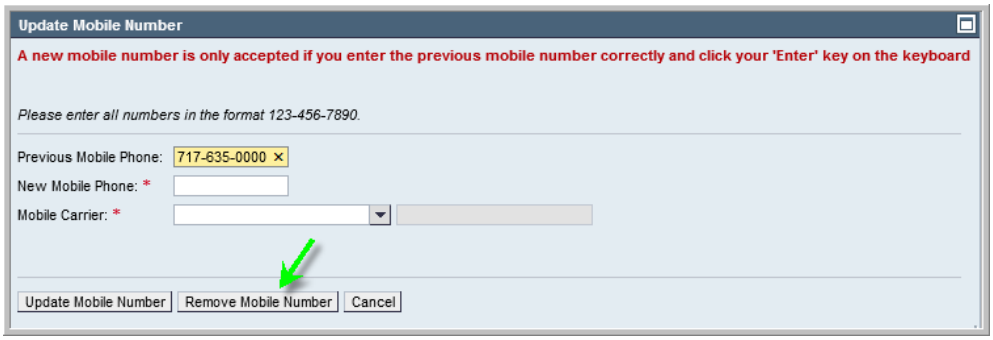


4.2.4. Before making any updates, users will be required to enter the *Previous Mobile Phone*.

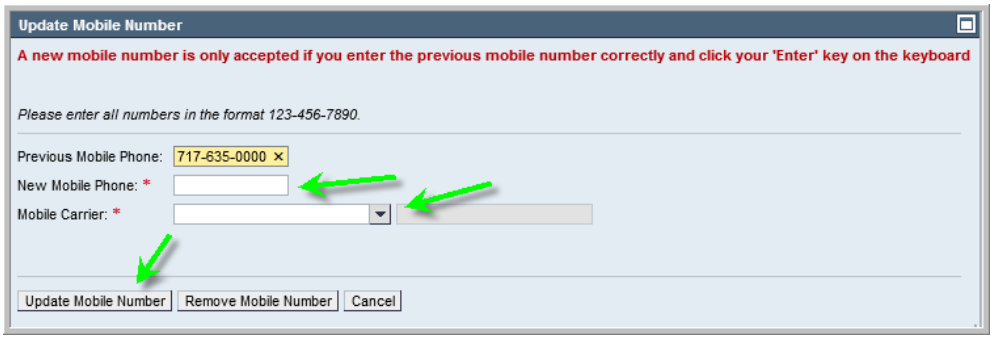


4.2.5. Once the *Previous Mobile Phone* field has been completed, select the *Enter* key on the keyboard.

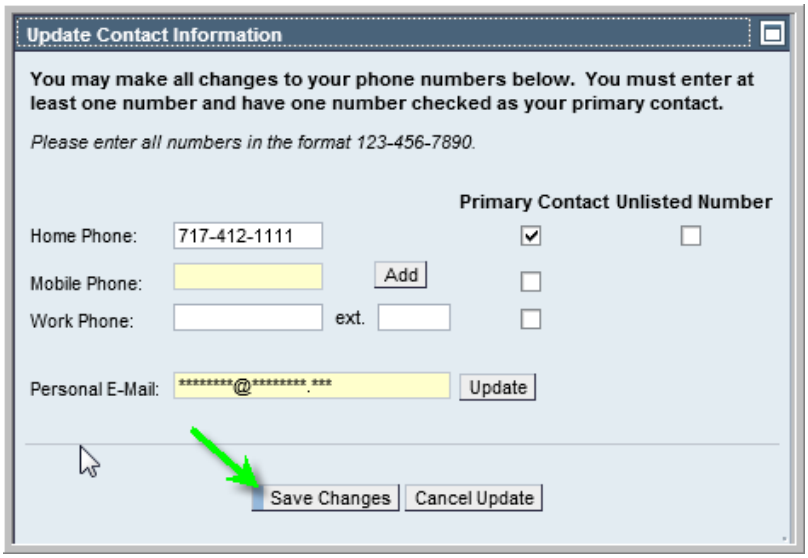
4.2.5.1. To remove a mobile phone completely, select the *Remove Mobile Number* button.



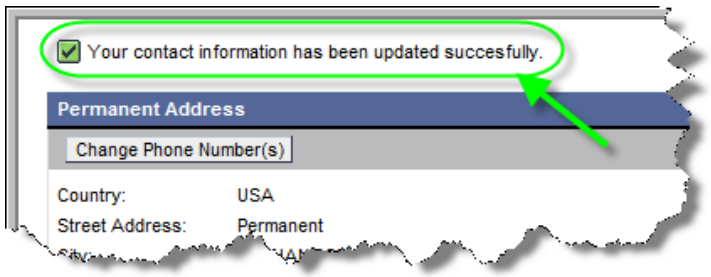
4.2.5.2. To change the mobile phone, enter the new number in the *New Mobile Phone* field, select the *Mobile Carrier* from the drop-down box, and select *Update Mobile Number.*



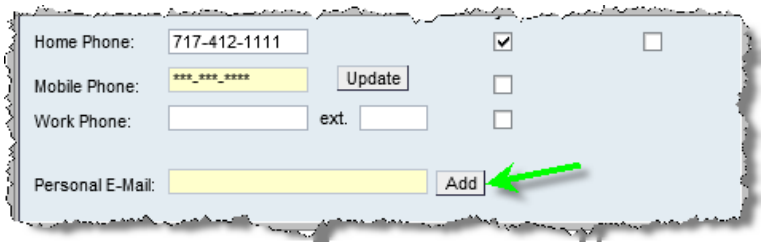
4.2.5.3. The *Update Contact Information* screen will appear. To commit to the changes, select the *Save Button.*



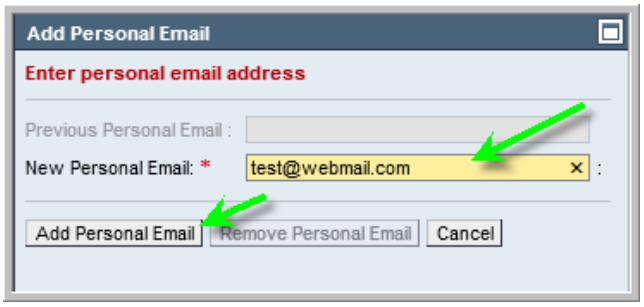
4.2.5.4. The following message will appear confirming changes have been saved.



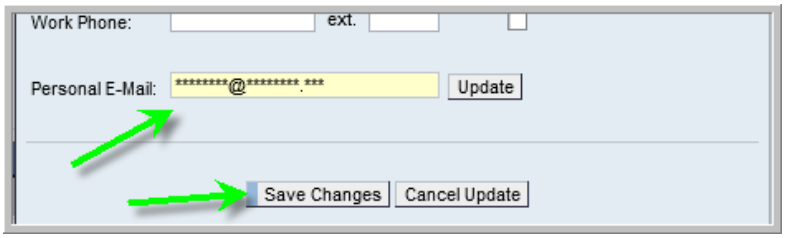
4.3. In order to enter a *Personal E-Mail*, select the *Add* button.



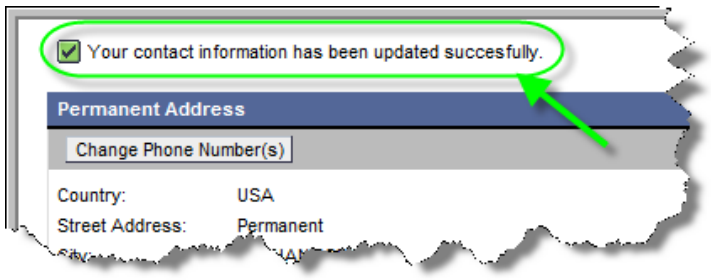
4.3.1. The *Add Personal Email* screen will appear.



4.3.2. The *Update Contact Information* screen will appear again. The *Personal E-Mail* field will be populated with *******@*****.***. Select the *Save Changes* button.

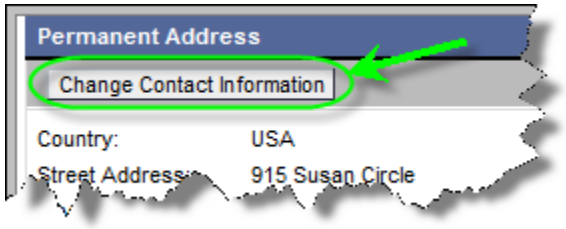


4.3.3. The following message will appear confirming changes have been saved.

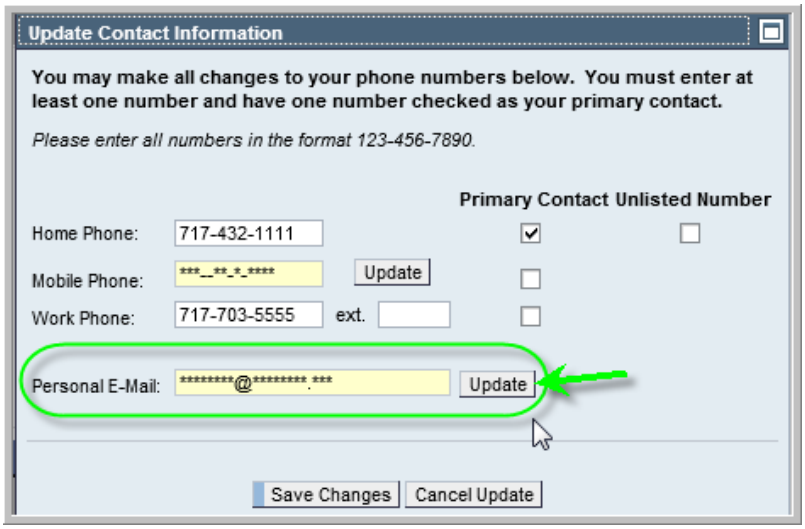


4.4. To make changes to or remove a previously entered *Personal E-Mail*, follow these steps:

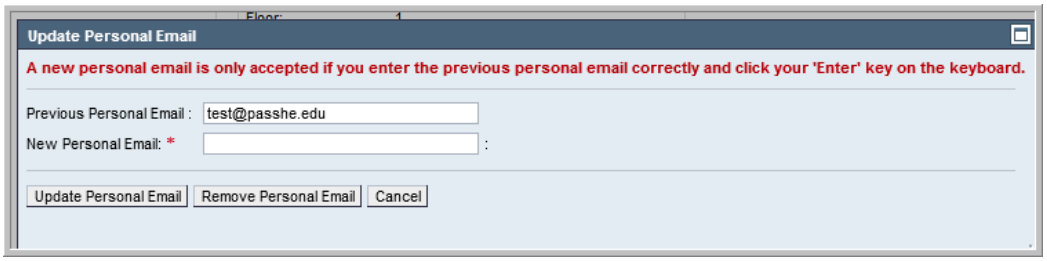
4.4.1. Select *Change Contact Information* from the *Permanent Address* section.



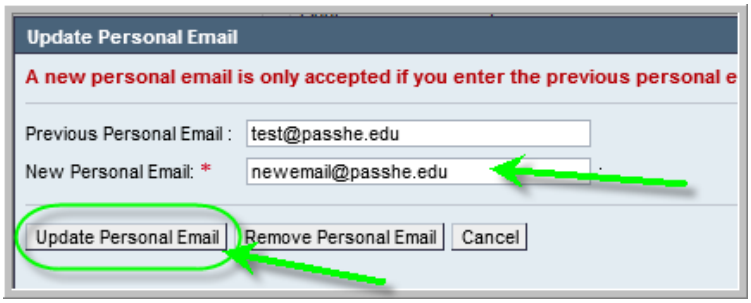
4.4.2. Select the *Update* button next to the *Personal E-Mail* field.



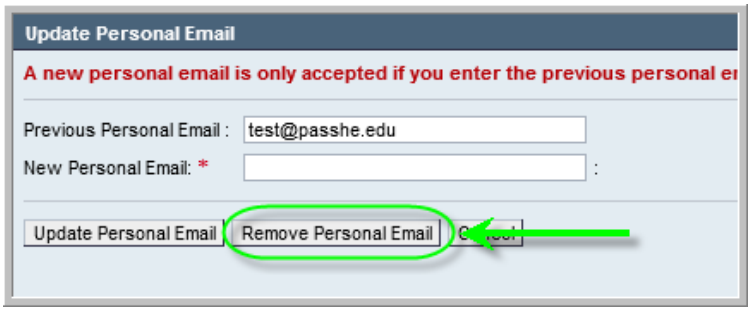
4.4.3. The *Personal E-Mail* pop-up window will appear. Enter the personal email address that is currently on file into the *Previous Personal Email* field and click the 'Enter' key on the keyboard. This will unlock the *New Personal Email Address* field as well as the *Update Personal Email* and *Remove Personal Email* buttons.



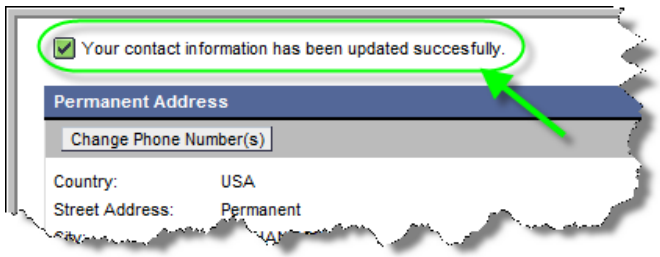
4.4.3.1. If updating the personal email address on file, enter the new email address into the *New Personal Email* field and select *Update Personal Email*.



4.4.3.2. If completely removing the personal email address on file, select *Remove Personal Email*.



4.4.4. The following message will appear to indicate changes have been made successfully.

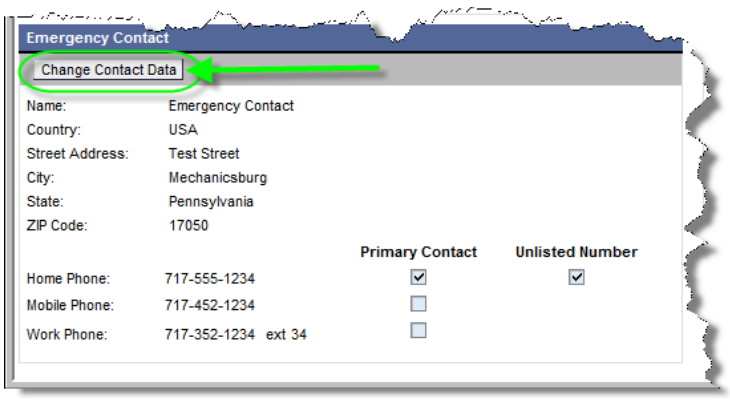


Emergency Contact Maintenance

1. Under *Emergency Contact,* employees have the option to update the following:

- Emergency contact name
- Emergency contact address
- Emergency contact home phone (Option to make number unlisted)
- Emergency contact mobile phone
- Emergency contact work phone
- Emergency contact primary contact number

2. To begin making changes under *Emergency Contact,* click *Change Contact Data.*

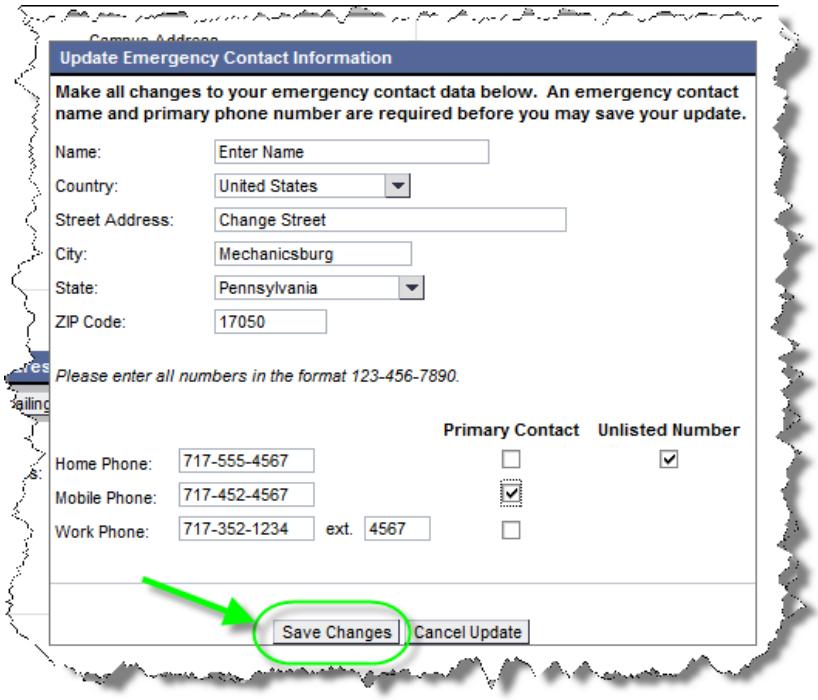


3. The *Update Emergency Contact Information* window will appear allowing employees to make changes.

➢ The following guidelines should be used for entering data. (NOTE: If data is entered by the user in an erroneous format, additional guidance will be provided on screen when *Save Changes* is attempted.)

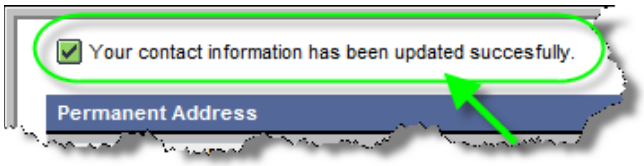
- All address fields are required.
- At least one phone number must be provided.
- Only one number can be chosen as the primary contact number.
- Phone numbers must be in the format of 123-456-7890.
- Employees may choose to make the *Home Phone* an *Unlisted Number*.
- *Home Phone* and *Mobile Phone* can be the same number

3.1. When finished making updates, click *Save Changes.*



NOTE: To cancel updates, click on *Cancel Update* and changes will be discarded.

4. The following message will appear confirming changes have been saved.

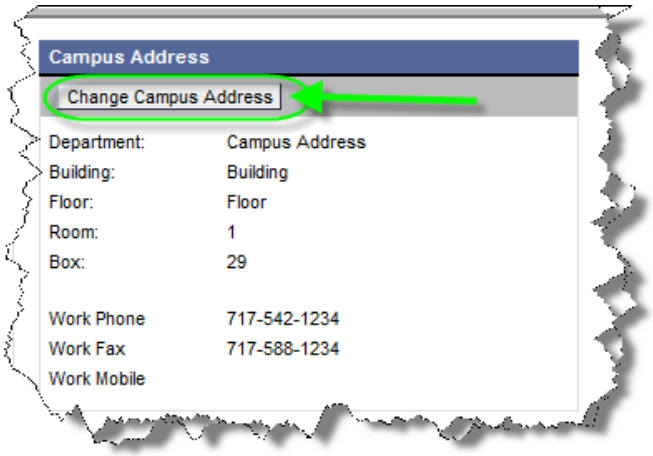


Campus Address Maintenance

1. Under *Campus Address,* employees have the option to update the following:

- Department (required)
- Building (required)
- Floor
- Room number
- Box
- Work phone
- Work fax
- Work mobile

2. To add a new campus address or to begin making changes to a pre-existing campus address, select *Change Campus Address*.

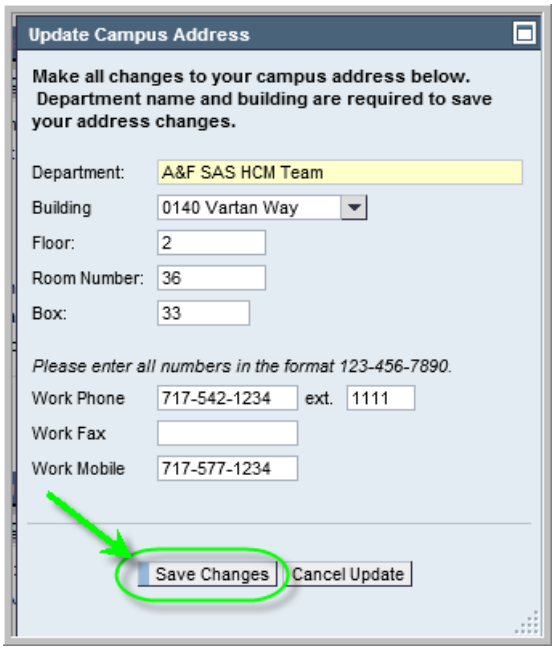


3. The *Update Campus Address* window will appear allowing employees to make changes.

➢ The following guidelines should be used for entering data. (NOTE: If data is entered by the user in an erroneous format, additional guidance will be provided on screen when *Save Changes* is attempted.)

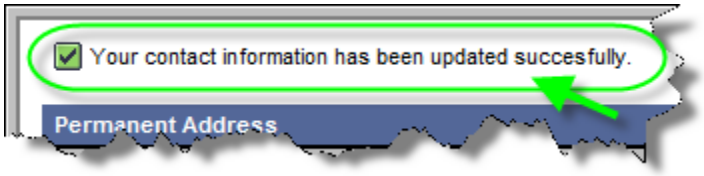
- The *Department* field will default from the employee's organizational assignment and cannot be modified.
- The *Building* field is required to be completed. Employees will be provided a drop-down list of buildings to choose from depending on the university at which they are employed.
- *Floor*, *Room Number, Box, Work Phone, ext., Work Fax,* and *Work Mobile* are optional fields.
- If phone numbers are provided, they must be in the format of 123-456-7890.

3.1. When finished making changes, click *Save Changes.*



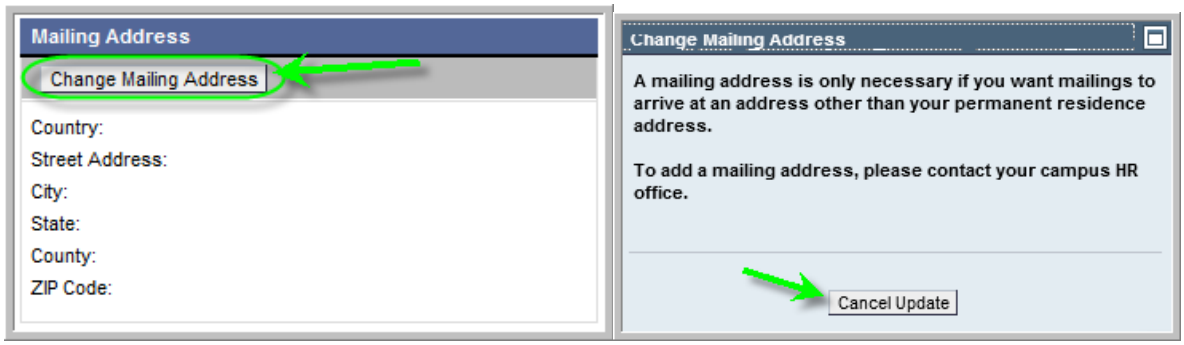
NOTE: To cancel updates, click on *Cancel Update* and changes will be discarded.

4. The following message will appear confirming changes have been saved.



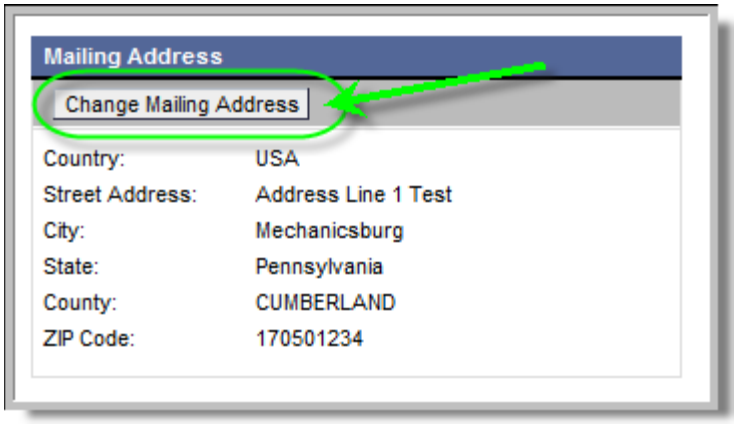
Mailing Address Maintenance

1. Under *Mailing Address,* employees have the option of ending the validity of their mailing address if one is already on file. If no *Mailing Address* exists and an employee attempts to access the *Change Mailing Address* button as in the example below, a message will appear indicating that adding a mailing address must be done by visiting the HR office. To exit, select the *Cancel Update* button.

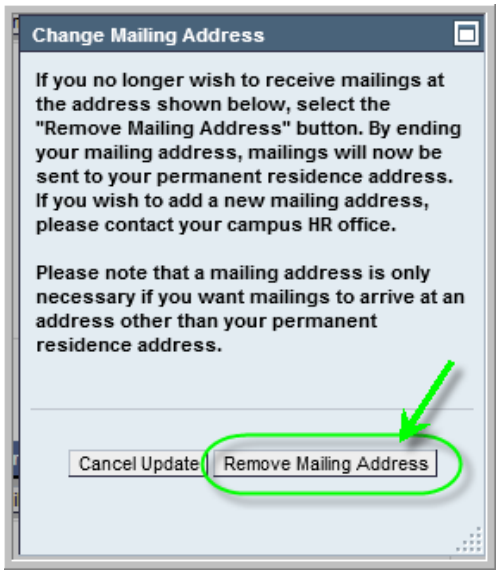


NOTE: The *Permanent Address* on file will be used for sending mail to the employee. *Mailing Address* should only be provided by the employee if they desire mail to be sent to an address other than *Permanent Address.*

2. For employees who already have a mailing address on file but no longer wish to receive mail at that particular address, the *Change Mailing Address* feature can be used to end the validity of the mailing address. To begin, select *Change Mailing Address.*

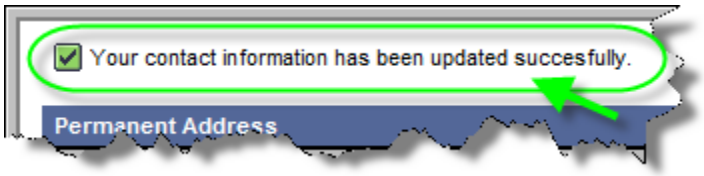
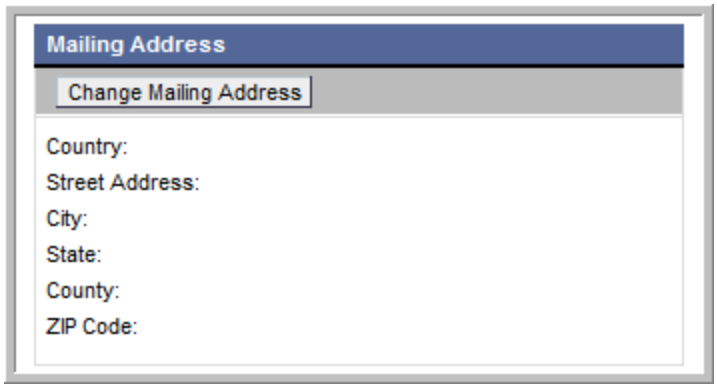


3. The *Change Mailing Address* window will appear. Select *Remove Mailing Address.*



NOTE: To cancel updates, click on *Cancel Update* and the process will be abandoned.

4. The following message will appear confirming the *Mailing Address* has been ended.



(NOTE: The *Mailing Address* will now be blank reflecting the address has been removed.)