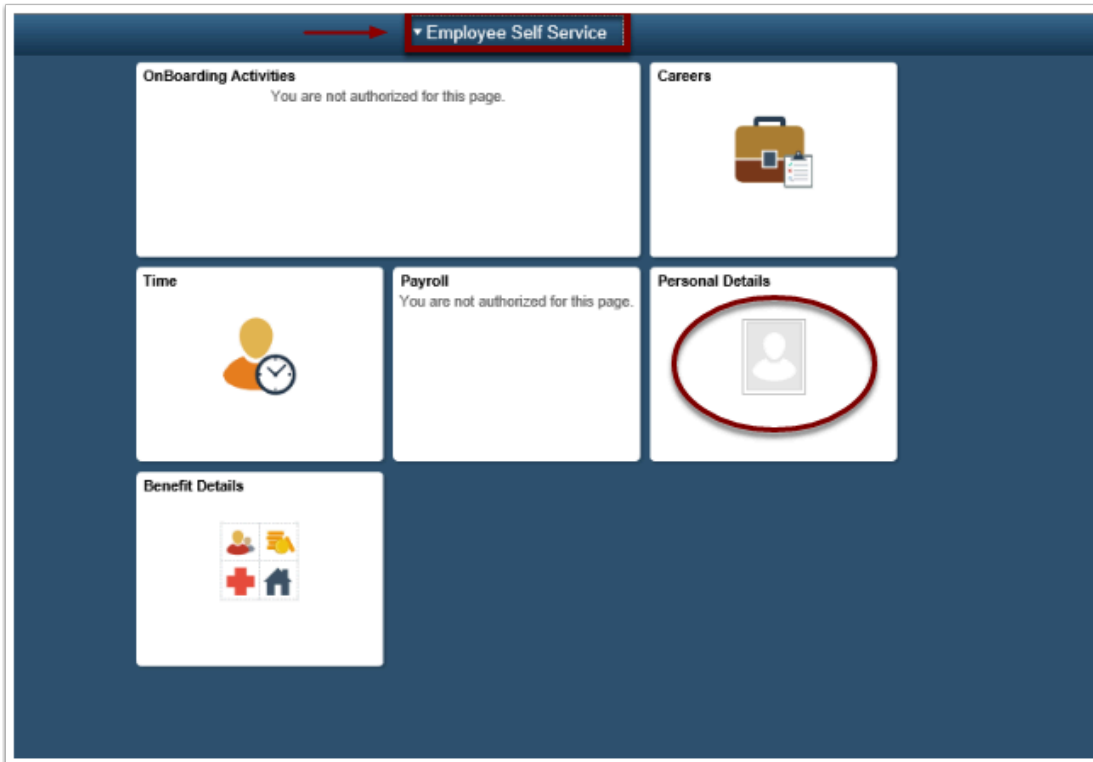


ESS Manage Personal Information

Purpose: Use the **Personal Details** tile to view and update personal information such as addresses, phone numbers, ethnic data, and emergency contacts in ctcLink.

Audience: All Faculty and Staff.

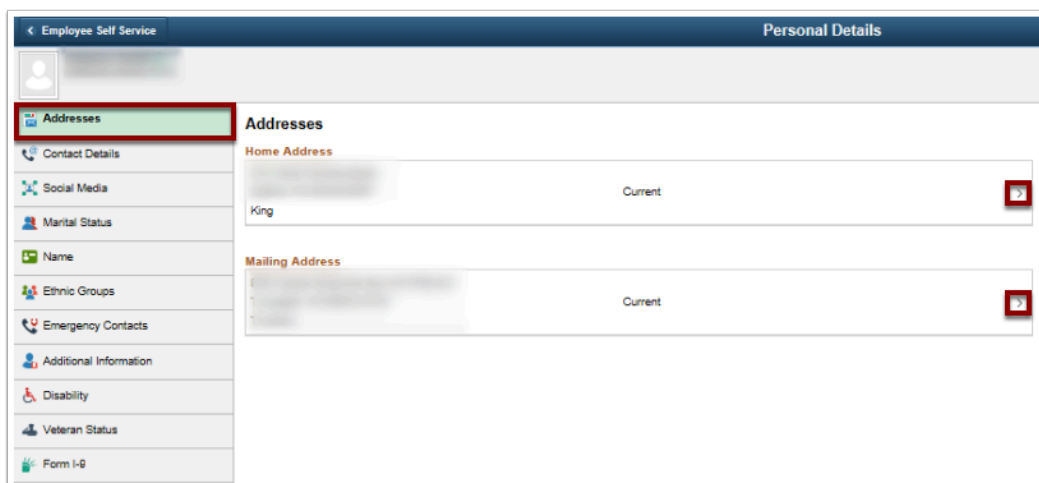
Navigation: Employee Self Service (Homepage) > Personal Details (Tile)



The **Personal Details** page displays.

Addresses

1. **Addresses** is the default page view.
2. Select the arrow to edit/correct either the Home Address or the Mailing Address.



- Alternatively, if no data exists to review, a button will display to add an address.

Addresses

Home Address

PO BOX Current >

Mailing

No data exists.

Add Mailing Address

- The process to update the Addresses section is now complete.

Contact Details

- Select **Contact Details** from the left navigation panel.
- Contact Details** page displays to the right.
- Select arrow to the right of phone number, email address or instant message to edit.
- If no information exists, you can select the **Add** button to enter information.

Contact Details

Phone

Number	Extension	Type	Preferred
200		Mobile	>
200		Work	✓ >

Email

Email Address	Type	Preferred
Test@test.com	Home	✓ >

Instant Message

No data exists.

Add IM

- The process to update Contact Details is now complete.

Name

- Select **Name** from the left navigation panel.
- The **Name** page displays to the right.

3. Select the edit arrow at the right side of listed name.

The screenshot shows a user profile page with a sidebar on the left containing various sections: Addresses, Contact Details, Social Media, Marital Status, Name, Ethnic Groups, Emergency Contacts, Additional Information, Disability, Veteran Status, and Form I-9. The 'Name' section is highlighted with a red box. The main content area is titled 'Name' and shows a text input field with the word 'Current' next to it. A red box highlights a right-pointing arrow icon in the top right corner of the 'Name' section.

4. The **Name** pagelet displays.

5. Edit as needed.

6. Select **Add Attachment** button if attachments are needed.

7. Select **Cancel** button if you wish to close without saving.

8. Consult the local HR department on additional information needed to process a name change.

9. Select the **Save** button.

The screenshot shows the 'Name' edit form. At the top left is a 'Cancel' button and at the top right is a 'Save' button, both highlighted with red boxes. The form contains the following fields: 'Change As Of' (06/25/2019), 'Name Format' (English), 'Name Prefix' (dropdown), '*First Name' (text input), 'Middle Name' (text input), '*Last Name' (text input), 'Name Suffix' (dropdown), 'Display Name' (text input), 'Formal Name' (text input), and 'Name' (text input). Below these fields is an 'Attachments' section with the text 'You have not added any Attachments.' and an 'Add Attachment' button highlighted with a red box.

10. The process to update the **Name** section is now complete.

Ethnic Groups

1. Select **Ethnic Groups** from the left navigation panel.
2. The **Ethnic Groups** page displays.
3. Edit by selecting arrow, or add groups by selecting **[+]** sign.

The screenshot shows a user interface for managing ethnic groups. On the left is a navigation menu with items like 'Addresses', 'Contact Details', 'Social Media', 'Marital Status', 'Name', 'Ethnic Groups' (highlighted), 'Emergency Contacts', 'Additional Information', 'Disability', 'Veteran Status', and 'Form I-9'. The main area is titled 'Ethnic Groups' and features a '+', a list of groups (Black/African American, Cuban, Puerto Rican) with right-pointing arrows, and a 'Voluntary Self-Identification' section with a disclaimer.

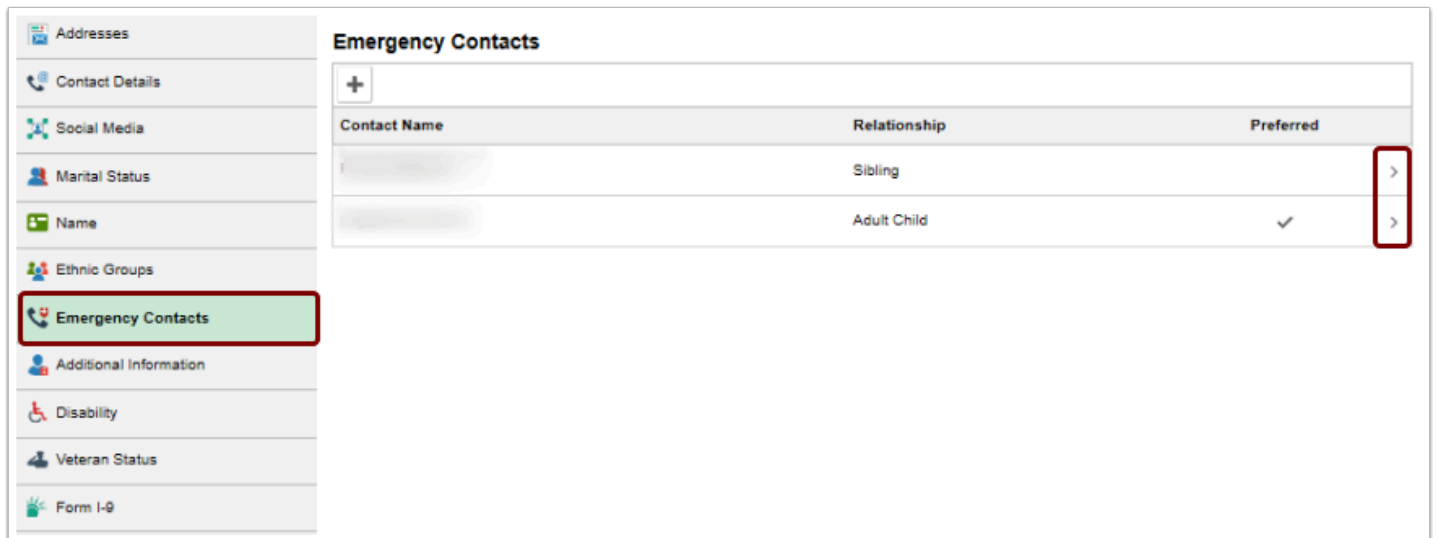
4. The **Ethnic Group** pagelet displays.
5. **Add/Edit** Ethnic Group by using the magnifying glass icon for choices.
6. Select the **Delete** button to remove existing Ethnic Group.
7. Select the **Save** button.

The screenshot shows a modal window titled 'Ethnic Group'. It contains a 'Cancel' button on the top left, a 'Save' button on the top right, a search input field with a magnifying glass icon, and a 'Delete' button at the bottom center.

8. The process to update Ethnic Groups is now complete.

Emergency Contacts

1. Select **Emergency Contacts** from left navigation panel.
2. The **Emergency Contacts** page displays to the right.
3. Select arrow for areas to edit.



Contact Name	Relationship	Preferred
[Redacted]	Sibling	[Edit Arrow]
[Redacted]	Adult Child	✓

4. The **Emergency Contact** pagelet displays.
5. Edit fields as needed.
6. Select the **Save** button.



Emergency Contact

Cancel Save

*Contact Name

*Relationship Other

Preferred

Address

7. The process to update Emergency Contacts is now complete.

Disability

1. Select **Disability** from the left side navigation panel.
2. The **Voluntary Self-Identification of Disability** page displays.
3. Complete the form as needed.
4. Select the **Submit** button.

- Addresses
- Contact Details
- Social Media
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Veteran Status
- Form I-9

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Why are you being asked to complete this 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.

How do I know if I have 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:

• Blindness	• Autism	• Bipolar disorder	• Post-traumatic stress disorder (PTSD)
• Deafness	• Cerebral palsy	• Major depression	• Obsessive compulsive disorder
• Cancer	• HIV/AIDS	• Multiple sclerosis (MS)	• Impairments requiring the use of a wheelchair
• Diabetes	• Schizophrenia	• Missing limbs or partially missing limbs	• Intellectual disability (previously called mental retardation)
• Epilepsy	• Muscular dystrophy		

Please select one of the options below.

YES, I HAVE A DISABILITY (or previously had a disability)
 NO, I DON'T HAVE A DISABILITY
 I DON'T WISH TO ANSWER

Your Name _____ Today's Date _____

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.

¹Section 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 of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

5. The process to update the Disability status is now complete.

Veteran Status

1. Select **Veteran Status** from the left side navigation panel.
2. The **Veteran Status** page displays.
3. Complete the **Self-Identification** section.

- Addresses
- Contact Details
- Social Media
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Veteran Status
- Form I-9

Veteran Status

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 12965.

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 the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at [1-866-4-USA-DOL](tel:1-866-4-USA-DOL).

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" category. 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):

- 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

4. Scroll down to review the **Reasonable Accommodation Notice**.
5. Select the **Submit** button.
6. The process to update the Veteran Status is now complete.

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.

Submit

7. The process to update personal information is now complete.
8. End of procedure.

For further assistance, contact Human Resources at: HR@pierce.ctc.edu

Learn more at: www.pierce.ctc.edu/ctclick