

# Employee Self Service— PERSONAL DETAILS GUIDE

Please **NOTE**: Falsification of employee data/records may result in termination. Information in your University personnel file is confidential and not accessible without proper authorization.

## GETTING TO EMPLOYEE SELF SERVICE:

- Access PeopleSoft by logging in through the GoWMU portal at: [gowmu.wmich.edu](http://gowmu.wmich.edu)
  - Sign in using your Bronco NetID and password
- Once you've logged in, you will see the Faculty/Staff Home tab
  - Under the 'My Work' section, find 'All Links' & click on the arrow to open the section.
  - Under 'All Links', find the 'Administrative Applications' link & click on the arrow to open this section.
  - Then find the PeopleSoft Administrative Systems' link & click the arrow to open
  - Click on the 'PeopleSoft Human Resources' link
- This will bring you to the PeopleSoft 'Landing Page'
  - **Click on the 'Personal Details' tile. The options are listed at the left side of your screen. Click on the option box, and the corresponding panel will open for your review/editing**

## UPDATING YOUR PERSONAL DETAILS

### ADDRESSES

To update your address:

#### Addresses

##### Home Address

1903 W Michigan Ave Kalamazoo, MI 49008-5200 Kalamazoo	Current	>
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- Click on the arrow on the right side of the address box
- Enter the date of your address change
- Enter your new address
- Click the 'SAVE' button in the upper right hand corner

**NOTE:** if you get an 'Address Warning' for an invalid address, you can override the warning by clicking the 'Override Address Verification' box. Please note that the system verifies your address with the U.S. Postal Service database. If you get an 'invalid address' message, you may want to follow up with the post office to confirm your valid address.

#### Home Address:

- For Faculty/Staff/Retirees – please enter your HOME address
- For Students – please enter your LOCAL Kalamazoo area address

WMU sends Official Human Resource/WMU correspondence to this address, as well as IRS W-2 forms and student account refund checks.

#### Mailing Address:

- For Faculty/Staff/Retirees – **DO NOT USE**
- For Students – enter the address of your permanent residence

WMU sends tuition invoices, diplomas, and graduation information to this address. WMU does NOT send any employee/retiree correspondence to the mailing address.

Please NOTE that address changes made here will automatically update the affiliated institutional Banner database. It is not necessary to change your address in both systems.

## **CONTACT DETAILS**

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This panel has telephone and email information.

### **PHONE**

There are four options for telephone numbers. Please be sure to enter an area code when entering any of these phone numbers. The system will automatically format the number you enter.

- Published Campus phone – this is the number that will be published in the directories
- Home/primary phone – your main home number
- Alternate/secondary phone – an additional number
- Cell Phone – your cell number

To edit a current phone number:

- Click the '>' sign at the right side of the box
- Enter the new phone number (xxx-xxx-xxxx)
- Click the "SAVE" button at the top right hand corner

To add a phone number:

- Click the '+' sign at the top left of the box
- Select the Type
- Enter the phone number (xxx-xxx-xxxx)
- Click the "SAVE" button at the top right hand corner

### **EMAIL**

Your official WMU email address displays, but is not editable. Please contact the Office of Information Technology with any questions or concerns about your email address. Personal emails are not entered or tracked on the self-service system.

### **INSTANT MESSAGE**

Is not available for use at this time.

## **MARITAL STATUS**

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Your current marital status displays at the top of the panel. When you need to change your status, there are four options:

- Divorced
- Married
- Single
- Unknown

To change your marital status:

- Click the '\*New Status' box
- Select an option
- Enter the effective date of the status change
- Click the 'SAVE" button at the top right hand corner
  - Please note that changing your marital status here does NOT change the Payroll Tax Status (and vice versa). If you need to change your tax status, please visit the Payroll self-service tile & click on Tax Withholding.
  - Please do not enter status with a past date. The system will not be able to update the employee's current record.
  - Future dated changes will appear on the panel when the effective date of the change is reached.

## NAME CHANGE (Legal)

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This panel is for changing your LEGAL name, which is:

- The name that an individual is given at birth and which appears on a birth certificate recognized by a government or other legal entity
- The name which appears on a marriage certificate or other government issued document (e.g. court order) on which a legal name change is recorded

NOTE: Your LEGAL name is required on the university employee database.

To change your legal name:

- Click the '>' sign at the right hand side of the box
- Enter the date of the change
- Enter your new legal name (first, middle, and last names)
- Click the 'SAVE" button at the top right hand corner
- Your name will show with a note indicating 'Submitted for Approval' if the save was successful
  - You will need to COMPLETE the process by providing HR with legal proof of your name change (Examples: marriage license, divorce papers, driver's license, court document). HR must approve the name change; once you have provided a document & the change is approved by HR, the new name will become active.
  - FUTURE dated name changes will show on the system once the effective date of the change is reached. Please do NOT re-enter the change if you do not see your new name.

## PREFERRED NAME

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The name by which an employee wishes to be known.

To change your preferred name:

- Enter the effective date of the status change
- Enter your preferred name
  - **Enter both First & Last name, even if only one of the names is being changed to preferred**
    - E.g., your Legal Name is Thomas Moore; if you want your preferred first name to be Tom, enter Tom to the 'First Name' box & Moore to the 'Last Name' box. Your name will display as 'Tom Moore'
  - If you enter only one name, only one name will be displayed
    - If you want only one name to be displayed, then enter the name in either the first or last name box. If you enter only 'Tom' in the 'First Name' box and leave the 'Last Name' box blank, your name will display as 'Tom'
- Click the 'SAVE" button at the bottom left hand corner

Electing to use a preferred name will not change your legal name.

Your preferred name is used in the online PeopleSearch function, service anniversary documents and general university mailings.

## **ETHNIC GROUPS**

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This is a voluntary self-identification.

Providing your race or ethnicity is voluntary and confidential, and is used for governmental recordkeeping and reporting purposes; refusal to provide information will not subject employees to any adverse treatment.

To update your ethnic group:

- Click the pencil icon at the top of the box
- Click the appropriate radio buttons
- Click the "SAVE" button at the top right hand corner

Direct questions on race and/or ethnicity to the Office of Institutional Equity (OIE) at 269/387-6316

## **EMERGENCY CONTACTS**

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To add a contact:

- Click the '>' sign at the right hand side of the box
- Enter the '\*Contact Name'
- Click on the '\*Relationship' button arrow
- Select a Relationship type
- Click the 'Preferred' button if this person will be your primary contact
- Add an Address by clicking on the 'Add Address' button and complete the address fields
- Add phone numbers by clicking on the 'Add Phone Number' button and complete the fields
  - You can add multiple phone numbers by clicking the '+' sign

## **WMU INFORMATION**

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**EDITABLE FIELDS: enter a change or choose a selection and click 'Save' when done**

- Privacy flag
  - Yes means home information is not released except when required
  - No means home information is OK to release
- Gender
  - Click the arrow to see options
- Date of Birth
- Highest Education Level
  - This is a general designation of your education level

**NON-EDITABLE FIELDS:**

**Please be sure to provide your name and employee ID number when sending your email to the addresses noted below.**

### **Employee Position Details**

- Location: Send an email to [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu) with your correct location

- Mail Stop: Send an email to [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu) with your correct mailstop
  - NOTE: if you work in multiple buildings, please give us the mailstop of your primary location
- Desk Phone: This is your individual, unique campus phone number, and is updated by OIT. To update/change your desk phone, please send an email to <https://itsm.wmich.edu:8443/WorkOrder.do?reqTemplate=9303>

## Degree Information

Please send any changes in your degree, institution, data acquired, state and country to: [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu).

- NOTE: Degree still in progress (ABDs, future dated degrees, etc) will not be entered to the database. Only degrees obtained should be listed.

## DISABILITY

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This is a voluntary self-identification.

To update your disability status, please click on one of the options listed on the form:

- Yes, I have a disability (or previously had a disability)
- No, I don't have a disability
- I don't wish to answer

Click the 'Submit' button at the bottom of the form.

- Your name and today's date will auto-populate once the submit button is clicked

Direct questions on disability and/or ADA Reasonable Accommodation to the Office of Institutional Equity (OIE) at 269/387-6316.

## VETERAN STATUS

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This is a voluntary self-identification.

To update your veteran status, please click on one of the options listed on the form.

Direct questions on veteran status and/or ADA Reasonable Accommodation to the Office of Institutional Equity (OIE) at 269/387-6316.

## FORM I-9

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All newly hired employees must complete the Form I-9 within three days of their hire date.

- The **employee** completes **Section 1** of the Form I-9 online PRIOR to bringing original, unexpired documents to HR for verification
- **HR** (or a designated office) completes **Section 2** in order for the form to be considered complete and the employee in legal status

The employee must appear in person in Human Resources and **MUST** bring ORIGINAL, UNEXPIRED documents to HR for the completion of Section 2.

Use the following link for more information on the Form I-9: <https://www.wmich.edu/hr/formi9>