Update Personal Information

Existing Employees - You can update the personal and demographic information for your State and Research employees in PeopleSoft. The employee can also do this themselves in SOLAR.

New Employees - If you are hiring a person in your department that already exists in the PS database you will need to update their personal and demographic information and add the new pre-employment information.

The person may exist in the database already for the following reasons:

- They are an active, current employee already
- They are a current or past student of the University
- They are a retired or terminated employee
- They are an “affiliate” of the University (not a student or an employee)

To determine whether a person exists in the database already you can go to the Search/Match page:

Workforce Administration > Personal Information > Search for People
Employee Personal Data

*Navigation:* SBU > SBU Human Resources > Use > Employee Personal Data

Review the information on the following pages and make the necessary updates.

If you found the person in Search/Match enter the EmplID and click Search.
Click the **Personal Data 1** tab

**Name** changes can only be completed by HR Staff when the employee provides the required documentation.

**Date of Birth** and **Birth Country** are required.

Click the **Add a New Row** (+) button here to update **Gender**, **Highest Education Level** and **Marital Status** in **Biographical History**. The **Effective Date** will default to today’s date.

**National ID** (Social Security Number) is required.
Click the **Contact Information** tab

To update an existing address:

Click the **Add Address Detail** link next to the **Address Type** that you want to update.

Click the **Add a new row** button (+).
A new Effective-dated row will be inserted above the existing one. Enter the **Effective Date** of the new address and click the **Add Address** link.

Enter the new address and click **OK**.

Click **OK** until you return to the **Contact Information** page.
To update the Phone Information:

Just replace the old Telephone number with the new one.

It’s only necessary to add a new row if you are adding another Phone Type.

Both Home and Office 1 are required Phone Types.
Click the **Eligibility/Identity** tab

Ethnic Group and Military Status are required.

If you are updating the military status you must **Add a new row (+) first**
Click the **SB Personal Data** tab

**Domestic Partner/Spouse Name** and **Citizenship Status** are required.
Click the Pre Employment tab
The information on this page must be completed for all new State and Research employees. It is also used to facilitate getting an ID Card (not a Badge), SOLAR account, Notes email account and Library access for employees BEFORE the hire process is completed by HR. This can be done by making the Effective Date up to 70 days before the employee’s hire date.

Enter the Office Address information.

Enter the Hire Date.

Enter the Eff Date - the date that you want this pre-employment information to become effective. This date can be today’s date or up to 70 days BEFORE the employee’s hire date for those employee’s who need to obtain an ID Card, SOLAR account, Notes email account and/or Library access early. Do not enter a date earlier than today!

Select the Business Unit – RSFND (for Research) or USBNY (for State)

Enter the Dept ID (6-digit budget account code followed by 2 zeros)
**Status** should default to **Active** when adding a new employee. It will automatically be changed to **Inactive** once the Hire process is complete.

If the employee needs **Email Notes** or **Library** access select these options.

The **Fac/Staff** and **SOLAR** indicators will be turned on when you enter the Dept ID. This information is used to indicate that the new employee needs an ID Card and SOLAR account.

If this is a **Southampton employee** select this option.

You will only **Add a New Row (+)** if you need to change any of this information after it is entered and saved. Remember to add the **Effective Date** if you do make a change!

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Once you’ve entered all of the required information on the pages in the Employee Personal Data component click the **SAVE** button.

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Now go ahead and update the **Emergency Contact** and the **Office Address**.
Emergency Contact

Update Emergency Contact information if needed.

**Navigation:**  SBU > SBU Human Resources > Use > Emergency Contact

Enter the **Contact Name**.

Select the **Relationship to the Employee**.

Indicate whether this is the **Primary Contact** by checking this box.

Enter the **Address** and home **phone** information. If this is the same as the employee’s home address/phone just click the box “**Same Address and Same Phone as Employee**” and the information will fill in.

If the contact has other phone numbers that you’d like to record, click the **Other Phone Numbers** tab and complete that page. You can add as many phone numbers as you’d like on this page by clicking the **Add a New Row** button.

Click **Save**
Office Address

Update the Office Address information if needed.

**Navigation:** SBU > SBU Human Resources > Use > Office Address

Enter the **Zip+4** and when you tab out the **Building #** will be displayed.

Enter the **Room #**.

Select the **Contact Category**.

For the office phone, select **OFF1** in the **Type** field.

Enter the office phone number (XXX-XXXX).

If you need to add another office phone, Fax, beeper or cell phone type click the **Add a new row** button.

**Do not enter** email information. This will be automatically filled in for all employees.

Click **Save**