

Update Personal Information

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

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)

Navigation to Search/Match:

Workforce Administration > Personal Information > Search for People

Employee Personal Data

The **Employee Personal Data** component is used to record the employee's personal and demographic information. For new employees (**State and Research Foundation**), the "pre-employment" information is required by Human Resource Services and other areas that issue ID Cards, Library access and computer accounts. You must complete this information for **all new employees**.

Navigation:

SBU > SBU Human Resources > Use > Employee Personal Data

Find an Existing Value | Add a New Value

EmplID: begins with 200001544

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with

Campus ID: begins with

National ID: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

If you found the person in Search/Match enter the **EmplID** and click **Search**

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

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

To update **Gender, Highest Education Level and Marital Status** in **Biographical History**, click the **Add a New Row (+)** button

National ID (Social Security Number) is required

Sammy Rant Stony Brook ID: 200001544

Primary Name Find | View All First 1 of 1 Last

*Effective Date: 10/15/2007

*Format Type: English

Display Name: Sammy Rant [Edit Name](#)

Biographic Information

Date of Birth: 03/11/1980 27 Years 7 Months Date of Death:

Birth Country: USA United States

Birth State:

Birth Location: Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 10/15/2007

*Gender: Male

*Highest Education Level: G-Bachelor's Level Degree

*Marital Status: Single As of: 10/15/2007

Language Code:

Alternate ID: Full-Time Student

National ID Customize | Find | View All First 1 of 1 Last

Country	*National ID Type	National ID	Primary ID	National ID Expiration Date
USA	Social Security Number	055-84-0000	<input checked="" type="checkbox"/>	

Save Return to Search Previous in List List Update/Display Include History

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

Sammy Rant Stony Brook ID:

Current Addresses Customize | Find | View All | First 2 of 2 Last

Address Type	As Of Date	Status	Address	
Home			1000 Main Street Stony Brook, NY 11790	Add Address Detail + -
Mailing			P.O. Box 123 Stony Brook, NY 11790	Add Address Detail + -

Phone Information Customize | Find | First 1-2 of 2 Last

Phone Type	Telephone	Extension	Preferred	
Home	631/555-1111		<input checked="" type="checkbox"/>	+ -
Office 1	632-1232		<input type="checkbox"/>	+ -

Email Addresses Customize | Find | First 1 of 1 Last

Email Type	Email Address	Preferred	
		<input type="checkbox"/>	+ -

Save Return to Search Update/Display

Click the **Add a new row button (+)**

Address History

Address Type: Home

Address History Find First 1 of 1 Last

Effective Date	Country	Status	Address:	
10/15/2007	USA	A	1000 Main Street Stony Brook, NY 11790	+ -

OK Cancel

Address History

Address Type: Home

*Effective Date	Country	*Status	Address:	
11/01/2007	USA	A	1000 Main Street Stony Brook, NY 11790	Add Address
10/15/2007	USA	A	1000 Main Street Stony Brook, NY 11790	+ -

OK Cancel

A new Effective-dated row will be inserted above the existing one. Enter the **Effective Date** and click the **Add Address** link

Edit Address

Country: United States [Change Country](#)

Address 1: 2356 Lazy Lane

Address 2:

Address 3:

City: Patchogue State: NY New York Postal: 11772

County:

OK Cancel

Enter the new address and click **OK**

Personal Data | **Contact Information** | Eligibility/Identity | SB Personal Data | Pre Employment

Sammy Rant **Stony Brook ID:** 200001544

Current Addresses [Customize](#) | [Find](#) | [View All](#) | First 1-2 of 2 Last

Address Type	As Of Date	Status	Address	
Home	11/02/2007	A	2356 Lazy Lane Patchogue, NY 11772	Edit/View Address Detail + -
Mailing			P.O. Box 123 Stony Brook, NY 11790	Add Address Detail + -

Phone Information [Customize](#) | [Find](#) | First 1-2 of 2 Last

*Phone Type	Telephone	Extension	Preferred	
Home	631/555-1111		<input checked="" type="checkbox"/>	+ -
Office 1	632-1232		<input type="checkbox"/>	+ -

Email Addresses [Customize](#) | [Find](#) | First 1 of 1 Last

*Email Type	*Email Address	Preferred	
		<input type="checkbox"/>	+ -

Save Return to Search Update/Display

To update the Phone Information:

Sammy Rant Story Bro

Personal Data1 **Contact Information** **Eligibility/Identity** **SB Per**

Current Addresses [Customize](#)

Address Type	As Of Date	Status	Address	
Home	11/02/2007	A	2356 Lazy Lane Patchogue, NY 11772	Detail + -
Mailing			P.O. Box Stony Brook, NY 11790	Add Address Detail + -

Phone Information [Customize](#) | [Find](#) | [Grid](#) First 1-2 of 2 Last

*Phone Type	Telephone	Extension	Preferred	
Home	631/555-1111		<input checked="" type="checkbox"/>	+ -
Office 1	632-1232		<input type="checkbox"/>	+ -

Email Addresses [Customize](#) | [Find](#) | [Grid](#) First 1 of 1 Last

*Email Type	*Email Address	Preferred	
		<input type="checkbox"/>	+ -

[Save](#) [Return to Search](#) [Update/Display](#)

Update the Phone Information. It's only necessary to add a new row if you are adding another Phone Type. **Home** and **Office 1** are required.

Click the **Eligibility/Identity** tab

Sammy Rant Stony Brook ID: 200001544

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region: USA United States Ethnic Group: WHITE White Primary

History Find | View All First 1 of 1 Last

*Effective Date: 10/15/2007 Military Status: Not Indicated

Date Entitled to Medicare: Citizenship (Proof 1): Citizenship (Proof 2):

Eligible to Work in U.S.

I-9 Eligibility Type: CZ/NAT US I-9 Completion Dt:

I-9 Proof 1 Exp Dt: I-9 Proof 2 Exp Dt:

Save Return to Search Update/Display

Ethnic Group and **Military Status** are required.

Click the **SB Personal Data** tab

Sammy Rant Stony Brook ID: 200001544

State or Research Employee: RF Clinical Indicator Military Reservist

Domestic Partner/Spouse Name: Retired Person

Rant,Patty Volunteer Fireperson

Campus ID/ Pseudo ID

Citizenship Status			Customize	Find	First	1 of 1	Last
*Country	Status	Dependent ID					
1 USA United States	1 Native						

Save Return to Search Update/Display Include History

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 30 days before** the employee's hire date.

Personal Data1 Contact Information Eligibility/Identity SB Personal Data **Pre Employment**

Stony Brook ID: NEW

Zip + 4: 3382 Building #: 005 OFFICE ADDRESS: Melville Library Room: S5210

Pre-employment Find | View All First 1 of 1 Last

Action Dt: 10/15/2007 Hire Dt: 10/15/2007 *Eff Date: 10/15/2007

Business Unit: USBNY *Dept: 84083500 DEPTID required Client Support

Status: Active Fac/Staff SOLAR Email Notes Library Southampton Employee Terminated Employee

Title: Pre-Employment

Save Update/Display Include History

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 30 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!



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

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

Education

Update Education information if needed.

Navigation:

SBU > SBU Human Resources > Use > Education

Professional Ed. and Training

Sammy Rant Stony Brook ID: 200001544

Professional Education Find | View All First 1 of 1 Last

Country: USA United States Terminal Degree

*Degree: BS Bachelor of Science Graduated

Date Acquired: 05/01/2003 Average Grade:

Major Code: 0500 Major: Business And Management

School Code: 002667 School: Dowling College

Educator:

State: NY New York Minority Institution

Training Customize | Find | View All First 1 of 1 Last

Course Title	School Name	Course Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the **Degree**.

Enter the **Date Acquired**.

Select the **Major Code**.

Select the **School Code**.



To search for the valid codes for these fields click the **Lookup** button next to the field.



Click **Save**

Emergency Contact

Update Emergency Contact information if needed.

Navigation:

SBU > SBU Human Resources > Use > Emergency Contact

Contact Address/Phone **Other Phone Numbers**

Sammy Rant Stony Brook ID: 200001544

Emergency Contact Find | View All | First 1 of 1 | Last

*Contact Name: + -

*Relationship to Employee: Primary Contact

Same Address as Employee

Same Phone as Employee

Contact Address

Country: United States

Address: [Edit Address](#)

Contact Phone

Phone:

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

The screenshot shows the 'Office Address' form for 'Sammy Rant' with 'Stony Brook ID: 200001544'. The form is divided into several sections:

- Address Fields:** 'Zip + 4:' (3382), 'Building #:' (005), and 'Room #:' (S5210). The 'Client Support' and 'Melville Library' labels are associated with the zip and building fields respectively. The 'Status' is 'UNKNOWN'.
- Contact Category:** A dropdown menu with a search icon and navigation buttons (Find, First, 1 of 1, Last, +, -).
- Phones:** A section with a search icon and navigation buttons. It includes a label 'Off 1 Tel Dir format: xxx-xxxx' and 'Phone Number format = aaa/xxx-xxxx except OFF1'. The '*Type' is 'OFF1' and the phone number is '632-1232'.
- E-Mail:** A section with a search icon and navigation buttons. It includes a '*Type' dropdown menu and a 'Preferred' checkbox.

At the bottom of the form are two buttons: 'Save' and 'Return to Search'.


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**