Employee Self-Service
Updating Personal Information

Overview:

Understanding How to Update Personal Information

In this topic, you will find detailed information on how to update your personal information within OMNI.
Personal information found on this page includes:

- Home/Mailing Addresses
- Phone Number
- Emergency Contacts
- Email Address
- Marital Status
- Ethnic Group

Name changes must be submitting to HR with a copy of your social security card and completed HR Name Change Form.

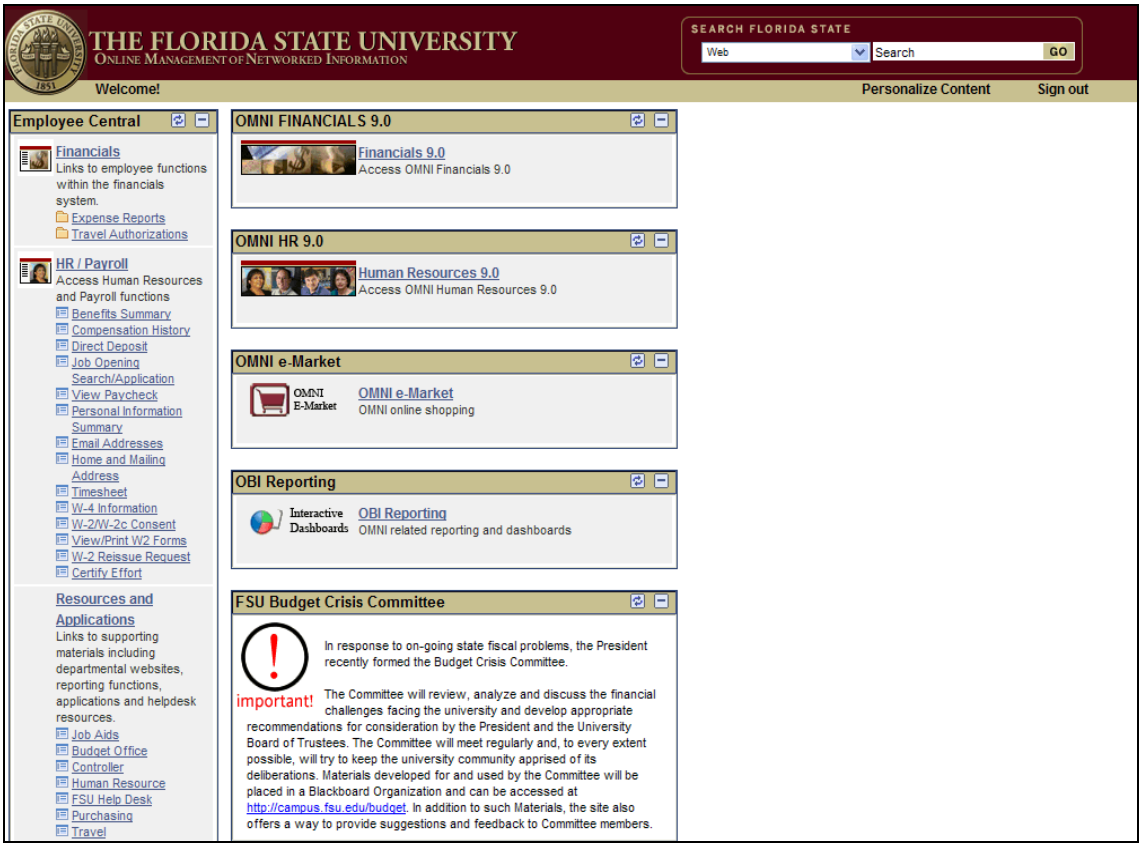
Procedure

Scenario:
In this topic, you will learn how to update your personal information within OMNI.

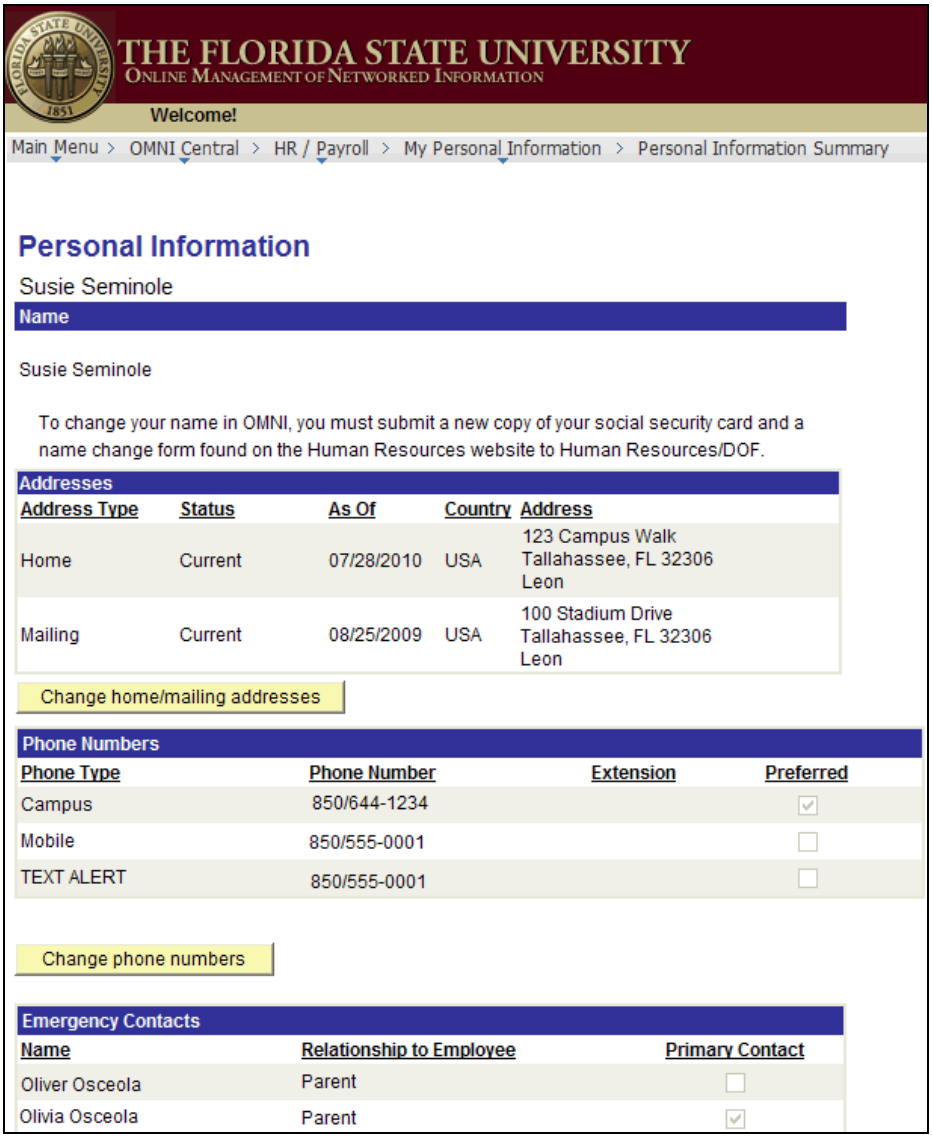
Key Information:

The following personal information is available to change online:

Home/Mailing Addresses
Phone Number
Emergency Contacts
Email Address
Marital Status
Ethnic Group

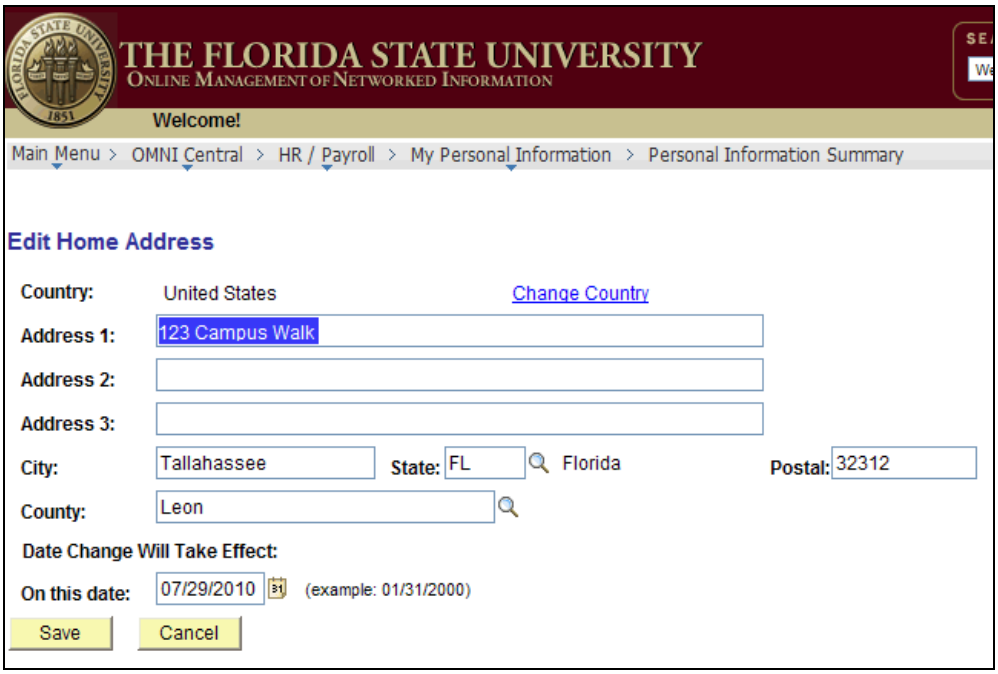


Step	Action
1.	Click the **Personal Information Summary** link. Personal Information Summary
2.	Review your personal information as it is currently stored in OMNI. To make changes, click the "**Change…**" buttons in each sub-section.
3.	Name changes must be submitted to HR along with a copy of your social security card and the Name Change Form found on the HR Forms page.
4.	All employees' personal information is considered confidential. Access to this information is strictly limited to those with official business needs ONLY.



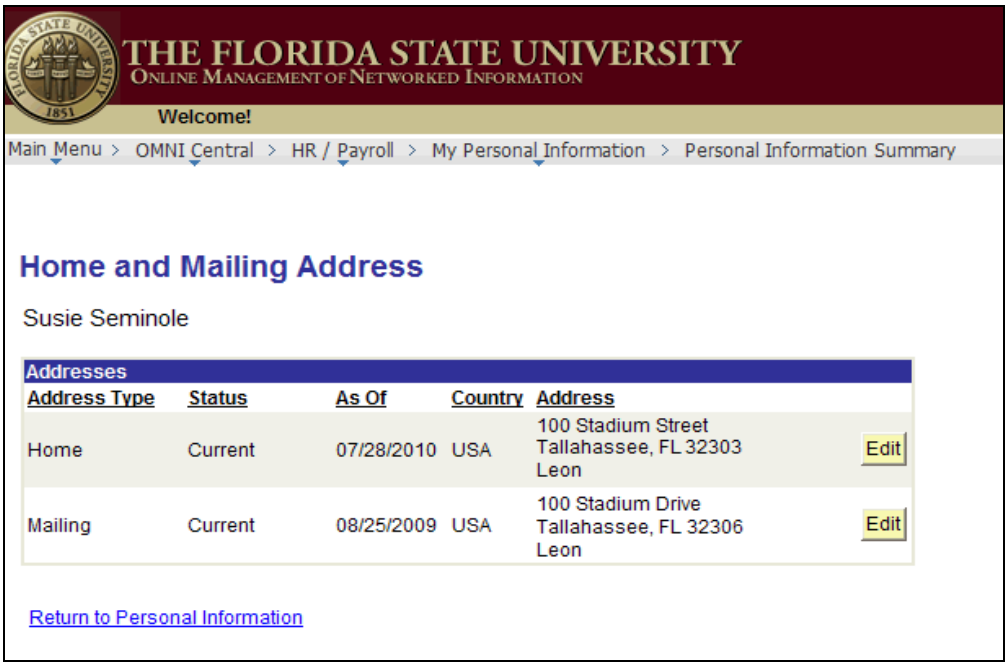
Step	Action
5.	For the purpose of this example, change your Home Address. To do this, click the **Change home/mailing addresses** button. Change home/mailing addresses

Step	Action
6.	Click the **Edit** button on the row of the address that you wish to update.
7.	Changing your address in OMNI does not affect your address as maintained in the Registrar's Office.

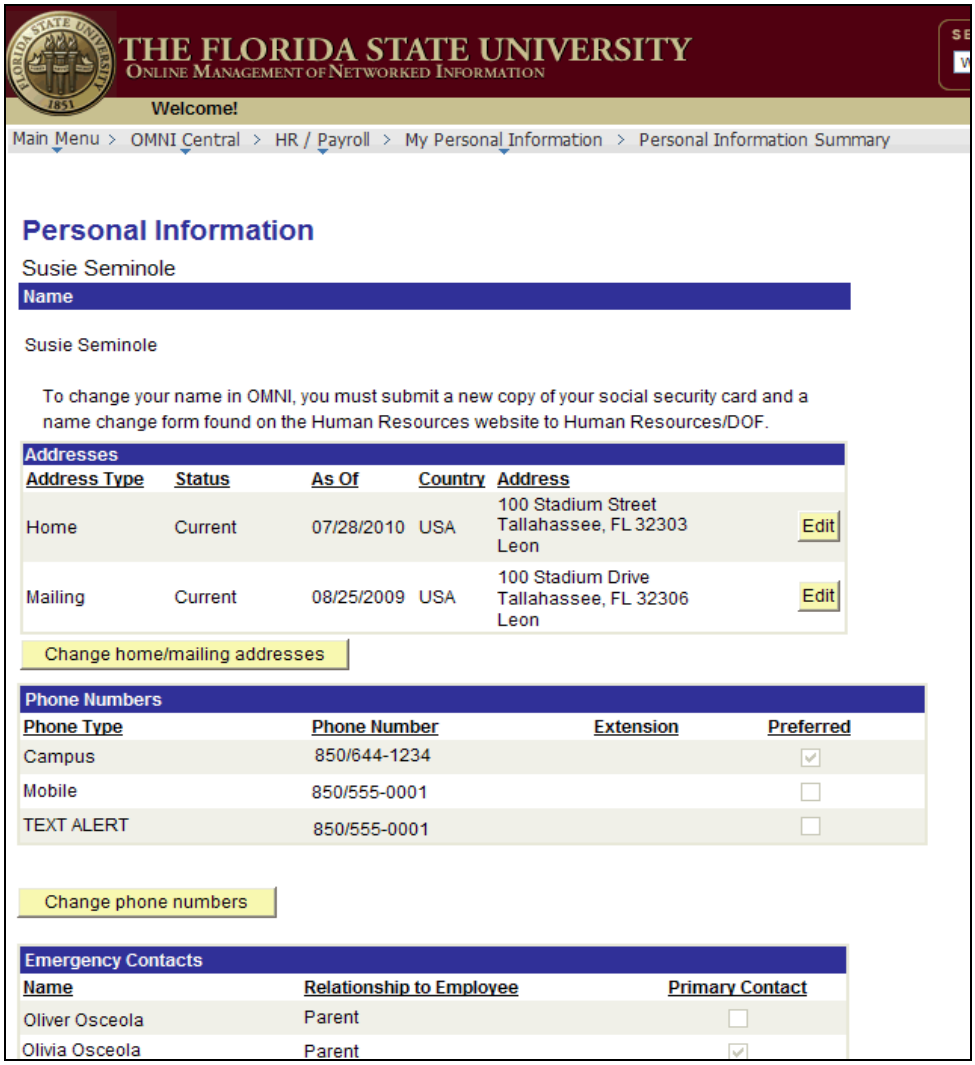


Step	Action
8.	Update your address as needed.
9.	Click the **Save** button. Save

Step	Action
10.	Click the **OK** button. OK

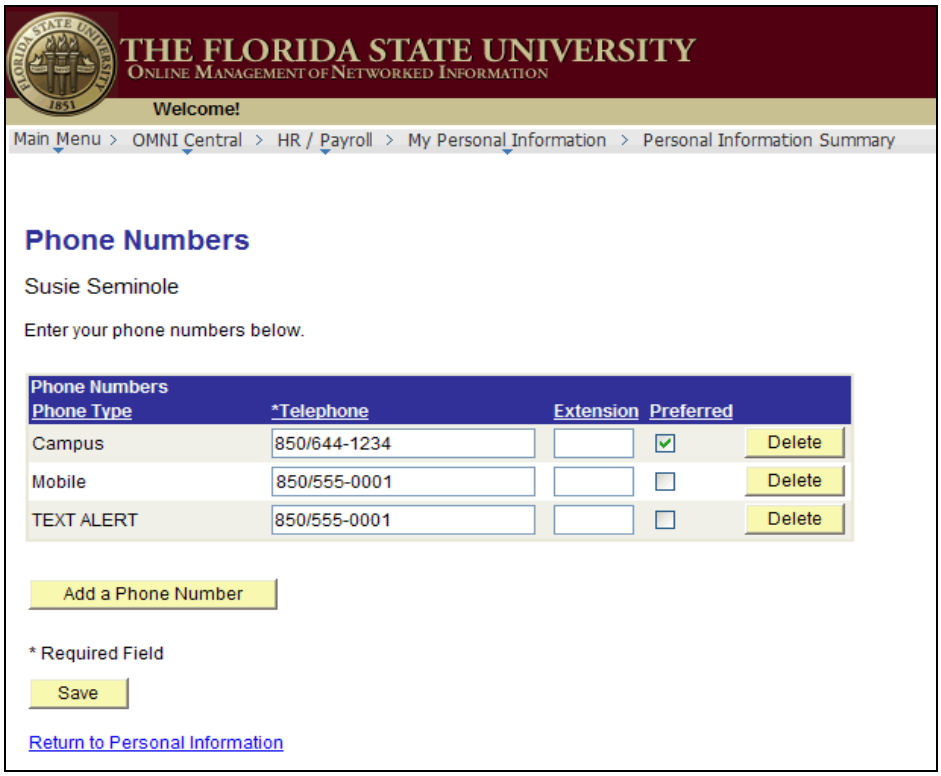


Step	Action
11.	Click the **Return to Personal Information** link. Return to Personal Information



Step	Action
12.	For the purpose of this example, also update your phone number. To do this, click the **Change phone numbers** button. Change phone numbers

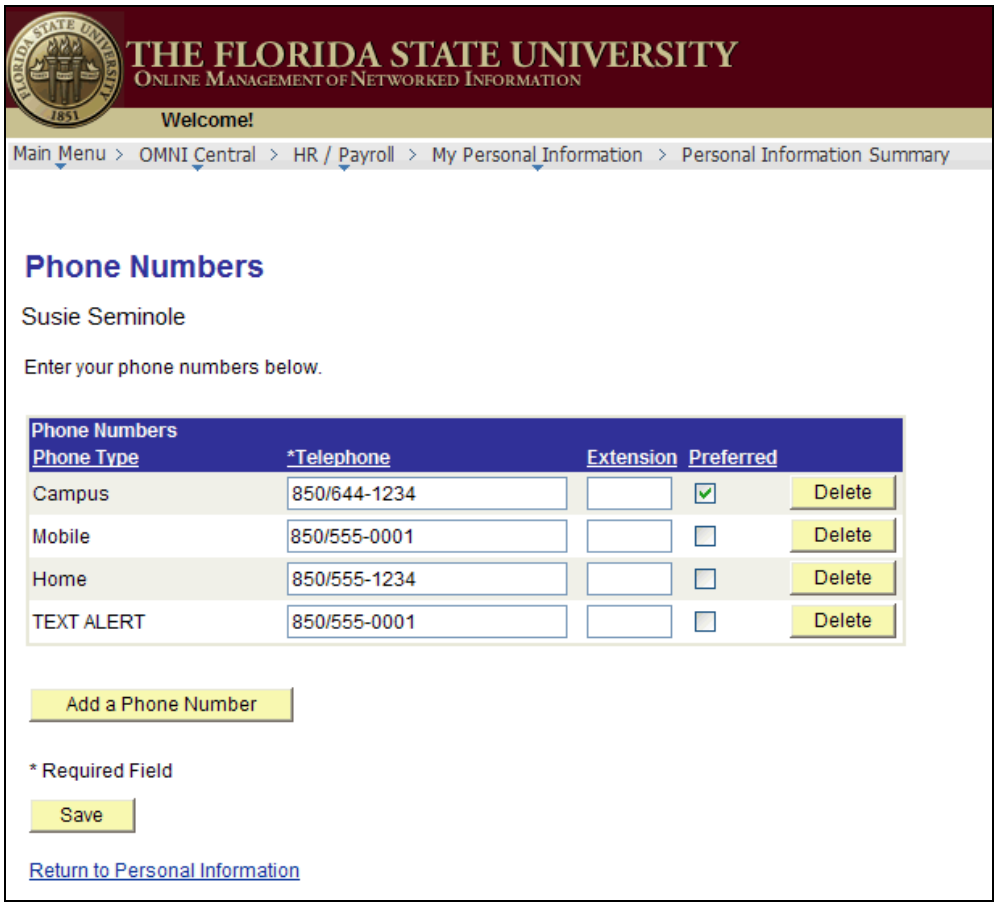
Step	Action
13.	The **TEXT ALERT** Phone Type setting will allow your device to receive FSU Alert emergency notifications via SMS text message. Your cell phone must be capable of receiving SMS text messages in order to be eligible to receive these alerts. For more information regarding FSU Alert Text Messages, please visit FSU's Safety website.



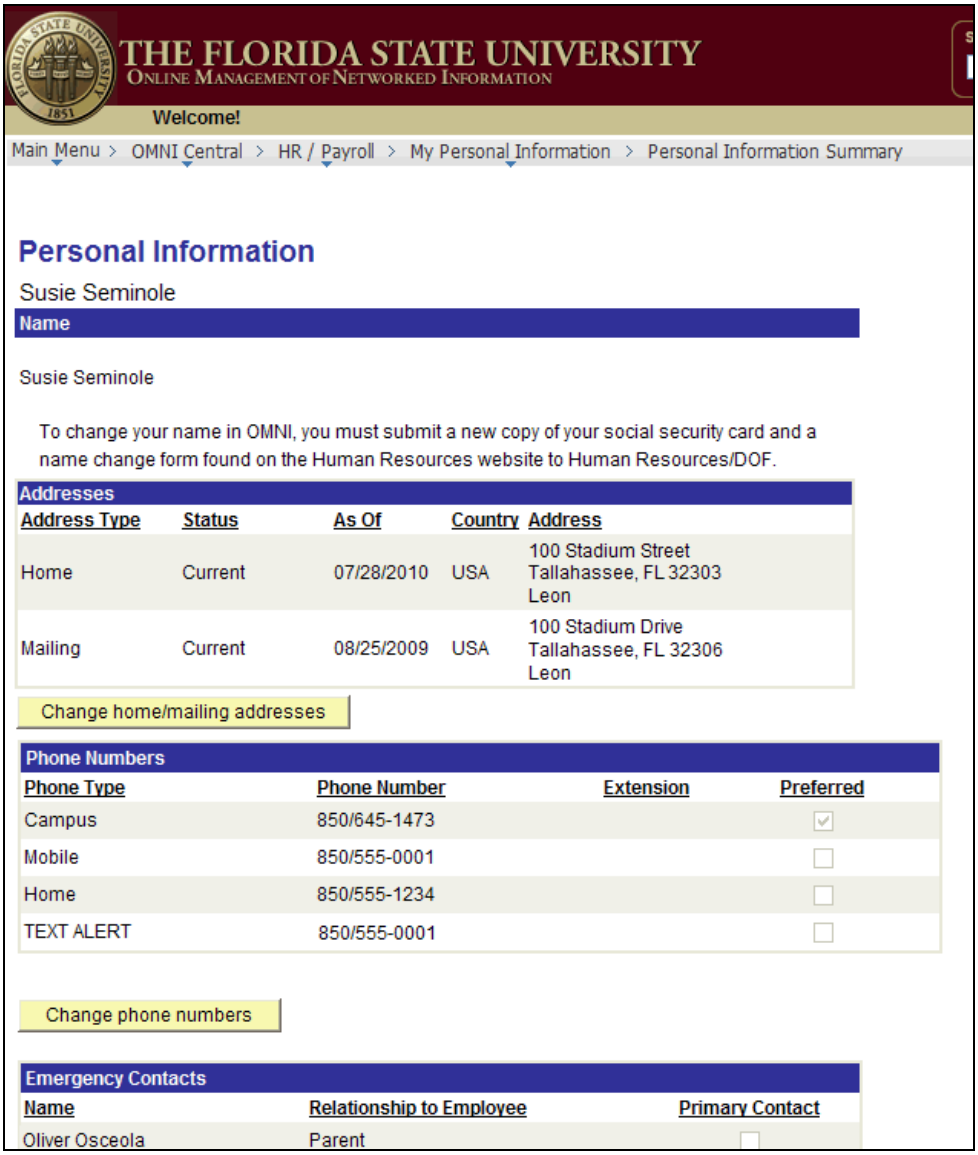
Step	Action
14.	Use this page to add, review, or edit your home, business, mobile, or other phone numbers. Click the **Add a Phone Number** button to include a new phone number. Add a Phone Number
15.	Click the **Phone Type** list.

Step	Action
16.	Select the appropriate **Phone Type**. Home
17.	Enter the new phone number into the **Telephone** field.
18.	One phone number must be set as the preferred calling number. To do this, check the **Preferred** box for the desired number.
19.	Click the **Save** button. Save

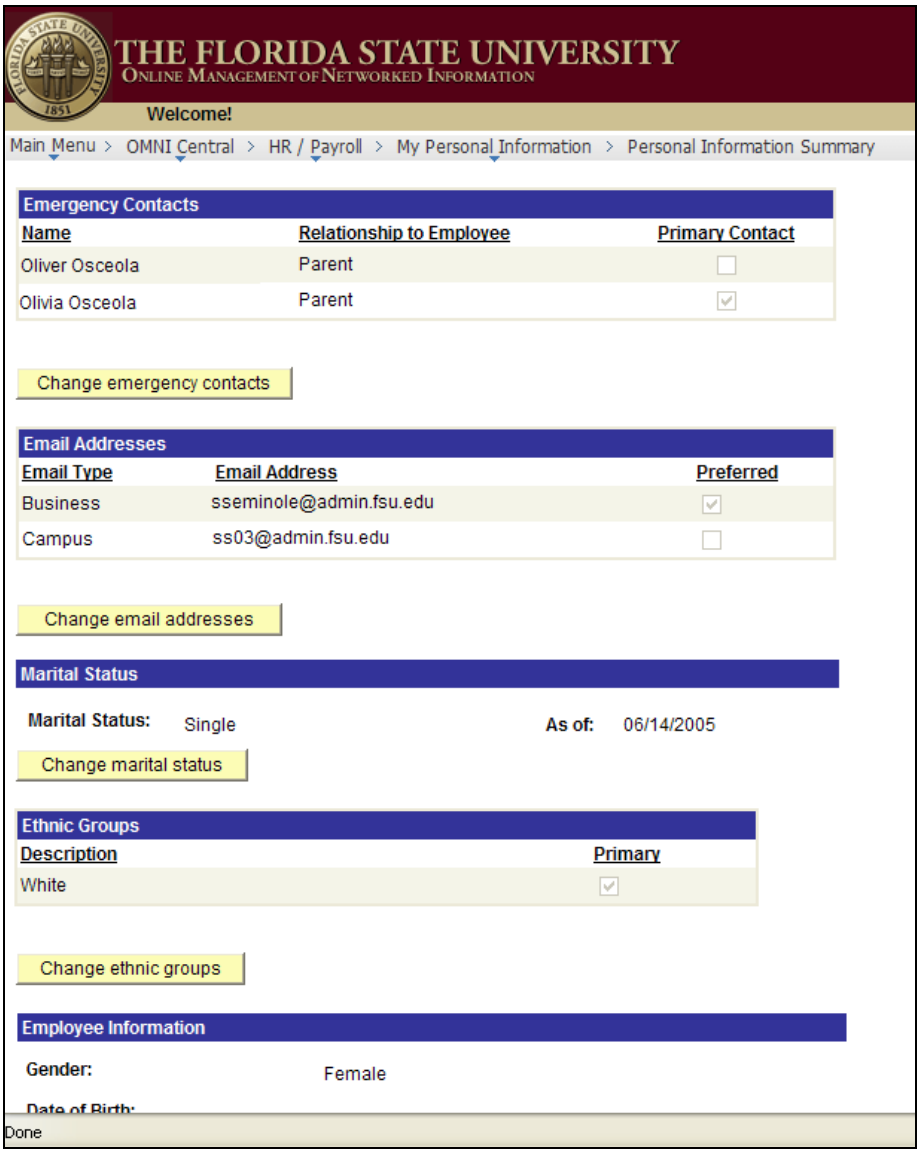
Step	Action
20.	Click the **OK** button. OK



Step	Action
21.	Click the **Return to Personal Information** link. Return to Personal Information

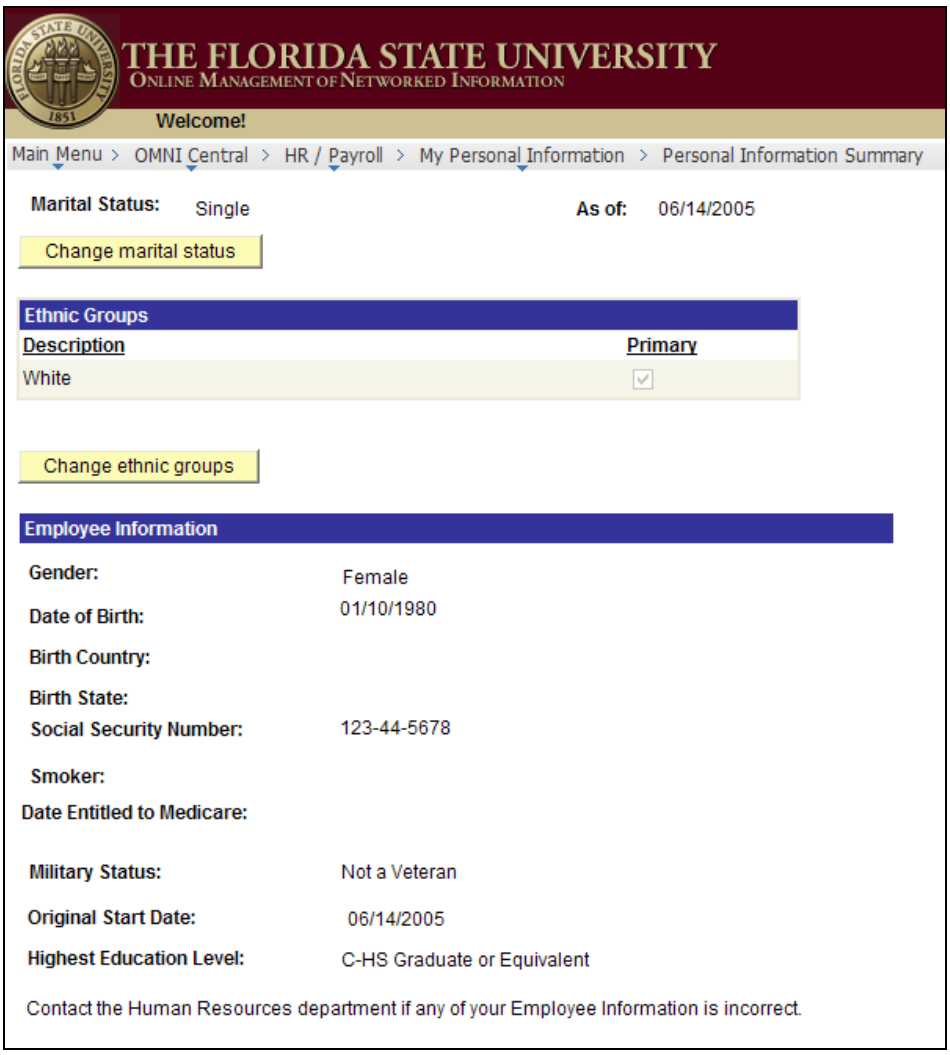


Step	Action
22.	Scroll down the **Personal Information** page to review all information as currently stored in OMNI.



Step	Action
23.	When updating email addresses, be aware OMNI does not allow two of the same email type, i.e., Business, Campus, Home, Other. One email account must be specified as the 'Preferred' email address. When the email addresses are saved, the appropriate areas in the OMNI HR and Financials systems will be updated so that email notifications will be sent to the email address marked as preferred.

Step	Action
24.	To make official marital status changes for the purpose of changing benefits, visit the People First website. Backup documentation may be required by People First, but there is no backup documentation required in FSU HR for W-4 changes.
25.	Continue to scroll down to review the **Employee Information** sub-section at the bottom of the page.



Step	Action
26.	To update information in the **Employee Information** section, please contact the Human Resources department. These changes cannot be made online.
27.	Click the **Home** link. Home
28.	**Congratulations!** You have completed this topic. **End of Procedure.**