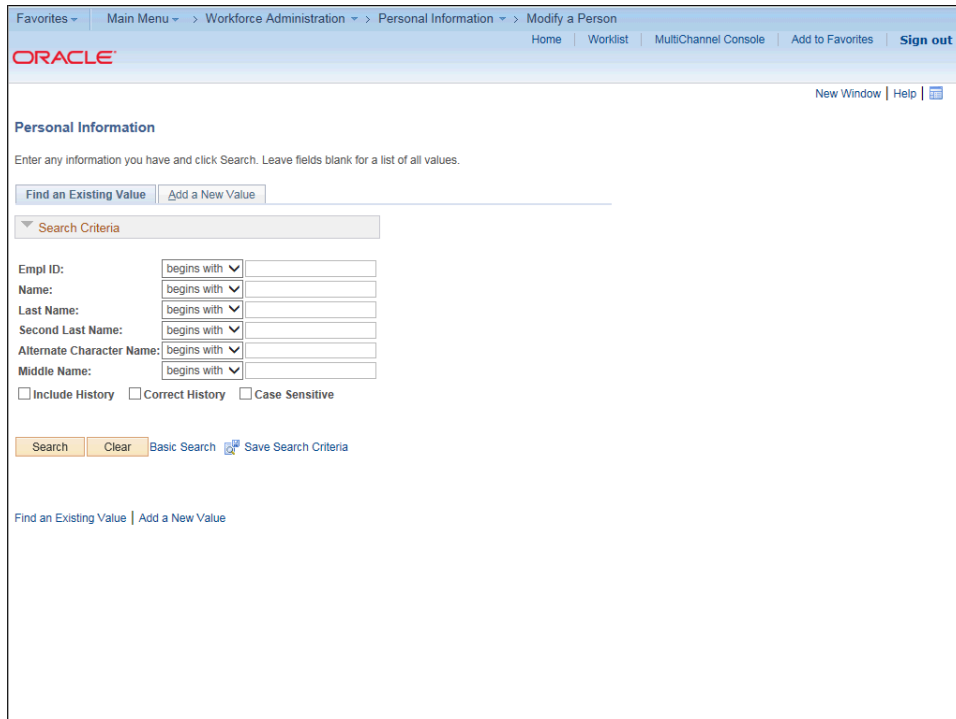


Use this task to view an employee's personal information using the **Modify a Person** page.

Navigation: Peoplesoft Menu > Workforce Administration > Personal Information > **Modify a Person**

Note: This page also may be available in **Workcenter** depending on your security access.



Step	Action
1.	After you navigate to the Personal Information component, the system displays the Find an Existing Value tab, which you use to search for the appropriate employee record. Enter search criteria in one or more of the search fields on this page.
2.	Click in the Empl ID field. <input type="text"/>
3.	Enter the desired information into the Empl ID field.
4.	Click the Search button. <input type="button" value="Search"/>

Step	Action
5.	The Biographical Details page displays the employee's name and other biographical information.
6.	<p>The following fields use Effective Dates to keep a history of changes: Name, address, biographical (such as education, marital status, and language) and some regional fields.</p> <p>Current, historical, or future information can be viewed for these fields. When new information takes effect, the system stores the old data so that you can track the changes that occur over time.</p> <p>The employee's National ID (SSN) is partially masked for most users, with the exception of few UCPath Center users.</p>
7.	<p>Click the Contact Information tab.</p> <p>Contact Information</p>

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Personal Information ▾ > Modify a Person

ORACLE Home Worklist MultiChannel Console Add to Favorites Sign out

Biographical Details Contact Information Regional UC Personal Data

Megan White Empl ID 10000561

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	04/11/2012	A	1234 Main St Santa Monica, CA 90404	View Address Detail

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred
Home	310/435-5555		<input checked="" type="checkbox"/>

Email Addresses Personalize | Find | View All | First 1-2 of 2 Last

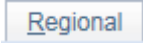
*Email Type	*Email Address	Preferred
Business	Meg.White@ucop.edu123123	<input checked="" type="checkbox"/>
Home	drummergirl@uci.edu123123	<input type="checkbox"/>

Instant Message IDs Personalize | Find | View All | First 1 of 1 Last

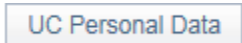
*IM Protocol	*IM Domain	*Network ID	Preferred
			<input type="checkbox"/>

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Contact Information | Regional | UC Personal Data

Step	Action
8.	The Contact Information page displays the employee's address, phone and email information.
9.	Click the Regional tab. 

The screenshot shows the 'Regional' tab for a user named Megan White (Person ID 10000561). The page is part of the Oracle UCPath system. The 'Regional' section includes fields for Regulatory Region (USA), Ethnic Group (WHITE), and a checkbox for Primary. The 'History' section includes Effective Date (04/11/2016), Date Entitled to Medicare, Citizenship (Proof 1 and 2), and a checked box for Eligible to Work in U.S. The 'Veteran' section includes Military Status and Military Discharge Date. The 'Smoker History' section includes a dropdown for Smoker and a field for As of. The page has navigation tabs at the top (Biographical Details, Contact Information, Regional, UC Personal Data) and a bottom navigation bar.

Step	Action
10.	The Regional page displays country-specific personal information such as ethnic group and military status.
11.	The values in the Ethnic Group section are based on U.S. Federal Equal Employment Opportunities ethnic categories.
12.	Click the UC Personal Data tab. 

The screenshot shows the Oracle UCPATH interface for 'UC Personal Data'. The user is Megan White (Person ID: 10000561). The 'UC Office of the President Disclosure' section contains the following information:

- This will allow mailing for campus offerings as well as universitywide mailings.
- Release Home Address to Organizations (Unions)? Yes No
- Release Home Phone to Organizations (Unions)? Yes No
- May campus processing utilize your home address? Yes No
- May campus processing utilize your home phone? Yes No
- May campus processing utilize your spouse's name? Yes No

At the bottom of the disclosure section, it says 'Confirm and Accept' with 'Conv' and 'Conversion' options. The 'Last Updated Date' is 11/03/2015, updated by UC_CONV. Below the disclosure section is a link to 'View UC External System ID data'. At the very bottom of the page are several action buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History.

Step	Action
13.	The UC Personal Data page displays the employee's disclosure preferences for campus offerings and university mailings.
14.	You have viewed employee personal information in UCPATH. End of Procedure.