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.  
3. | Enter the desired information into the **Empl ID** field.  
4. | Click the **Search** button.
Step | Action
--- | ---
5. | The **Biographical Details** page displays the employee's name and other biographical information.

6. | 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.

   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.

   The employee's National ID (SSN) is partially masked for most users, with the exception of few UCPath Center users.

7. | Click the **Contact Information** tab.
8. The **Contact Information** page displays the employee's address, phone and email information.

9. Click the **Regional** tab.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>The <strong>Regional</strong> page displays country-specific personal information such as ethnic group and military status.</td>
</tr>
<tr>
<td>11.</td>
<td>The values in the <strong>Ethnic Group</strong> section are based on U.S. Federal Equal Employment Opportunities ethnic categories.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>UC Personal Data</strong> tab.</td>
</tr>
</tbody>
</table>
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.**