

# Personal Data Changes Matrix

Data Entry Method	Data point	Submitter (As Is)	Submitter (To Be)	Compliance Check	Notes
Employee Self-Service (ESS)	Legal Name	Employee	Employee	Social Security Verification Service (SSNVS) via UCPC	UCPC runs proposed changed legal name through SSNVS and only makes the personal data change if there is a match. If no match, UCPC notifies employee that change was rejected.
	Preferred Name	Employee	Employee	None	This personal data change writes directly to the database in UCPath
	Home/Mailing Address	Employee	Employee	None	This personal data change writes directly to the database in UCPath
	Phone Numbers	Employee	Employee	None	This personal data change writes directly to the database in UCPath
	Emergency Contacts	Employee	Employee	None	This personal data change writes directly to the database in UCPath
	Email Addresses	Employee	Employee	None	This personal data change writes directly to the database in UCPath
	Ethnic Groups	Employee	Employee	None	This personal data change writes directly to the database in UCPath
	Employee Disclosures	Employee	Employee	None	This personal data change writes directly to the database in UCPath
	Veteran Status	Employee	Employee	None	This personal data change writes directly to the database in UCPath
	Disability Status	Employee	Employee	None	This personal data change writes directly to the database in UCPath
	Gender Identity & Sexual Orientation	Employee	Employee	None	This personal data change writes directly to the database in UCPath
	Highest Education Level	Employee	Employee	Request to review & approve from UCPC	Goes to SSC for review and approval (from UCPC).
Licensures & Certifications	Employee	Employee	Request to review & approve from UCPC	Goes to SSC for review and approval (from UCPC).	
Case Management	Legal Name	Employee	Employee	Social Security Verification Service (SSNVS) via UCPC	UCPC runs proposed changed legal name through SSNVS and only makes the personal data change if there is a match. If no match, UCPC notifies employee that change was rejected.

# Personal Data Changes Matrix

Data Entry Method	Data point	Submitter (As Is)	Submitter (To Be)	Compliance Check	Notes
	Date of Birth	Employee	Employee	Social Security Verification Service (SSNVS) via UCPC	Will be verified by UCPATH Center through SSNVS before entering
	Gender	Employee	Employee	Supporting Documentation or Social Security Verification Service (SSNVS) via UCPC	Any valid government issued ID that indicates gender should be submitted with request or verified via SSNVS. Gender change may be the result of gender reassignment
	Veteran Status	Employee	Employee	None	Only if ESS is not accessible as this field will normally be updated directly via ESS
	Highest Education Level	Employee	Employee	Request to review & approve from UCPC	Goes to SSC for review and approval (from UCPC).
	Licensures & Certifications	Employee	Employee	Request to review & approve from UCPC	Goes to SSC for review and approval (from UCPC).
	Ethnic Groups	Employee	Employee	None	Only if ESS is not accessible as this field will normally be updated directly via ESS
	SSN	Employee	Employee	Social Security Verification Service (SSNVS) via UCPC	Will be verified by UCPATH Center through SSNVS before entering
	Home/Mailing Address	Employee	Employee	None	Only if ESS is not accessible as this field will normally be updated directly via ESS
	Phone Numbers	Employee	Employee	None	Only if ESS is not accessible as this field will normally be updated directly via ESS
	Email Addresses	Employee	Employee	None	Only if ESS is not accessible as this field will normally be updated directly via ESS
UCPATH Template Transaction Request	Legal Name	SSC	Transactional Units	AWE/SSNVS	Template goes to AWE approver for approval. Will be verified by UCPATH Center through SSNVS before entering in database
	Date of Birth	SSC	Transactional Units	AWE/SSNVS	Template goes to AWE approver for approval. Will be verified by UCPATH Center through SSNVS before entering in database
	Gender	SSC	Transactional Units	AWE/SSNVS or Supporting Documents	Template goes to AWE approver for approval. Any valid government issued ID that indicates gender should be submitted with request or verified via SSNVS. Gender change may be the result of gender reassignment.

## Personal Data Changes Matrix

Data Entry Method	Data point	Submitter (As Is)	Submitter (To Be)	Compliance Check	Notes
	Veteran Status	SSC	Transactional Units	AWE	Template goes to AWE approver for approval. No UCPC check. Preferred entry method is ESS.
	Highest Education Level	SSC	Transactional Units	AWE/Supporting Documents	Template goes to AWE approver for approval. No UCPC check.
	Ethnic Groups	SSC	Transactional Units	AWE	Template goes to AWE approver for approval. No UCPC check. Preferred entry method is ESS.
	SSN	SSC	Transactional Units	SSNVS	Template goes to AWE approver for approval. Will be verified by UCPath Center through SSNVS before entering in database
	Home/Mailing Address	SSC	Transactional Units	AWE	Template goes to AWE approver for approval. No UCPC check. Preferred entry method is ESS.
	Phone Numbers	SSC	Transactional Units	AWE	Template goes to AWE approver for approval. No UCPC check. Preferred entry method is ESS.
	Email Addresses	SSC	Transactional Units	AWE	Template goes to AWE approver for approval. No UCPC check. Preferred entry method is ESS.
Direct UCPath Entry in Personal Information, On Behalf of the Employee	Additional Names	SSC	Transactional Units	None	Entry writes directly to the database.
	Emergency Contacts	SSC	Transactional Units	None	Entry writes directly to the database.
	Security Clearance	SSC	Transactional Units	None	Only used to enter LiveScan ID, if applicable. Entry writes directly to the database.