

# View Your Personal Information

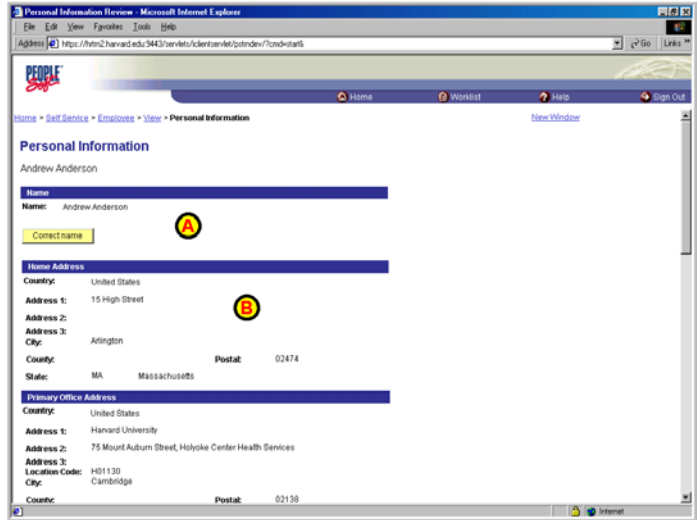
Use this quick reference to:

- View your personal information online in the PeopleSoft system.

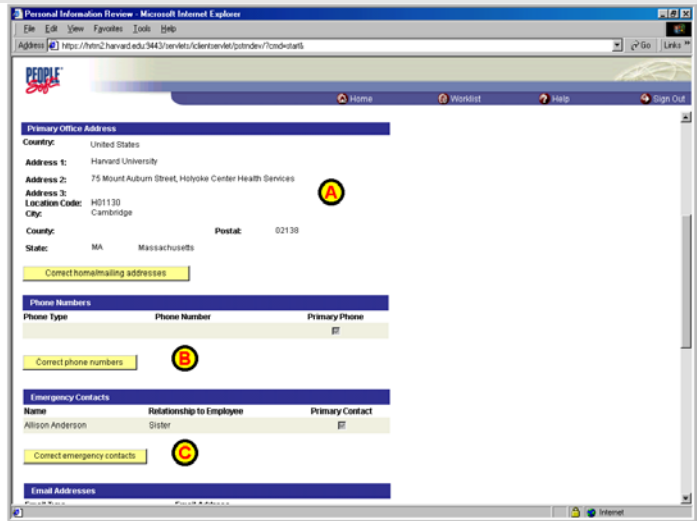
Reminders

- Follow the navigation path **Self Service > Employee > View > Personal Information** to access your personal information.
- As of October 1, 2002, you do not have the ability to change this data yourself.
- IMPORTANT:** If any of your personal information is incorrect, contact your local HR representative.

## Name/Home Address

Section	Key Points	Screen Shot
<b>A</b>	In the <b>Name</b> section, you can view your name as it appears on file with Human Resources.	
<b>B</b>	In the <b>Home Address</b> section, you can view your current home address, including: <ul style="list-style-type: none"> <li>Street address</li> <li>City</li> <li>State</li> <li>Zip code</li> <li>County</li> </ul>	

## Primary Office/Phone Numbers/Emergency Contacts

Section	Key Points	Screen Shot
<b>A</b>	In the <b>Primary Office Address</b> section, you can view your current office address, including: <ul style="list-style-type: none"> <li>Street address</li> <li>Location Code</li> <li>City</li> <li>State</li> <li>Zip code</li> <li>County</li> </ul>	
<b>B</b>	<ul style="list-style-type: none"> <li>In the <b>Phone Numbers</b> section, you can view a list of your current phone numbers on file with Human Resources.</li> <li>Your primary phone number is indicated by the checkmark in the <b>Primary Phone</b> field.</li> </ul>	
<b>C</b>	<ul style="list-style-type: none"> <li>In the <b>Emergency Contacts</b> section, you can view your emergency contacts and your relationship to each.</li> <li>Your primary contact is indicated by the checkmark in the <b>Primary Contact</b> field.</li> </ul>	

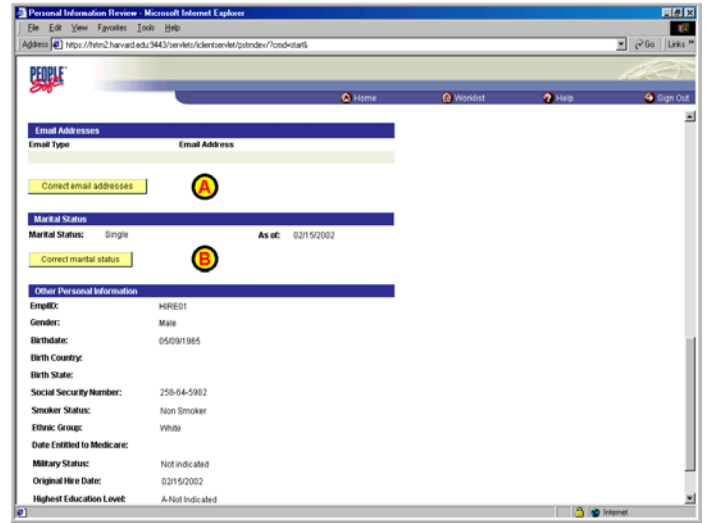
## Email Addresses/Marital Status

Section	Key Points	Screen Shot
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- A
 In the **Email Addresses** section, you can view your email address, which is maintained in the HUID system and cannot be changed.

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- B
 In the **Marital Status** section, you can view your current marital status and the date it was last updated.



## Other Personal Information

Section	Key Points	Screen Shot
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- A
 In the **Other Personal Information** section, you can view:
  - Your employee ID number
  - Gender
  - Birthdate
  - Birth country and state
  - Social security number
  - Smoker status
  - Ethnicity
  - Date you are entitled to Medicare
  - Military status
  - Original hire date
  - Highest education level achieved

