Managing Personal Information

Employee Direct Access

Disclaimer: The look and feel of the screens present in this Job aid may differ from the final Oracle Human Capital management (HCM) system. In this system, the screens will be customized based on your role and access.
Managing Personal Information

You can view your personal information online at any time through Employee Direct Access (EDA).

Perform the following steps to access your personal information:

1. On the Oracle home page:
   a. Go to the **Me** tab on the ribbon.
   b. Click the **Personal Information** tile.

2. The **Personal Info** screen displays. This screen contains seven sections that you can use to view and update personal information:
   
   **A. Personal Details**: View and edit details about yourself, such as name, date of birth, and marital status.
   
   **B. Document Records**: Manage your document records and the associated attachments.
   
   **C. Identification Info**: View and edit your passport, driver’s license, visa, and citizenship information.
   
   **D. Contact Info**: Add or update your phone number, email and address
   
   **E. Family and Emergency Contacts**: Add or update the contact details for family and friends to be contacted in case of emergency
   
   **F. Employment Info**: View details about your assignment
   
   **G. My Compensation**: View your compensation details, such as salary and personal contributions
A. Updating Personal Details

Perform the following steps to update your **Personal Details**:

1. Click the **Edit** icon to update your **Name**.

2. The section displays. You can edit the following fields in case you have a change:
   - *When does this name change start?*
   - *Last Name*
   - **First Name**
   - **Suffix**
   - **Middle Name**
   - **Preferred Name**
   - **Last Name**

   **Note:** Fields marked with an asterisk (*) are mandatory fields.

3. Click **Submit**.

   **Note:** Requests for name changes are sent to the Human Resources (HR) Team for approval.
A. Updating Personal Details

Perform the following steps to update your **Demographic Info**:

1. Click the **Edit** icon to update your **Demographic Info**.

2. The section displays. You can edit the following fields in case you have a change:
   - **Highest Education Level**
   - **Veteran Self-Identification Status**

   **Note**: You cannot edit all fields through Employee Direct Access. Contact HR if you need to update fields you cannot edit.

3. Click **Submit**.
B. Updating Document Records

Perform the following steps to update your Document Records:

1. Click Add to add a new Document Record.

2. The section displays. Perform the following steps to add document information:
   a. Select the *Document Type* from the dropdown menu.
      
      *Note: Different fields appear based on the document you select.*
   b. Complete the fields that appear.
      
      *Note: Fields marked with an asterisk (*) are mandatory fields.*

3. Drag the required files in to the Attachments area to upload

4. Click Submit.
C. Updating Identification Info

Perform the following steps to update your Identification Info:

1. Click **Add** to add information on your **Citizenship**.

2. The section displays. Perform the following steps to add **Citizenship** information:
   a. Select the appropriate option from the **Citizenship** list.
   b. Select the appropriate option from the **Citizenship Status** list.
   c. You can enter information in the following fields if you have it:
      • From Date
      • To Date

   **Note**: *Fields marked with an asterisk (*) are mandatory fields.*

1. Click **Submit**.
C. Updating Identification Info

Perform the following steps to update your Identification Info:

1. Click **Add** to add information on **Passports**.

2. The section displays. You can add information to the following fields:
   - *Issuing Country*
   - **Type**
   - **Number**
   - **Issuing Authority**
   - **Issue Date**
   - **Expiration Date**
   - **Issuing Location**
   - **Profession**

   **Note:** Fields marked with an asterisk (*) are mandatory fields.

3. Click **Submit**.
C. Updating Identification Info

Perform the following steps to update your **Identification Info**:

1. Click **Add** to add information on your a **Driver’s License**.

2. The section displays. You can add information to the following fields:
   - *Issuing Country*
   - License Type
   - License Number
   - Issuing Authority
   - From Date
   - Place of Issue
   - Comments
   - Attachments

   **Note:** Fields marked with an asterisk (*) are mandatory fields.

3. Click **Submit**.
D. Updating Contact Info

Perform the following steps to update your Contact Info:

1. Click the Edit icon to update your phone Communication.
2. The Communication section displays. You can add information to the following fields:
   - *Type
   - Country
   - *Area Code
   - *Number
   - Extension
   - *From Date
   - To Date
   **Note:** Fields marked with an asterisk (*) are mandatory fields.
3. Click Submit.
4. Click the Edit icon to update your email Communication.
5. The section displays. You can add information to the following fields:
   - *Type
   - *Email
5. Click Submit.
6. Click Add to add a new form of Communication.
7. The section displays. Enter information for the fields as described in steps
8. Click Submit.
D. Updating Contact Info

Perform the following steps to update your Contact Info:

1. Click the Edit icon to update your Address.

2. The section displays. You can add information to the following fields:
   - *When does this address change start?*
   - *Address Line 1*
   - *Address Line 2*
   - *ZIP Code*
     
     Note: After entering the ZIP code, the system will auto-populate the City and State. Use the drop down to select a different City or State if needed.
   - *City*
   - *State*
   - *County*
     
     Note: Fields marked with an asterisk (*) are mandatory fields.

3. Enter information for the fields as described in step 1.

4. Click Submit.

2. Click Add to add a new address.

3. Enter information for the fields as described in step 1.

4. Click Submit.
Perform the following steps to update your Family and Emergency Contacts:

1. Click the contact name to update an existing Contact.

2. The Contact screen for the contact displays. Click the Edit icon to update your Relationship with the contact.

3. The Contact section displays. To add relationship information:
   a. Select the *Relationship from the dropdown menu.
   b. Enter the date for *When does this relationship change start?

4. Select the Emergency Contact check box to make this person an emergency contact.

5. Click Submit.
E. Updating Family and Emergency Contacts

Perform the following steps to update your Family and Emergency Contacts:

1. Click Add to add a new Contact.
   a. Select Create a New Contact.

2. The New Contact screen displays. You can add information to the following fields:
   - *Last Name
   - First Name
   - Suffix
   - Middle Name
   - Preferred Name
   - Previous Last Name
   - *Relationship
   - *What date did this relationship start?
   - Gender
   - Date of Birth

   Note: Fields marked with an asterisk (*) are mandatory fields.

3. Select the Emergency Contact check box to make this person an emergency contact.

4. Click Submit.
   Note: You can also add Communication details and Address details for a new contact.
Managing Personal Information

F. Viewing Employment Info

You can perform the following steps to view your Employment Info:

1. View your Assignment. This includes details about your employer, location, job, and hire date.

2. View information about your Managers.

3. View information about your Seniority Dates.

4. View information about your Employment History with Securitas.
G. View My Compensation

You can perform the following steps to view your Compensation:

   a. Click Show Prior Salary to view salary history.

2. View information about your Additional Compensation, such as bonuses.