

# Mini-Manual

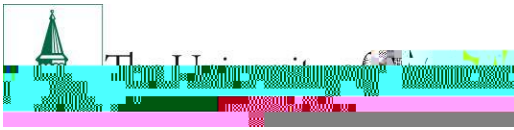
## PERSONAL INFORMATION IN PEOPLESFT

**Note:** This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu).

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## Background

Employee Self Service functions in PeopleSoft allows quick, easy changes to personal information.

Self Service functions currently available in PeopleSoft:

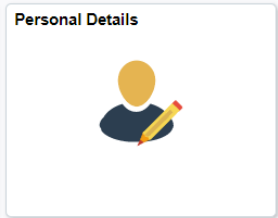
- Add, Edit or Delete Emergency Contact
- Edit Home Address
- Add or Change Phone Numbers
- View Benefits
- Updating or reviewing Ethnicity
- Update or review Disability Status
- Update or review Veteran Status
- Review Additional Information\_

## Add, Edit or Delete Emergency Contact

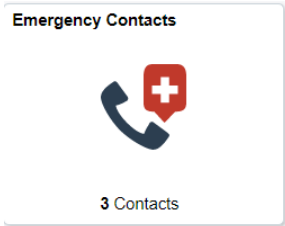
Use this process to add a new or make changes to existing emergency contacts. These directions apply to personal emergency contacts. To add CatAlert, the UVM emergency system, see [Add CatAlert Emergency Contacts](#)

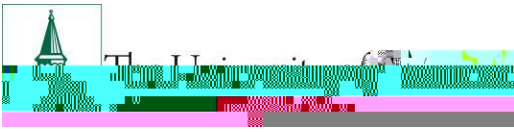
### Step-by-Step Instructions: Adding an Emergency Contact

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation (Click on tiles):
  - o **UVM Employee > Personal Details**



- o **UVM Employee > Personal Details > Emergency Contacts**

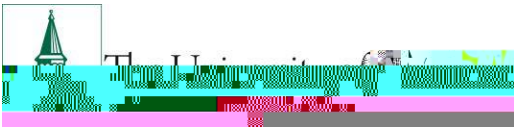




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3. The Emergency Contacts page will open, displaying current information.

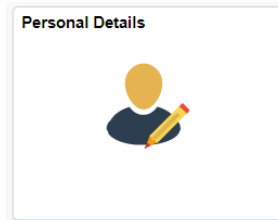
4. Click the plus



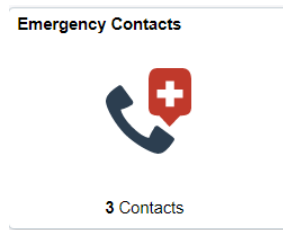
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## Step-by-Step Instructions: Editing an Emergency Contact

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation (Click on tiles):
  - **UVM Employee > Personal Details**



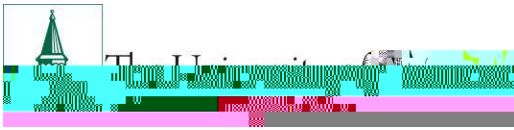
- **UVM Employee > Personal Details > Emergency Contacts**



3. The Emergency Contacts page will open, displaying current information.

**Emergency Contact Details**

Contact Name	Relationship	Preferred
Duffy Smith	SELF	
Donald Smith	Parent	>
Shinnie Smith	Parent	>

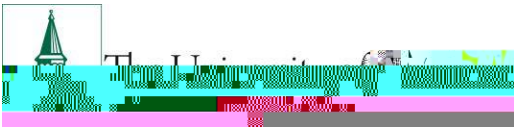


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4. Click the arrow/edit icon to EDIT an Emergency Contact
5. The **Emergency Contact Detail** page will appear. Update or delete information as appropriate and **Save**.

### Step-by-Step Instructions: Deleting an Emergency Contact

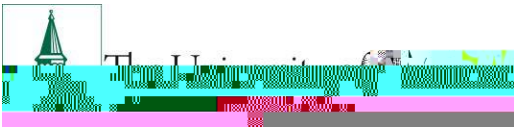
1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/))
- 2.



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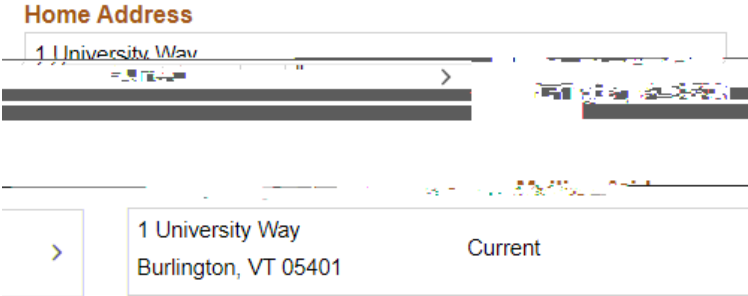
3. The Emergency Contact page will open, displaying current information.





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3. The screen will open, displaying current information:



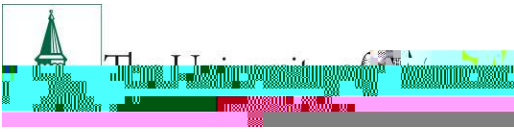
4. Click the arrow/edit icon to EDIT

5. The **Edit Home Address** page will appear. Make changes as appropriate then click **Save**



6. An e-mail verifying changes have been made will be sent automatically.



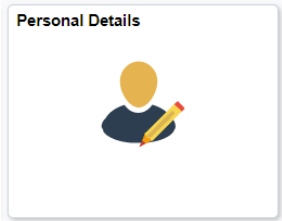


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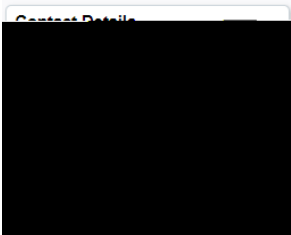
Use this page to view, add, update, and delete personal phone number information. In PeopleSoft multiple phone numbers can be registered: cell, pager, fax, and more.

## Step-by-Step Instructions: Add a Phone Number

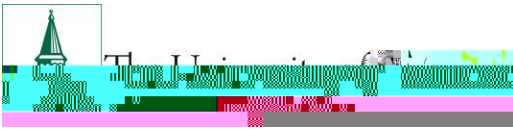
- 1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
- 2. Navigation (Click on tiles):
  - o **UVM Employee > Personal Details**




- o **UVM Employee > Personal Details > Contact Details**

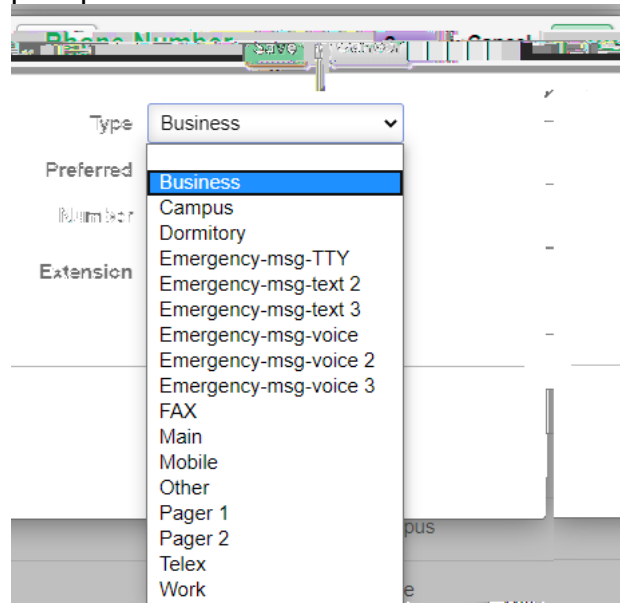


- 3. The Phone Numbers page will open, displaying current information:

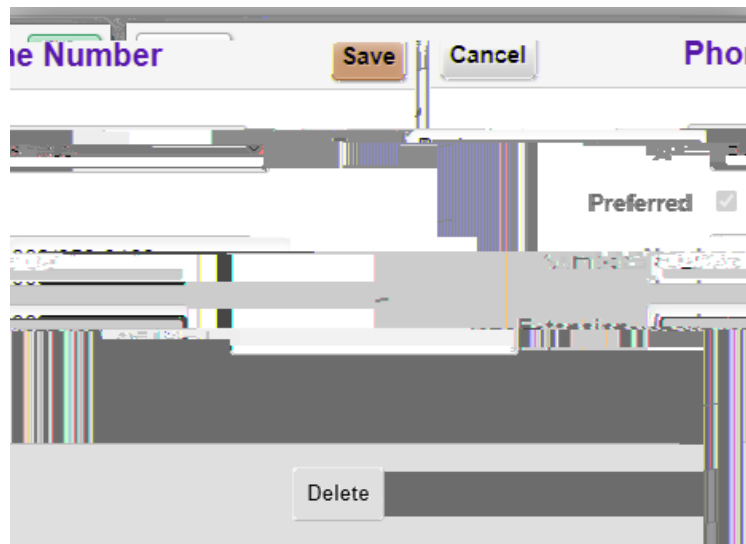


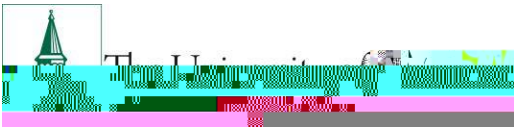
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4. Click the plus  icon to **Add** a phone number
5. The **Phone Number Detail** page will appear. Click the **Phone Type** list from the drop down box and select from multiple options.



6. Once Type is selected, fill in all Required Fields and click **Save**

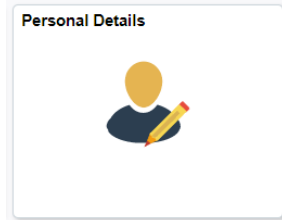




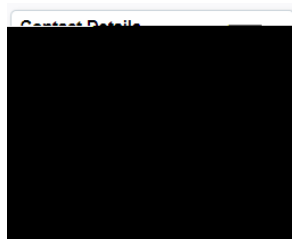
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## Step-by-Step Instructions: Changing Phone Number

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation (Click on tiles):
  - o **UVM Employee > Personal Details**



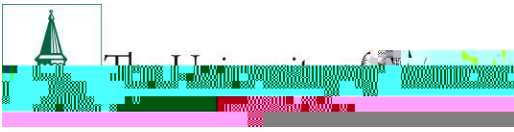
- o **UVM Employee > Personal Details > Contact Details**

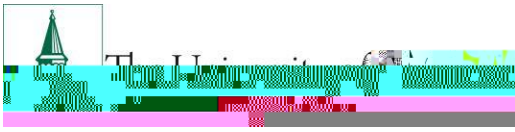


3. The Phone Numbers page will open, displaying current information:

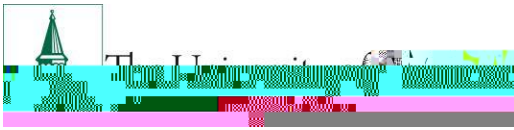
Phone			
Number	Extension	Type	Preferred
802/656-3109		Business	
Emergency msg-text			802/999-9999

4. Click the arrow/edit icon to EDIT









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4. Complete form by selecting one or more option. Then click Save

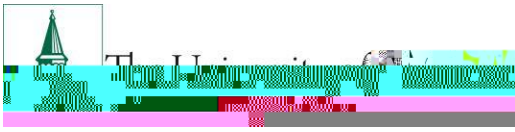


UVM is a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

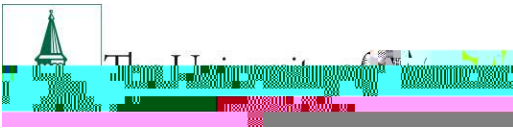
Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

### Step-by-Step Instructions: Review or Update Disability

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation (Click on tiles):
  - **UVM Employee > Personal Details**
  
  
  
  
  
  
  
  
  
  
  - **UVM Employee > Personal Details > Disability**



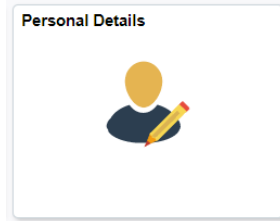




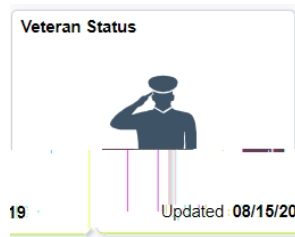
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## 2. Navigation (Click on tiles):

- **UVM Employee > Personal Details**



- **UVM Employee > Personal Details > Veteran Status**

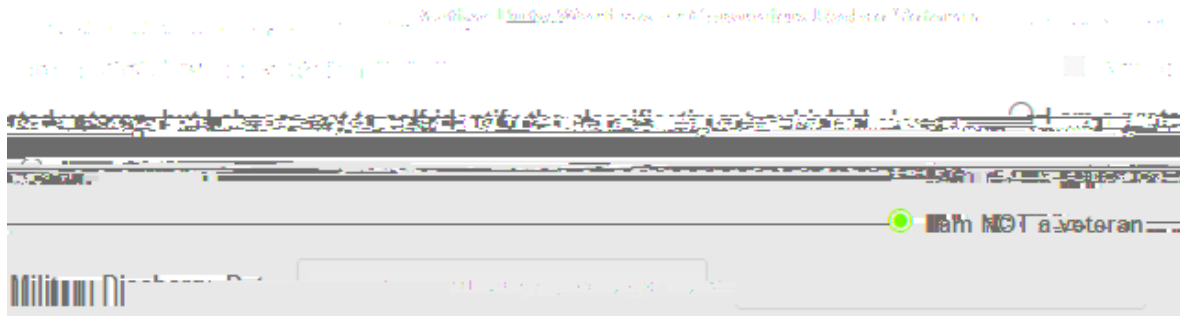


## 3. The Voluntary Self-Identification form will appear (please read carefully)

- I belong to the following classifications of protected veterans (choose all that apply):

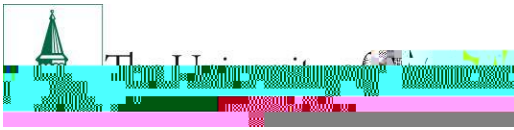
Disabled Veteran

I am a veteran of the United States Armed Services



## 4. Complete form by making a selection. Then click **Submit**

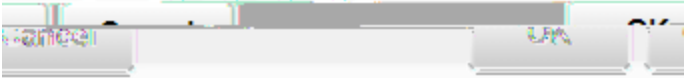




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5. Confirm submission by clicking **OK**

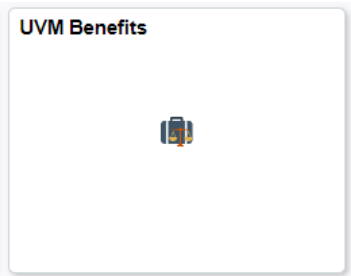
Are you sure you want to submit this information?



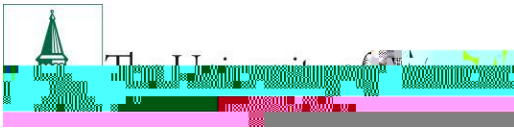
## View Benefits

### Step-by-Step Instructions: Viewing Benefits

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation (Click on tiles):
  - o **UVM Employee > UVM Benefits**



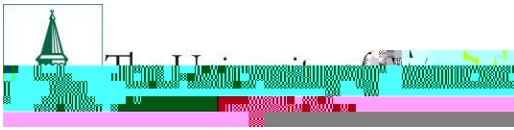
3. Click the Benefits Summary tile and the current **Benefits Summary** will appear.



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### Step-by-Step Instructions: Updating Medical Dependent Social Security Numbers

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation



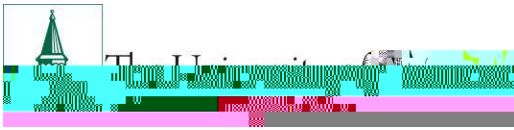
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6. Confirm submission by clicking **OK**

This form is a consent for disclosure of protected personal data between The University of Vermont and State Agricultural College and The University of Vermont Medical Center Inc.

### Step-by-Step Instructions: Complete the UVMMG Faculty Consent Form

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation (Click on tiles) :
  - o **UVM Employee > UVM Benefits**

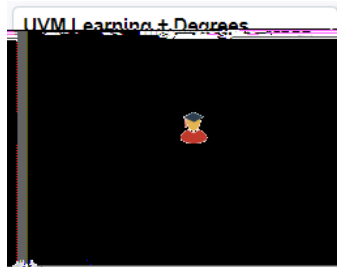


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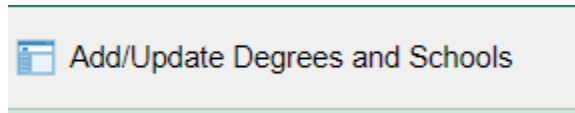
## Add, Edit, and Delete Degrees and Schools

### Step-by-Step Instructions: Add Degrees and Schools

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation (Click on tiles) :
  - o **UVM Employee > UVM Learning + Degrees**



- o **UVM Employee > UVM Learning + Degrees > Add/Update Degrees and Schools**



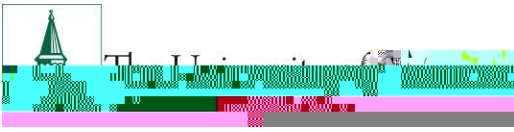
3. Click Add/Update Degrees and Schools icon icon.
4. The Training/Degree Information page will appear. Click Add New Degrees to add a degree

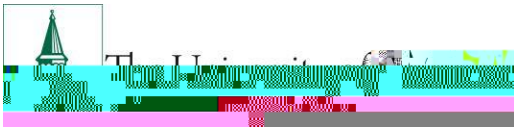


5. The **Add New Degree Details** page will appear









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6. Confirm deletion by clicking Yes-Delete. Click No – Do Not Delete to return to Training/Degree Information Page.

### Can I view the UVM contribution to my 403b in PeopleSoft?

It can be viewed on the paycheck.

### What is the \$1.96 Life Credit in the earnings box on my paycheck?

This is UVM's contribution to the cost of the basic life insurance policy.

### Why is my Long-Term Disability insurance cost different?

If you have Long-Term Disability insurance through UVM, it may be apparent that the net pay is different due to changes in the way we calculate the cost of this insurance. Previously, insurance cost was calculated based on the mid-point of a pay scale. Now it is calculated based on the actual covered earnings.

### What does the extension field mean in the home phone number entry?

When adding or changing a home phone number, do not use the extension field to put in the UVM extension (6-XXXX). This field would only be used if the home phone number included an extension (group housing, for example).

### Relevant UVM Departments

[Human Resource Services](#)

[UVM Emergency Management CatAlert](#)

### Related Policy

[Staff Handbook](#)

**Suggestions? Updates?** Send an e-mail to [HRsinfo@uvm.edu](mailto:HRsinfo@uvm.edu)

This document is designed to be used online and has a number of embedded links to processes