
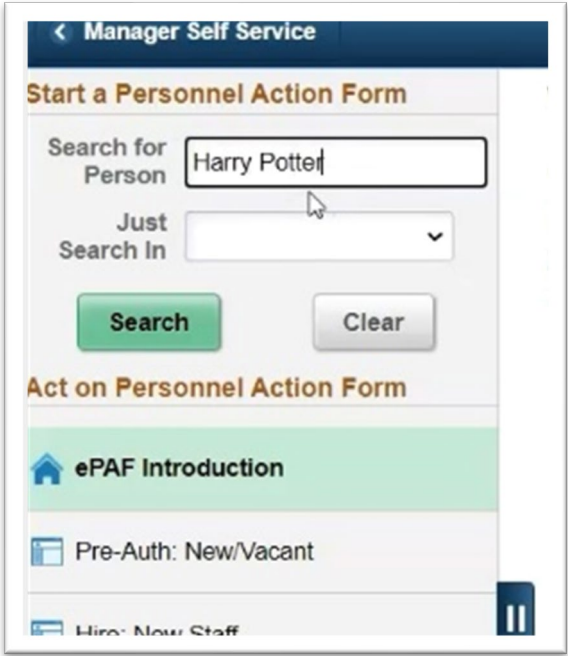
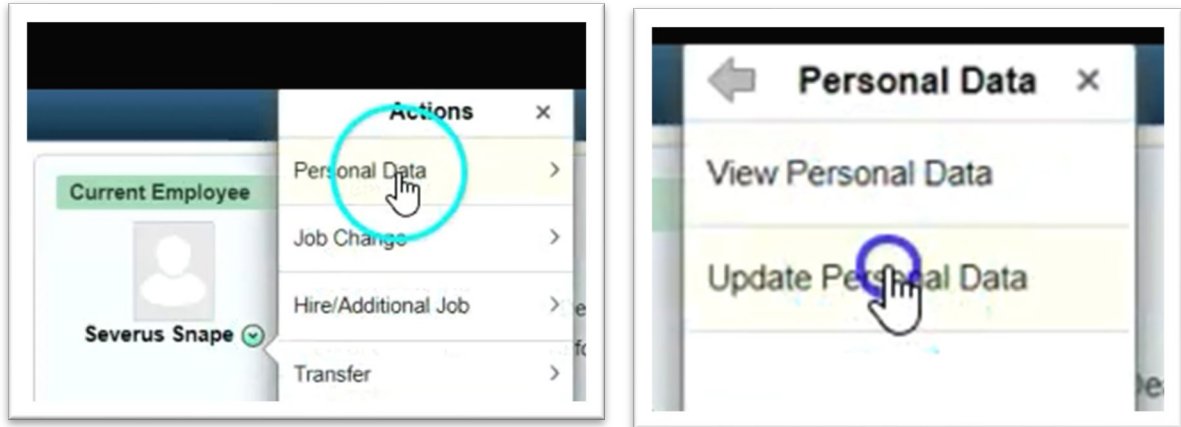




Step	How Department User can Update Personal Data on Behalf of an Employee
Navigation: Main Menu > Manager Self Service > ePAF Homepage	
1	<p>In this document, we will discuss how a department user can update personal data on behalf of an employee. Employees have the ability to make changes to their own name and contact information through Employee Self-Service.</p> <p>Department users can update the following additional information on behalf of an employee: social security number, highest education level, gender, marital status, military status, and race/ethnicity.</p>
2	<p>From the Manager Self Service page, click on the EPAF HOMEPAGE tile.</p> 
3	<p>Search for an employee in the upper left box in one of these ways.</p> <ol style="list-style-type: none">1. Search by Name<ol style="list-style-type: none">a. Enter their first name followed by their last name. Partial names can be used.b. For example: Searching for "Ma Fle" will return Marcella Fleming, Mary Fleming, Max Fletcher, and Matthew Fleming, etc.c. Add more letters to the name to narrow the search.d. Use the beginning of the names when using partial names.2. Search by Employee ID<ol style="list-style-type: none">a. Partial or whole EMPL IDs can be used.b. Use the beginning for the EMPL ID when using partial numbers. 



4 Click on **PERSONAL DATA**, then **UPDATE PERSONAL** Data action from the related action drop-down.



5 The employee's **FIRST**, **MIDDLE**, **LAST NAME** and **SUFFIX** can be changed or updated.

Note: The name entered must match exactly what is on the employee's Social Security Card. If these fields are changed, a copy of the Social Security Card must be attached to this form.

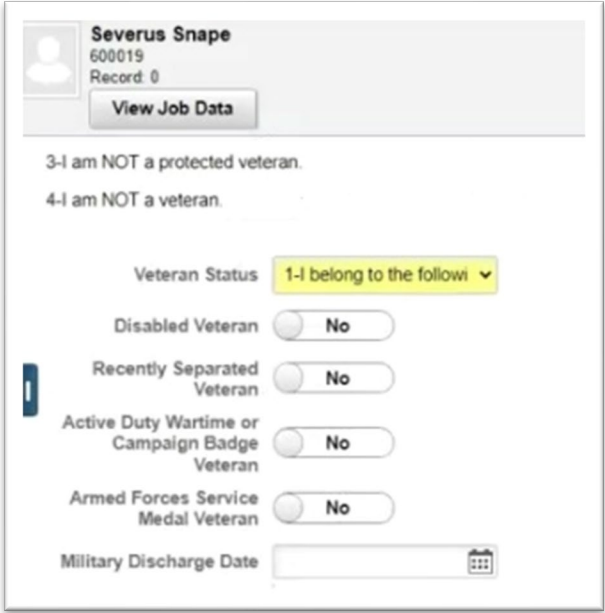
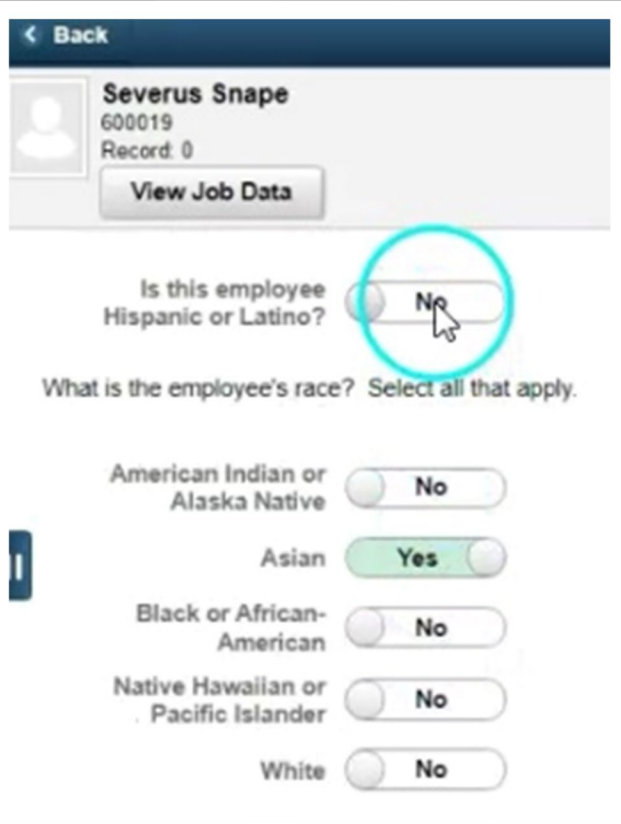
If the employee chooses to go by a different name than what is on their Social Security card, a **PREFERRED FIRST NAME** can be entered.

6 The **DATE OF BIRTH** and **US CITIZENSHIP STATUS** cannot be changed on the Personal Data form.

The **SOCIAL SECURITY NUMBER (SSN)** will only be able to be edited if the employee has a temp SSN that begins with a 9. Once their SSN is received, the temporary SSN should be updated. The correct format for Social Security Number is XXX-XX-XXXX.

GENDER, **MARITAL STATUS** and **HIGHEST EDUCATION LEVEL** can be updated. Use the drop-down for a list of valid options.



<p>7</p>	<p>If the employee has self-identified their military status, use the VETERAN STATUS field to indicate their selection. If they have selected Option 1- "I belong to the following classifications of protected veterans", additional fields will appear where the classifications can be selected. Choose all that apply.</p> <p>If the employee has provided their MILITARY DISCHARGE DATE, enter that in the provided field.</p> <p>If the employee has not specified their military status leave the Veteran Status field blank.</p>	
<p>8</p>	<p>If the employee has self-identified their race and ethnicity, use the needs to update to their ETHNICITY and RACE, that can be changed on this form.</p> <p>If the employee is Hispanic or Latino, select Yes by clicking on the slider.</p> <p>The employee's race can be selected by checking the slider to mark Yes for all that apply.</p>	



<p>9</p>	<p>A Home and a Mailing address are required for all employees. HOME ADDRESS is where you will receive all mail from the University such as W-2 tax form, insurance information, and any paper paychecks. MAILING ADDRESS will only be used by university if mail is returned from your Home Address. Use the field on each row to insert or update your address.</p> <p>If the employee’s Home address is the same as the mailing address, click the slider for SAME AS HOME? to Yes on the Mailing address row.</p> <p>If the home or mailing address is located outside of the United States, select the country in the grid. An International Address segment will display below to gather the international address. Be sure to enter the full international address—street address, city, country, postal code. NOTE: The university cannot mail paychecks to international addresses. If you live/work outside the US, you must use Direct Deposit to a US bank.</p> <div data-bbox="451 720 1292 1041" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>International Address</p> <p>Please use the boxes below for your mailing and/or home address that is outside of the United States</p> <p>*International Mailing Address <input style="width: 200px; height: 20px;" type="text" value="Ho I"/></p> </div>
<p>10</p>	<p>Updates can be made to the employee’s CELL PHONE, HOME PHONE or CAMPUS PHONE. If the campus phone number is entered as 405/271-8000 or 405/271-8001, a CAMPUS PHONE EXTENSION will be required.</p> <div data-bbox="274 1224 1446 1514" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Phone Numbers</p> <p>When entering phone numbers use the format: area code/XXX-XXXX. A campus phone number is required. If the employee does not have a campus phone, please enter the main department phone number.</p> <p>EMERGENCY COMMUNICATIONS SYSTEM (ECS)</p> <p>In the event of a campus emergency, the University’s ECS will use ALL LISTED phone numbers to alert you. ECS can also send text messages to one of your mobile phones. The ECS will default to using your listed mobile phone for text messaging. If you prefer another number be used for texting, please add a new SMS Phone (text) to your phone numbers.</p> <p>Cell Phone <input style="width: 100px;" type="text"/> Home Phone <input style="width: 100px;" type="text"/></p> <p>*Campus Phone <input style="width: 100px;" type="text" value="111/111-1111"/> Campus Phone Extension <input style="width: 50px;" type="text" value="0"/></p> </div>
<p>11</p>	<p>PERSONAL EMAIL ADDRESS can be added or modified. A personal email address will not be used for regular university business. It may be used as an alternate way to contact the individual in the event that they no longer work at the university.</p>



	<p>The OU EMAIL ADDRESS cannot be changed from this screen.</p> <div data-bbox="284 268 1466 474"><p>Email Addresses</p><p>Personal Email Address <input type="text" value="sew"/> OU Email Address</p></div>												
12	<p>A Social Security Card attachment is required if the First, Middle or Last name or SSN number is changed.</p> <div data-bbox="276 604 1466 842"><p>File Attachments</p><table border="1"><thead><tr><th>Status</th><th>Action</th><th>Description</th><th>Instructions</th><th>File Name</th><th>Delete</th></tr></thead><tbody><tr><td>1 </td><td><input type="button" value="Upload"/></td><td>Social Security Card</td><td>A name or social security change requires that an updated Social Security Card is attached for tax purposes.</td><td></td><td><input type="button" value="Delete"/></td></tr></tbody></table><p><input type="button" value="Add"/></p></div>	Status	Action	Description	Instructions	File Name	Delete	1	<input type="button" value="Upload"/>	Social Security Card	A name or social security change requires that an updated Social Security Card is attached for tax purposes.		<input type="button" value="Delete"/>
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13	<p>Click SUBMIT to initiate the workflow process.</p> <div data-bbox="402 919 1032 1199"><p>Comments</p><p><input type="button" value="Search"/> <input type="button" value="Save"/> <input type="button" value="Submit"/></p></div>												