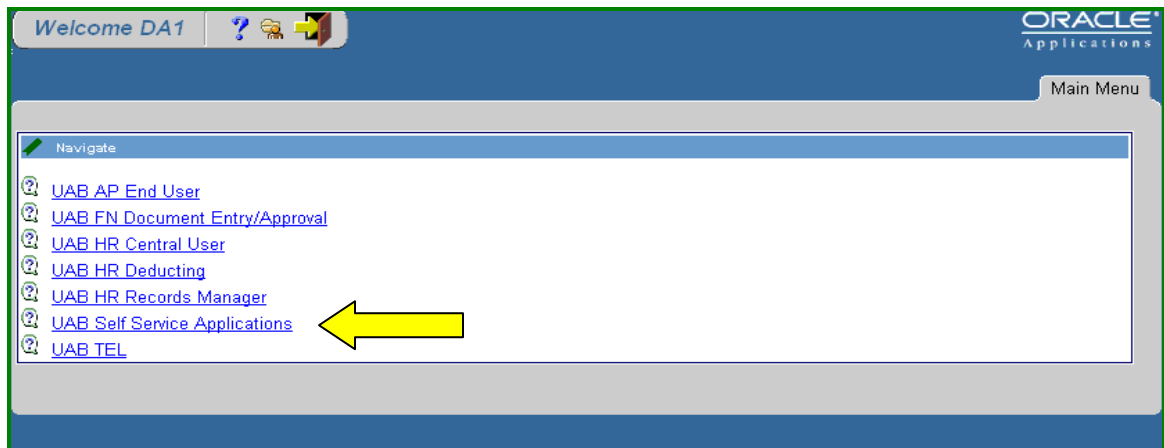


UAB Self Service Application Changing your Personal Information

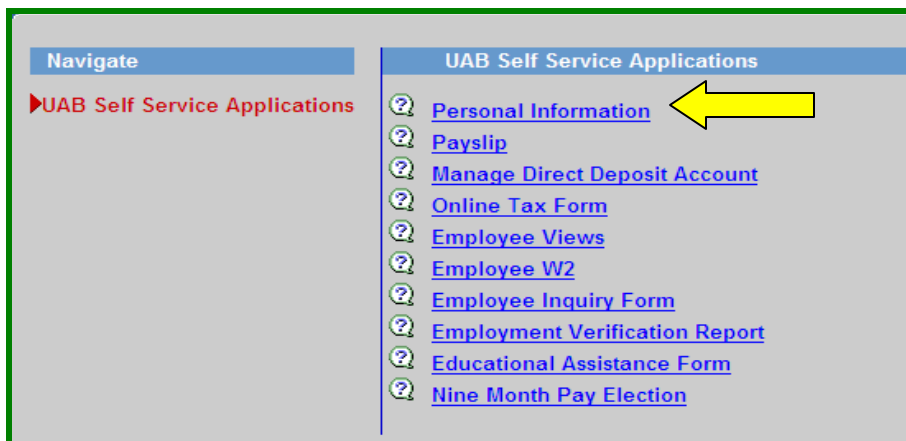
The **UAB Self Service Application** gives employees access to view and change their personal information in the Administrative Systems. **Personal information which can be changed includes first and last name, ethnic origin, and home address**. Changes made through this application will change the employee's official UAB Personnel Record.

Personal Home Page

The **PERSONAL HOME PAGE** is your point of access to the **UAB SELF SERVICE APPLICATIONS**.



1. Click on the **UAB SELF SERVICE APPLICATIONS** link to access the **UAB SELF SERVICE APPLICATIONS** menu. Your screen should resemble the one below. Click on the **PERSONAL INFORMATION** menu option.



UAB Self Service Application Changing Your Personal Information

2. A screen similar to the one below will open, showing your **EMPLOYEE NAME, EMPLOYEE NUMBER, BASIC DETAILS, PHONE NUMBERS** (both home and campus) and **MAIN ADDRESS** (your home address as it appears in the Administrative Systems).

ORACLE UAB Self Service Applications Home Logout

Personal Information

Employee Name _____ Employee Number **1004026**
Organization Email Address _____ Business Group **11111111A UAB**

Basic Details - To change your current Name or Ethnic Origin information please "Click" the UPDATE icon

Full Name _____
Date of Birth _____
Social Security _____
Employee Number _____
Organization Email Address _____

Phone Numbers
Phone number information can only be updated by your departmental contact using an ACT form. Please contact this person for these changes..

Home _____
Campus Primary _____
Work Fax _____

Main Address

Address Line 1 _____
Address Line 2 _____
Address Line 3 _____
City _____
State _____
Zip Code _____
County _____
Type _____

Use the scroll bar on the right side of the screen to view the **OTHER ADDRESS** section (your UAB campus address as it appears in the Administrative Systems).

Other Address

Campus address information can only be updated by your departmental contact using an ACT form. Please contact this person for these changes..

Address Line 1 _____
Address Line 2 _____
Address Line 3 _____
City _____
State _____
Zip Code _____
County _____
Type _____

Notice the Update buttons are only available for Basic Details and Main Address. These are the only two sections you will be able to update through the UAB Self Service Applications. Phone number information and Campus address information can only be updated by your departmental contact using an ACT Form. Please contact this person for these changes.

UAB Self Service Application Changing Your Personal Information

Changing Your Name and/or Ethnic Origin

1. To change your ***name***, click on **Update** in the **BASIC DETAILS** section of the **PERSONAL INFORMATION** window.

Your screen should resemble the one below.

The screenshot shows the Oracle UAB Self Service Applications interface. At the top, it says 'ORACLE UAB Self Service Applications' with 'Home' and 'Logout' links. Below that is the title 'Basic Details: Choose Option'. There are two columns of labels: 'Employee Name' and 'Organization Email Address' on the left, and 'Employee Number' and 'Business Group' on the right. Below these labels is a section titled 'Select the type of change you want to make.' with two radio button options: 'Correct or complete the current details.' and 'Enter new information because of a real change to the current details (e.g. because of a change in name)'. The second option is selected. At the bottom right, there are 'Cancel' and 'Next' buttons. At the bottom left, it says 'Copyright (c) 2006, Oracle. All rights reserved.' and at the bottom right, 'Privacy Statement'.

2. Select the type of change you wish to make and then click on **Next**.

The following screen will open.

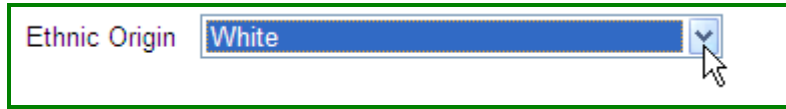
The screenshot shows the Oracle UAB Self Service Applications interface. At the top, it says 'ORACLE UAB Self Service Applications' with 'Home' and 'Logout' links. Below that is the title 'Basic Details: Update Information'. There are two columns of labels: 'Employee Name' and 'Organization Email Address' on the left, and 'Employee Number' and 'Business Group' on the right. Below these labels is a section titled 'Name' with a sub-section 'Effective Date' showing '18-Jun-2008'. Under 'Name', there are four required fields: 'First Name', 'Middle Name', 'Last Name', and 'Suffix', each with a text input box. Below that is a section titled 'Other' with several labels: 'Employee Number', 'Social Security', 'Date of Birth', 'Organization Email Address', 'Hire Date', 'Gender', and 'Ethnic Origin'. The 'Ethnic Origin' field has a dropdown menu. At the bottom right, there are 'Cancel', 'Back', and 'Next' buttons. At the bottom left, it says 'Home | Logout'.

Note: Asterisks denote required information

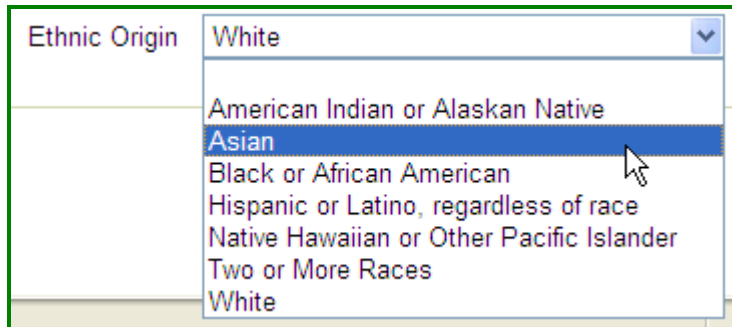
3. Enter ***the new information*** (i.e. First, Middle, Last Name or Suffix), type in the format first letter of each name capitalized; remaining letters lower case (Thompson).

UAB Self Service Application Changing Your Personal Information

- To change your **ethnic origin** click on **Update** in the **BASIC DETAILS** section of the **PERSONAL INFORMATION** window.
- Click on the drop down arrow in the **ETHNIC ORIGIN** field; select by highlighting the appropriate category.



A screenshot of a web form field labeled 'Ethnic Origin'. The dropdown menu is open, showing 'White' as the selected option. A mouse cursor is pointing at the dropdown arrow on the right side of the field.




A screenshot of the 'Ethnic Origin' dropdown menu. The 'Asian' option is highlighted in blue. A mouse cursor is pointing at the 'Asian' option. Other options visible include 'American Indian or Alaskan Native', 'Black or African American', 'Hispanic or Latino, regardless of race', 'Native Hawaiian or Other Pacific Islander', 'Two or More Races', and 'White'.

The category you highlight will appear in the **ETHNIC ORIGIN** field.



A screenshot of the 'Ethnic Origin' dropdown menu. The 'Asian' option is now selected and displayed in the main field of the dropdown. A mouse cursor is pointing at the dropdown arrow on the right side of the field.

- Click on **Next**; the **PERSONAL INFORMATION REVIEW** page will open displaying both **CURRENT** information and **PROPOSED** information which reflects the changes you wish to make.



A screenshot of the 'Personal Information: Review' page. The page displays a comparison between current and proposed information. The 'Ethnic Origin' field shows a change from 'White' to 'Asian', indicated by a blue dot next to the proposed value. The page includes navigation buttons like 'Cancel', 'Printable Page', 'Back', and 'Submit'.

	Current	Proposed
Effective Date	01-Sep-2005	20-May-2008 ●
Title	Ms	Ms
Full Name	Tangie Simmons	Tangie Simmons
First Name	Tangie	Tangie
Middle Name		
Last Name	Simmons	Simmons
Employee Number	1004120	1004120
Social Security	283-79-2488	283-79-2488
Date of Birth	28-Apr-1981	28-Apr-1981
Organization Email Address	workflow@uab.edu	workflow@uab.edu
Ethnic Origin	White	Asian ●

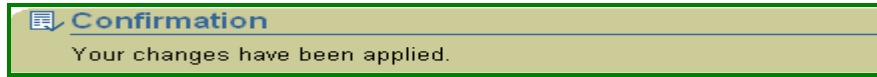
The **blue dot** signifies a change has been made to the current information. Review changes and check for accuracy, if you need to make a correction in the **Proposed** information click on **Back** and make the necessary change.

- If you are satisfied with the changes, click on **Submit** to process your changes.

UAB Self Service Application

Changing Your Personal Information

CONFIRMATION message appears at the top of your screen indicating that your changes have been made:



You will also receive an email at your UAB Email Address.

8. Click on **Return to Overview** to return to the **PERSONAL INFORMATION** screen.

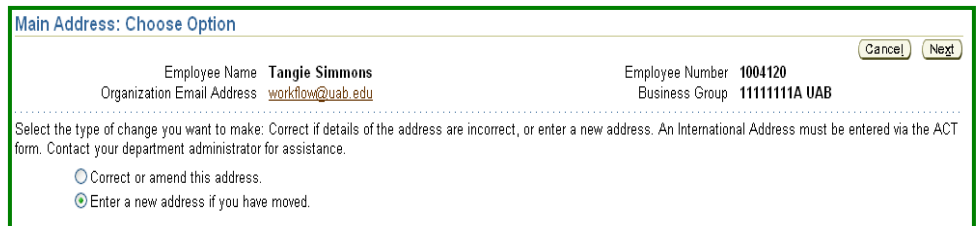
Changing your Home Address

1. To change your home address, click on **Update** in the **MAIN ADDRESS** section of the **PERSONAL INFORMATION** screen.



A screenshot of the "Main Address" form. It displays the following information: Address Line 1: 2021 Ginger St; Address Line 2: (blank); Address Line 3: (blank); City: Hoover; State: AL; Zip Code: 35023; County: Jefferson; Type: Home. An "Update" button is located in the top right corner.

Your screen will look like the picture on the right.



A screenshot of the "Main Address: Choose Option" form. It displays the following information: Employee Name: Tangie Simmons; Organization Email Address: workflow@uab.edu; Employee Number: 1004120; Business Group: 11111111A UAB. Below this information, there is a text prompt: "Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address. An International Address must be entered via the ACT form. Contact your department administrator for assistance." There are two radio button options: "Correct or amend this address." (unselected) and "Enter a new address if you have moved." (selected). "Cancel" and "Next" buttons are in the top right corner.

2. Select **the type of change** you wish to make and then click on **Next**.


This screen will open.



A screenshot of the "Main Address: Enter New Address" form. It displays the following information: Employee Name: Tangie Simmons; Organization Email Address: workflow@uab.edu; Employee Number: 1004120; Business Group: 11111111A UAB. Below this information, there is a text prompt: "Enter the date your change takes effect. Select your country and enter your address." There are several input fields: "Effective Date" (21-Sep-2005), "Type" (dropdown), "Country" (United States), "Address Line 1", "Address Line 2", "Address Line 3", "City", "State", "Zip Code", and "County". A legend at the bottom left indicates that an asterisk (*) denotes a required field.

UAB Self Service Application Changing Your Personal Information

3. Enter a **date** that reflects your change in address as shown here:

* Effective Date 

Note: Effective Date must be either the current date or a future date. YOU CAN NOT USE A RETROACTIVE DATE. Example: YOU CAN use 01-OCT-2005, YOU CAN NOT use 01-Sep-2005.

4. Choose the **address Country** if applicable using the drop down box provided.

Country  


Note: Wherever you see the flashlight icon  , it can be used to search for valid values.

5. Enter your **street address** in **ADDRESS LINE 1** as required:

* Address Line 1

Asterisk (*) indicates required field.

6. Enter the **city that you live in** and click on the **flashlight** to execute the search.

* City 











The following search screen will open.

Search and Select: City Cancel Select

Search
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	City	State	Zip Code	County
<input type="radio"/>		Birmingham	AL	35020 - 35020	Jefferson
<input type="radio"/>		Birmingham	AL	35200 - 35299	Jefferson
<input type="radio"/>		Birmingham	AL	35201 - 35226	Shelby
<input type="radio"/>		Birmingham	AL	35228 - 35238	Shelby
<input type="radio"/>		Birmingham	AL	35240 - 35240	Shelby
<input type="radio"/>		Birmingham	AL	35242 - 35246	Shelby
<input type="radio"/>		Birmingham	AL	35249 - 35249	Shelby
<input type="radio"/>		Birmingham	AL	35253 - 35255	Shelby
<input type="radio"/>		Birmingham	AL	35259 - 35261	Shelby
<input type="radio"/>		Birmingham	AL	35263 - 35263	Shelby

Previous 1-10 Next 10


Cancel Select

UAB Self Service Application Changing Your Personal Information

Note: The zip code is listed in ranges; examine the listing of cities and their corresponding states, zip code ranges and counties.

7. If you do not see the correct zip code and county listed, click on the **NEXT 10** button






8. You can click the **QUICK SELECT**  button if the zip code that applies to you does not have a range.

Birmingham	AL	35240 - 35240	Shelby
------------	----	---------------	--------

The city, state, zip code and county will auto populate.

Enter the date your change takes effect. Select your country and enter your address.

* Effective Date	<input type="text" value="22-Sep-2005"/>		
Type	<input type="text" value=""/>		
Country	<input type="text" value="United States"/>		
* Address Line 1	<input type="text" value="23 Roper Road"/>		
Address Line 2	<input type="text" value=""/>		
Address Line 3	<input type="text" value=""/>		
* City	<input type="text" value="Birmingham"/>		
* State	<input type="text" value="AL"/>		
* Zip Code	<input type="text" value="35240"/>		
* County	<input type="text" value="Shelby"/>		


* Indicates required field

9. If the zip code that applies to you falls within a range,

Birmingham	AL	35228 - 35238	Shelby
------------	----	---------------	--------

Click **the button**  **next to the city, state, zip code range and county** that applies to you.

10. Click the **Select** button. This will auto populate the city, state and county fields.

* City	<input type="text" value="Birmingham"/>	
* State	<input type="text" value="AL"/>	
* Zip Code	<input type="text" value=""/>	
* County	<input type="text" value="Jefferson"/>	

UAB Self Service Application Changing Your Personal Information

11. You must manually enter a **zip code**.

Enter the date your change takes effect. Select your country and enter your address.

* Effective Date: 22-Sep-2005

Type: [dropdown]

Country: United States

* Address Line 1: 23 Roper Road

Address Line 2: [empty]

Address Line 3: [empty]

* City: Birmingham

* State: AL

* Zip Code: 35235

* County: Jefferson

* Indicates required field

Buttons: Cancel, Back, Next

12. Click on **Next**; the **PERSONAL INFORMATION REVIEW** Screen will open displaying both the **CURRENT** information and the **PROPOSED** information which reflects the changes you wish to make.

Personal Information: Review

Employee Name: Tangie Simmons
Organization Email Address: workflow@uab.edu
Employee Number: 1004120
Business Group: 11111111A UAB

Review your changes and, if needed, attach supporting documents.

Indicates Changed Items.

Main Address

	Current	Proposed
Effective Date	21-Sep-2005	22-Sep-2005
Address Line 1	2021 Ginger St	23 Roper Road
City	Hoover	Birmingham
State	AL	AL
Zip Code	35023	35235
County	Jefferson	Shelby
Type	Home	

13. The **blue dot** signifies a change has been made to the current information. Review the changes and check for accuracy, if you need to make corrections in the **Proposed** information; click on **Back** and make necessary changes and click on **Next**.

14. If you are satisfied with the changes, click on **Submit** to process your changes.

15. A **CONFIRMATION** message appears at the top of your screen indicating that your changes have been made:

Confirmation
Your changes have been applied.

You will also receive an email at your Organization Email Address.

16. Click on **Return to Overview** to return to the **PERSONAL INFORMATION** screen.

[**RETURN TO TOP**](#)