

UAB Self Service Applications

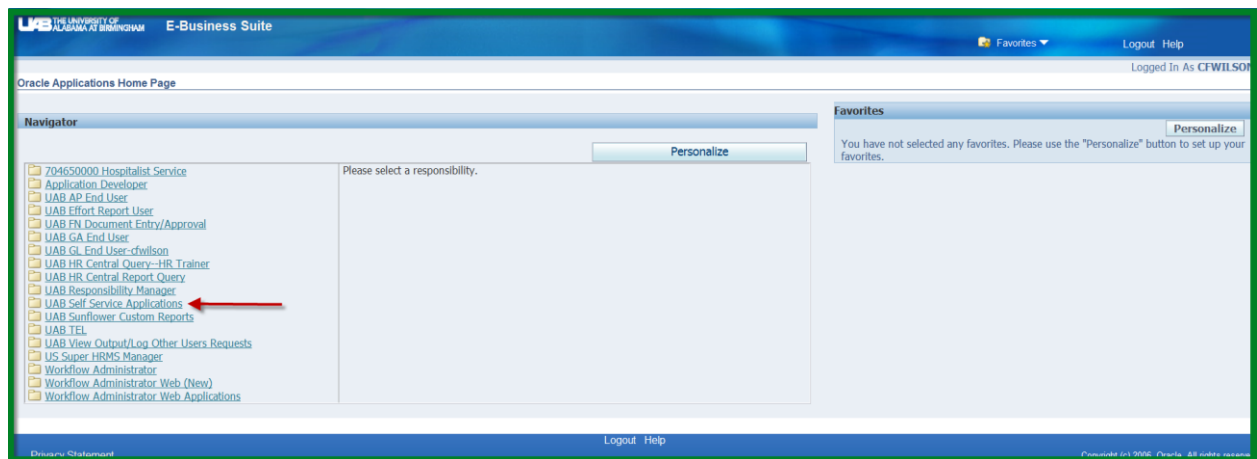
Changing Your Personal Information

The **UAB Self Service Application** gives employees access to view and change their personal information in the Oracle Administrative Systems. **Personal information which can be changed includes: first and last name, ethnic origin, phone numbers and home address.** Campus address information can only be updated by your department representative using the ACT Form.

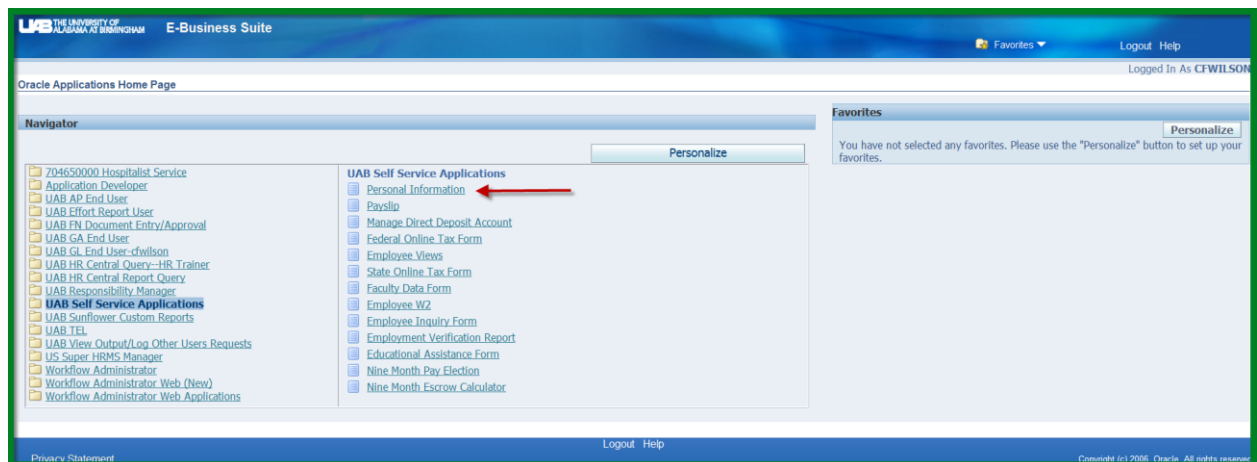
PLEASE NOTE: All changes made through the Self Service Applications will change the employee's official UAB Personnel Record.

UAB Self Service Applications > Personal Information

1. Click on the **UAB Self Service Applications** link to access the **UAB Self Service Applications** menu options.



2. Click on the **Personal Information** menu option.



UAB Self Service Applications

Changing Your Personal Information

Personal Information can be updated by clicking on the **Update** icon as seen below.

UAB Self Service Applications

Navigator Favorites Home Logout Help

Personal Information

Employee Name **Example, Employee** Employee Number **1111111**
Organization Email Address **example@uab.edu** Business Group **11111111A UAB**

Clicking on the Back button returns to Home Page

Back

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

Name **Example, Employee** Update
Date of Birth **11-Aug-1970**
Social Security **111-11-1111**
Employee Number **1111111**
Organization Email Address **example@uab.edu**

Phone Numbers - To change your current Phone Numbers please "Click" the UPDATE icon

Additional phone number types can only be updated by your departmental contact using an ACT form. Please contact this person for these changes.

Home **(205) 111-1111** Update
Campus Primary **(205) 222-2222**

Main Address - To change your current Home Address please "Click" the UPDATE icon

Address Line 1 **125 Oracle Boulevard** Update
Address Line 2
Address Line 3
City **Birmingham**
State **AL**
Alabama
Zip Code **35127**
County **Jefferson**
Jefferson
Type **Home**

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 **AB**
Address Line 2 **B0000**
Address Line 3 **ADMINISTRATION BUILDING**
City **Birmingham**
State **AL**
Alabama
Zip Code **35294-0101**
County **Jefferson**
Jefferson
Type **Campus Primary**

Back

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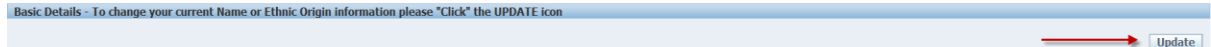
Please Note: The **Update** buttons are only available for Basic Details, Phone Numbers, and Main Address. These are the only three sections available for update through the UAB Self Service Applications. Campus Address information can only be updated by your department representative using the ACT Form.

UAB Self Service Applications

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.



2. Select the change you want to make, click on **Next** to go to **Basic Details: Correction Information** screen.

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Basic Details: Choose Option

Employee Name **Example, Employee** Employee Number **1111111**
Organization Email Address **example@uab.edu** Business Group **11111111A UAB**

Select the type of change you want to make.

☒ Correct or complete the current details.
☐ Enter new information because of a real change to the current details (e.g. because of a change in name)

Cancel Next

3. On **Basic Details: Correct Information** screen (as shown below), enter the new information (i.e. First, Middle, Last Name or Suffix); capitalize the first letter in each name field; remaining letters should be lower case.

Note: Asterisks denote required information

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Basic Details: Correct Information

Employee Name **Example, Employee** Employee Number **1111111**
Organization Email Address **example@uab.edu** Business Group **11111111A UAB**

* Indicates required field

Name

Effective Date **01-Jun-2014**
Title **Ms.**
* First Name
Middle Name
* Last Name
Suffix **i**

Other

Employee Number **1111111**
Social Security **111-11-1111**
Date of Birth **11-Aug-1970**
Organization Email Address **example@uab.edu**
Hire Date **22-Aug-2005**
Gender **Female**
* Ethnic Origin

Cancel Back Next

UAB Self Service Applications Changing Your Personal Information

- To change the **Ethnic Origin**, click on the drop down arrow in the **Ethnic Origin** field; select by highlighting the appropriate category.

The first screenshot shows the 'Ethnic Origin' field with a dropdown arrow. The second screenshot shows the dropdown menu open, listing options: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, regardless of race, Native Hawaiian or Other Pacific Islander, Two or More Races, and White. 'Asian' is highlighted.

The category you highlight will appear in the **Ethnic Origin** field.

The screenshot shows the 'Ethnic Origin' field with 'Asian' selected and displayed in the text box.

After all changes have been made on the **Basic Details: Correction Information** screen, click on the [Next](#) button.

- The **Personal Information Review** screen will open displaying both **Current** information and **Proposed** Information which reflects the changes you wish to make.

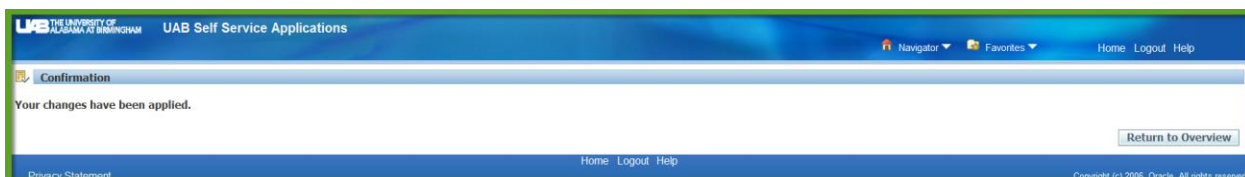
The **blue dot** signifies the proposed change(s) to be made. Review changes and check for accuracy, if you need to make a correction to the **Proposed** information click on the [Back](#) button to make the necessary change then click on **next**.

- If you are satisfied with the changes, click on [Submit](#) to process changes.

The screenshot shows the 'Personal Information: Review' screen. It displays a comparison between 'Current' and 'Proposed' information for an employee. The 'Current' information includes: Employee Name: Example, Employee; Organization Email Address: example@uab.edu; Effective Date: 01-Jun-2014; Title: Ms.; Full Name: Example, Employee; First Name: Employee; Middle Name: ; Last Name: Example; Employee Number: 1111111; Social Security: 111-11-1111; Date of Birth: 11-Aug-1970; Organization Email Address: example@uab.edu; Ethnic Origin: Black or African American. The 'Proposed' information includes: Employee Number: 1111111; Business Group: 11111111A UAB; Effective Date: 01-Jun-2014; Title: Ms.; Full Name: Example, Employee; First Name: Employee; Middle Name: ; Last Name: Example; Employee Number: 1111111; Social Security: 111-11-1111; Date of Birth: 11-Aug-1970; Organization Email Address: example@uab.edu; Ethnic Origin: Native Hawaiian or Other Pacific Islander. A blue dot is visible next to the 'Proposed' Ethnic Origin field. Navigation buttons (Cancel, Printable Page, Back, Submit) are at the top and bottom right.

UAB Self Service Applications Changing Your Personal Information

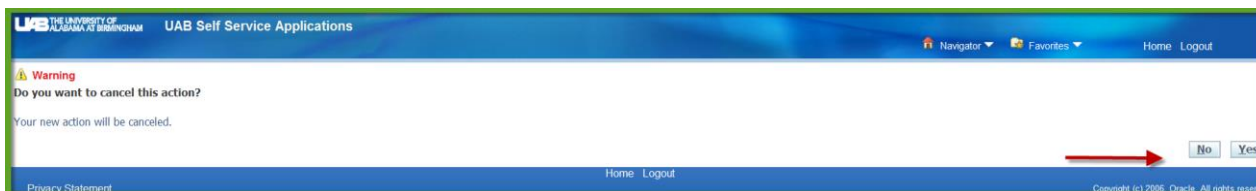
7. **Confirmation** message appears at the top of your screen indicating that your changes have been made. To return to the Personal Information screen, click on **Return to Overview**.



You will also receive an email at your UAB email address informing that information has been updated in Oracle.

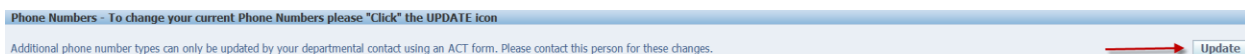
Please note the below:

- Clicking on **Back** button will return you to the previous page.
- Clicking on **Cancel** will cancel any changes you have proposed to make; you will have the option to click on **No** or **Yes** to confirm this action.

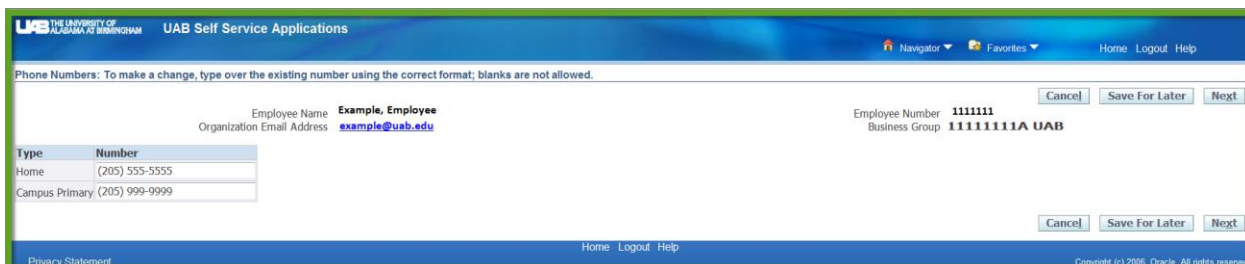


Changing Your Phone Numbers

1. To change your phone information, click on **Update** in the **Phone Numbers** section of the **Personal Information** window.



2. To make a change, type over the existing number using the correct format (205) 000-0000, then click on **Next**.



UAB Self Service Applications

Changing Your Personal Information

3. The **Personal Information: Review** page will open and display both **Current** and **Proposed** information which reflects the changes you wish to make.

The **blue dot** signifies the proposed change(s) to be made. Review changes to check for accuracy, if you need to make a correction to the **Proposed** information click on the [Back](#) button to make the necessary change then click on **next**.

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Personal Information: Review

Employee Name **Example, Employee** Employee Number **1111111**
Organization Email Address example@uab.edu Business Group **11111111A UAB**

Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

Phone Numbers	
Current	Proposed
Home (205) 111-1111	(205) 999-9999
Campus Primary (205) 999-9999	(205) 555-5555

Cancel Printable Page Back Submit

Home Logout Help

4. If you are satisfied with the changes, click on [Submit](#) to process changes.

Confirmation message appears at the top of your screen indicating that your changes have been made. To return to the Personal Information screen, click on **Return to Overview**.

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Confirmation

Your changes have been applied.

Return to Overview

Home Logout Help

Please note the below:

- Clicking on [Back](#) button will return you to the previous page.
- Clicking on [Cancel](#) will cancel any changes you have proposed to make, you will have the option to click on **No** or **Yes** to confirm this action.

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Warning

Do you want to cancel this action?

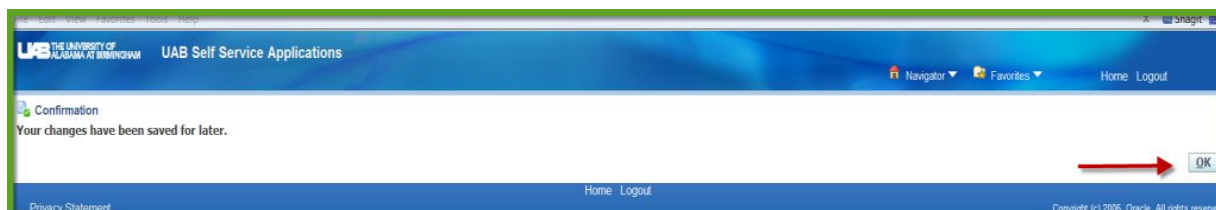
Your new action will be canceled.

No Yes

Home Logout

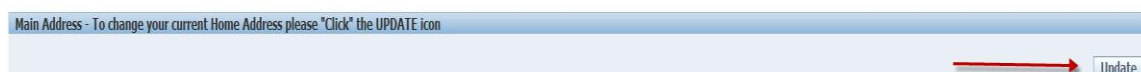
UAB Self Service Applications Changing Your Personal Information

- Clicking on **Save For Later** button allows you make changes and save until you are ready to submit; click on **OK** to confirm action. You will get a confirmation page advising that “Your Changes have been saved for later”, see screenshot below:



Changing Your Home Address

- To change your home address, click on **Update** in the **Main Address** section of the **Personal Information** screen.



- Select the type of change you want to make then click on **Next**.

A screenshot of the 'Main Address: Choose Option' screen. It displays user information: Employee Name 'Example, Employee', Organization Email Address 'example@uab.edu', Employee Number '1111111', and Business Group '11111111A UAB'. Below this, there are two radio button options: 'Correct or amend this address.' (selected) and 'Enter a new address if you have moved.' At the bottom right, there are 'Cancel' and 'Next' buttons. The footer includes a 'Privacy Statement' link and copyright information.

- After clicking on **Next**, the **Main Address: Correct Address** screen will open. You can only update your home address. Campus address must be updated using the ACT Form.


Note: Asterisks denote required information

A screenshot of the 'Main Address: Correct Address' screen. It prompts the user to 'Please enter your correct address information.' and shows a form with the following fields: 'Type' (set to 'Home'), '* Address Line 1' (containing '5303 Oracle Lane'), 'Address Line 2', 'Address Line 3', '* City' (with a search icon), '* State', '* Zip Code', and '* County'. A legend at the bottom left states '* Indicates required field'.


UAB Self Service Applications Changing Your Personal Information

4. Enter your street address in In **Address Line 1**.


* Address Line 1 5303 Oracle Lane

5. Enter the city you live in and click on the search icon  to execute the search.

* City Birmingham

The below search screen will open. Click on the select  button next to the **city, state, zip code range and county** that applies to you, and then click on **Select** at bottom of page.

The **Quick Select** button will also auto populate fields.

Click on the **Next 10**  button to view additional selections.

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 City Birmingham Go

Results

Previous 1-10 Next 10

Select	Quick Select	City	State	Zip Code	County
		Birmingham	AL	35130 - 35130	Jefferson
		Birmingham	AL	35173 - 35173	Jefferson
		Birmingham	PA	16686 - 16686	Huntingdon
		Birmingham	OH	44816 - 44816	Erie
		Birmingham	AL	35127 - 35127	Jefferson
		Birmingham	AL	35117 - 35118	Jefferson
		Birmingham	AL	35068 - 35068	Jefferson
		Birmingham	AL	35200 - 35299	Jefferson
		Birmingham	AL	35020 - 35020	Jefferson
		Birmingham	AL	35064 - 35064	Jefferson

Previous 1-10 Next 10

Cancel Select

The following fields (**city, state, and county**) will auto populate.



* City Birmingham

* State AL
Alabama

* Zip Code

* County Jefferson

Note: Some of the zip codes are listed in ranges. If your selection has a **zip code range** (as shown below) you must manually enter your zip code.

		Birmingham	AL	35200 - 35299	Jefferson
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UAB Self Service Applications Changing Your Personal Information

Once all changes have been applied, click on **Next**.

Please enter your correct address information.

Type: Home

* Address Line 1: 5303 Oracle Lane

Address Line 2:

Address Line 3:

* City: Birmingham

* State: AL

* Zip Code: 35294

* County: Jefferson

* Indicates required field

Cancel Back Next

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5. The **Personal Information: Review** screen will display both **Current** and **Proposed** information which reflects the changes you wish to make.

The **blue dot** signifies the proposed change(s) to be made. Review changes to check for accuracy, if you need to make a correction to the **Proposed** information click on the **Back** button to make the necessary changes, then click on **next**.

Once all changes are accurate, click on **Submit**.

Personal Information: Review

Employee Name: Example, Employee
Organization Email Address: example@uab.edu

Employee Number: 1111111
Business Group: 11111111A UAB

Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

	Current	Proposed
Country	United States	United States
Address Line 1	125 Oracle Boulevard	5303 Oracle Lane
City	Hoover	Birmingham
State	AL	AL
Zip Code	35242	35294
County	Jefferson	Jefferson
Type	Home	Home

Cancel Printable Page Back Submit

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Confirmation message appears at the top of your screen indicating that your changes have been made. To return to the Personal Information screen, click on **Return to Overview**.

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Navigator Favorites Home Logout Help

Confirmation

Your changes have been applied.

Return to Overview

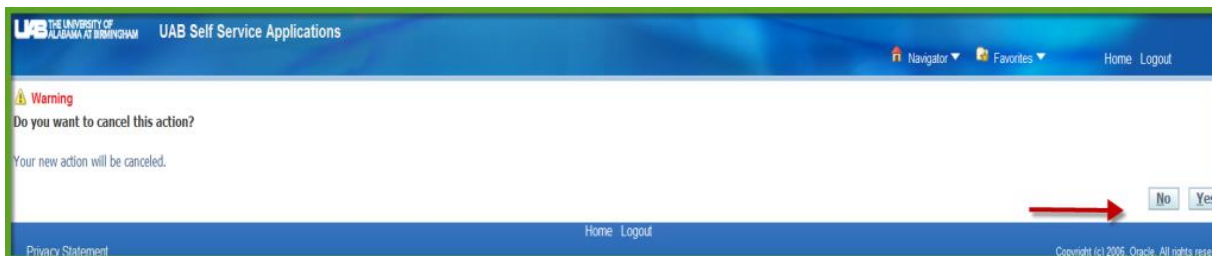
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UAB Self Service Applications

Changing Your Personal Information

Please note the below:

- Clicking on **Back** button will return you to the previous page.
- Clicking on **Cancel** will cancel any changes you have proposed to make; you will have the option to click on **No** or **Yes** to confirm this action.



You will be notified by email when changes are made to your personal information in the UAB Self-Service Applications. The email will provide a general description of the data field that changed, such as Name or Ethnicity, Phone Numbers, or Home Address, but will not display specific data. A link to the Self Service Applications will be provided to confirm changes and a contact number to the appropriate office will be included to report any unauthorized changes.

Your Personal Information Change has been received

UAB.Workflow@tuccster.tucc.uab.edu

Sent: Wed 8/6/2014 10:18 AM

To: Employee Example

Employee Number: **1111111**

Employee Name: **Example, Employee**

This email is to inform you that your personal information has been updated in Oracle in the following item(s):
MAILING ADDRESS

If you did not initiate this change or if you have any questions, please contact the Records Administration Division of UAB's Office of Human Resources at (205) 934-4408.

You can confirm this change by following: <http://main.uab.edu/Sites/it/internal/faculty-staff/adminsystems/>. Select Oracle HR & Finance. Enter your BlazerID and password. Select Self Service Application, then Personal Information.

This email was generated automatically by the HR/Payroll system.

NOTE: FYI only. No email reply is necessary. < /p>