

How to View and Update Personal Data

This Job Aid serves to guide the employee through making changes to their personal information using Employee Self-Service.

While employees are not required to self-identify, the Commonwealth of Virginia strongly encourages all employees to do so, especially regarding Disability and Ethnicity, as these are tied to various initiatives from the Governor as well as reporting metrics used by both state and federal agencies.

Table of Contents

Accessing your Personal Data	2
Updating Addresses Information	3
Updating Contact Details Information.....	7
Updating Marital Status.....	11
Updating your Name	12
Self-Identifying your Ethnicity	15
Updating Emergency Contacts.....	18
Viewing and Updating Additional Information	25
Completing the Voluntary Self-Identification of Disability Form.....	27

Accessing your Personal Data

1. Navigate to the **Cardinal Homepage**.

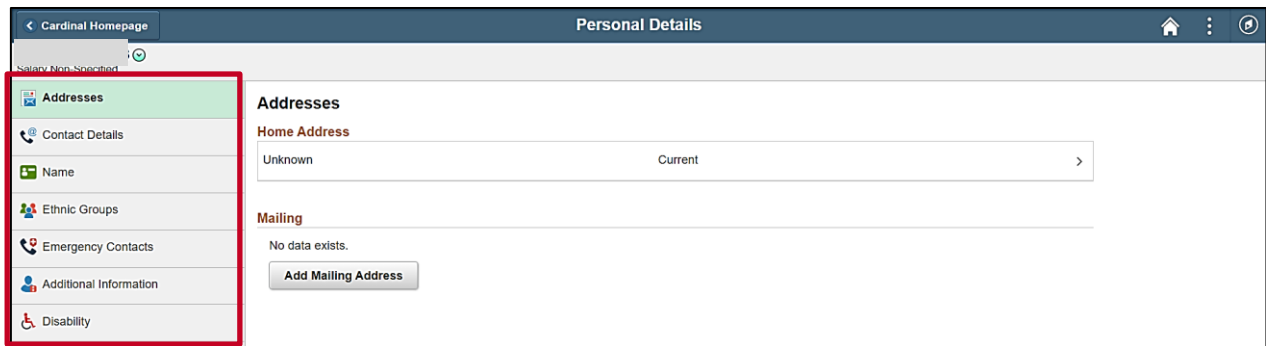
The **Cardinal Homepage** displays.



Note: Individual tile availability and placement is dependent upon individual user and security settings.

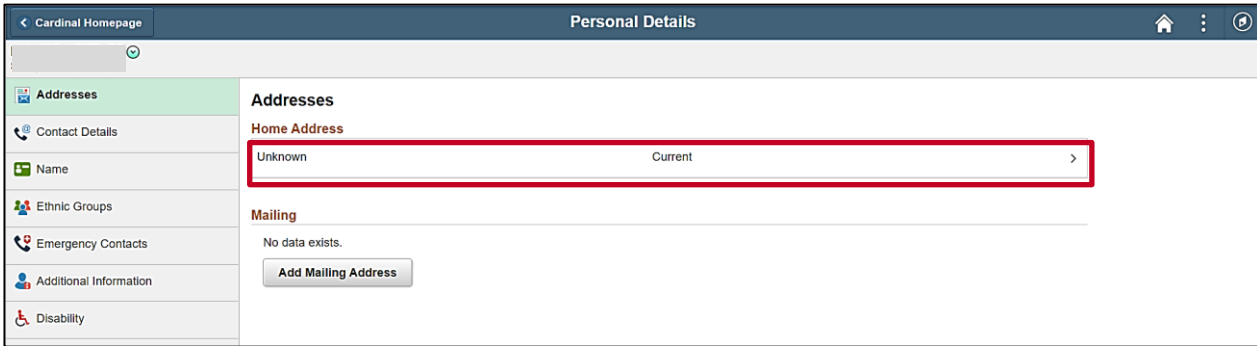
2. Click the **Personal Details** tile.

The **Personal Details** page displays with the **Addresses** tab displayed by default.



Note: There are various types of personal information that can be viewed or updated using Employee Self-Service. Each category of information is represented as a tab in the menu. Refer to the remaining sections of this Job Aid for specific guidance and instructions on how to update specific categories of information.

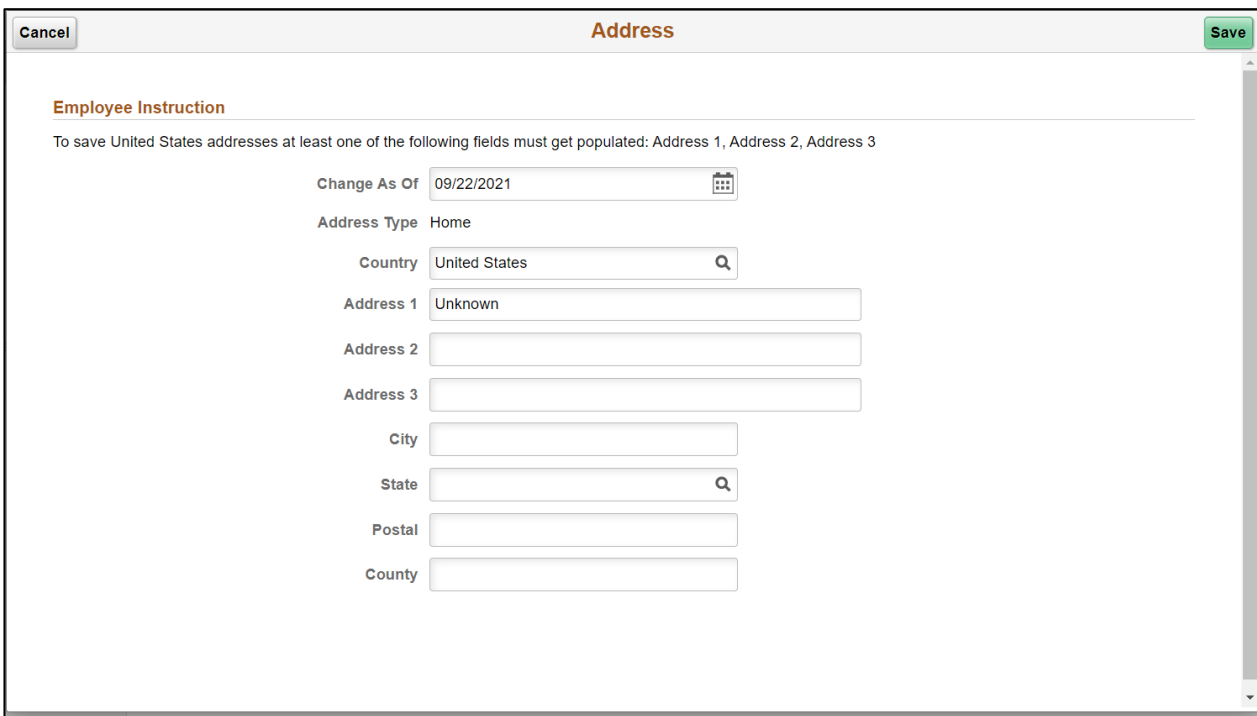
Updating Addresses Information



Note: Your current home and mailing addresses will display on this page and can be reviewed here if they have been defined. Proceed to step 1 to enter or update your home address. Proceed to Step 5 to enter or update your mailing address (if different than your home address).

1. Click anywhere on the row for your current home address.

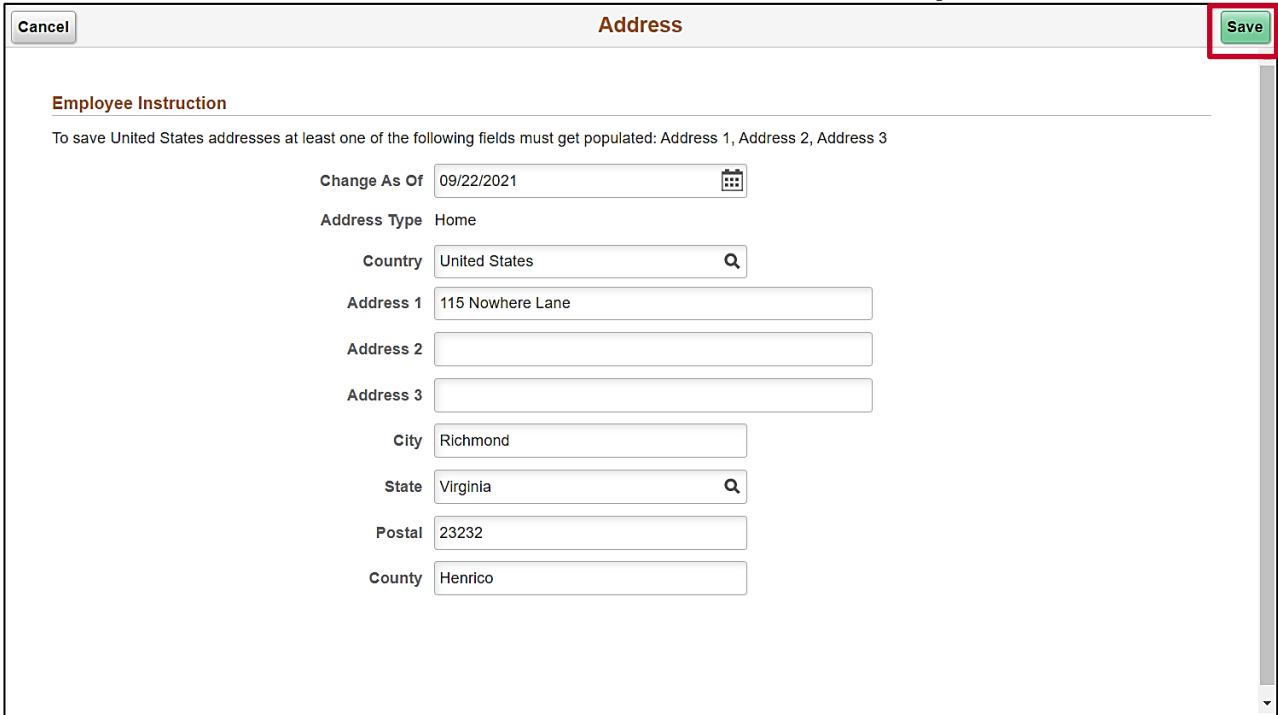
The **Address** page displays in a pop-up window.



2. Enter or select the applicable date for this address change to take effect using the **Change As Of** field.

Note: Address changes can be entered with a future date as needed. The new address will become your current address on that date. However, address changes cannot be back dated.

3. Enter the remaining address information in the corresponding fields.

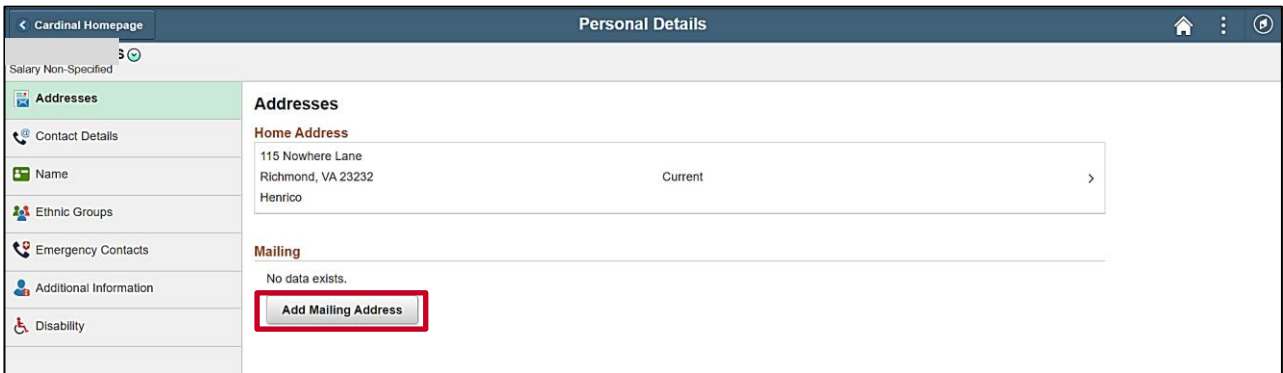


The screenshot shows a web form titled "Address" with a "Cancel" button on the left and a "Save" button on the right. Below the title is an "Employee Instruction" section with the text: "To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3". The form contains the following fields:

- Change As Of: 09/22/2021 (with a calendar icon)
- Address Type: Home
- Country: United States (with a search icon)
- Address 1: 115 Nowhere Lane
- Address 2: (empty)
- Address 3: (empty)
- City: Richmond
- State: Virginia (with a search icon)
- Postal: 23232
- County: Henrico

4. Click the **Save** button once all applicable information is entered.

The **Address** tab returns.



The screenshot shows the "Personal Details" page in the ESS system. The "Addresses" tab is selected in the left sidebar. The main content area shows the following information:

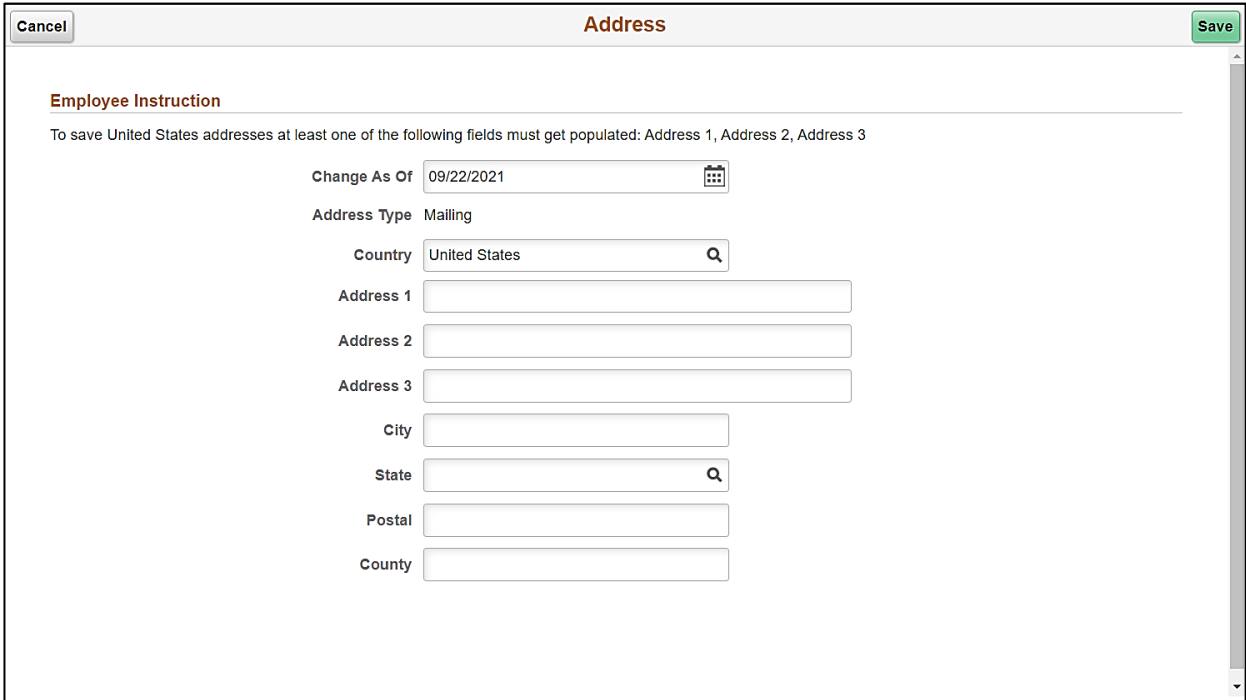
- Addresses**
- Home Address**
- 115 Nowhere Lane
- Richmond, VA 23232
- Henrico
- Current

Below the address information, there is a "Mailing" section with the text "No data exists." and a red-bordered "Add Mailing Address" button.

Note: The updated home address information now displays as current. If a future dated address change was entered, the updated address will not display as current until that date arrives.

5. Click the **Add Mailing Address** button.

The **Address** page displays in a pop-up window.



The screenshot shows a pop-up window titled "Address". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, there is a section titled "Employee Instruction" with a sub-header "Employee Instruction". Underneath, a note states: "To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3". The form contains several fields: "Change As Of" with a date "09/22/2021" and a calendar icon; "Address Type" set to "Mailing"; "Country" set to "United States" with a search icon; "Address 1", "Address 2", and "Address 3" as text input fields; "City" as a text input field; "State" as a text input field with a search icon; "Postal" as a text input field; and "County" as a text input field.

6. Enter or select the applicable date for this address change to take effect using the **Change As Of** field.

Note: Address changes can be entered with a future date as needed. The new address will become your current address on that date. However, address changes cannot be back dated.

7. Enter the remaining address information in the corresponding fields.

Cancel
Address
Save

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of:

Address Type: Mailing

Country:

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

8. Click the **Save** button.

The **Address** tab returns.

← Cardinal Homepage
Personal Details

- Addresses
- Contact Details
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability

Addresses

Home Address

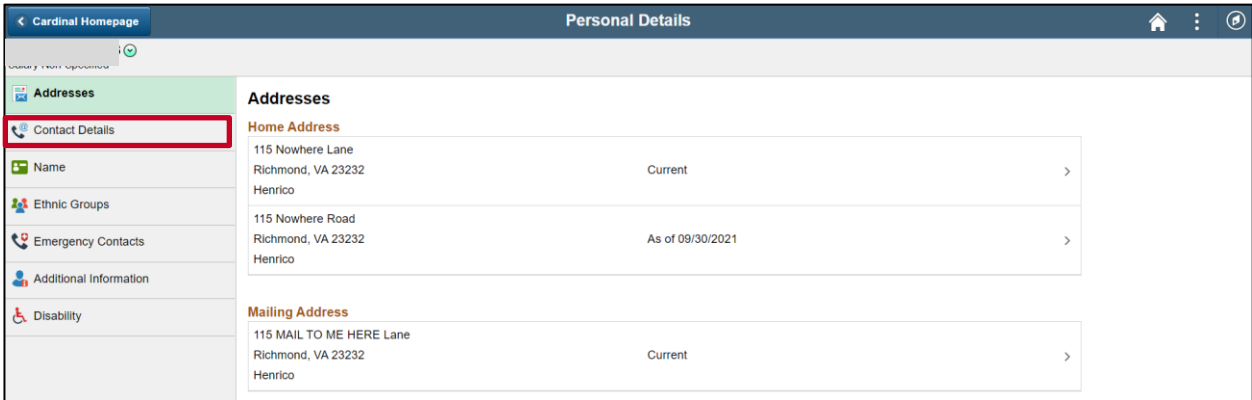
115 Nowhere Lane Richmond, VA 23232 Henrico	Current	>
115 Nowhere Road Richmond, VA 23232 Henrico	As of 09/30/2021	>

Mailing Address

115 MAIL TO ME HERE Lane Richmond, VA 23232 Henrico	Current	>
---	---------	---

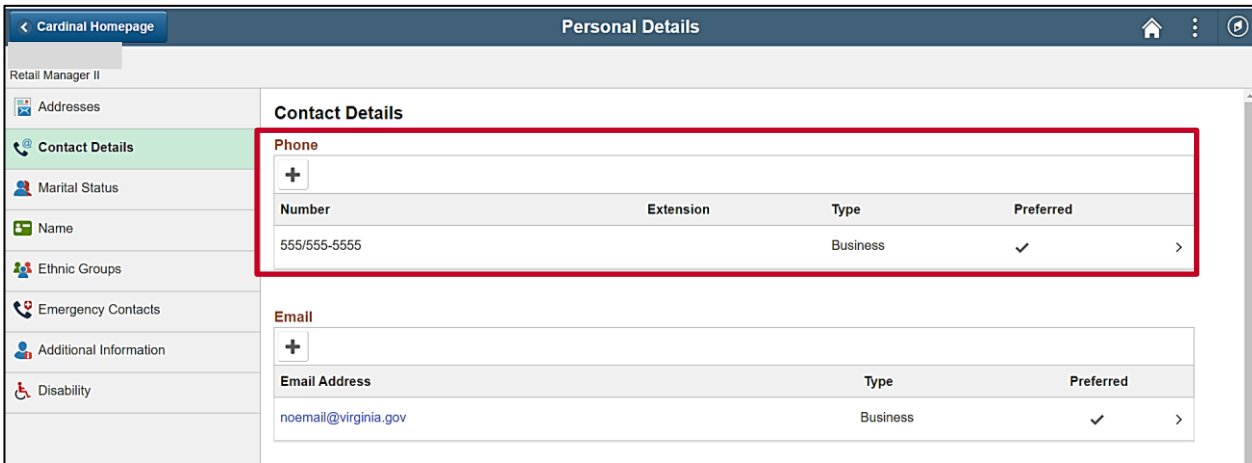
Note: The updated mailing address information now displays as current. If a future dated address change was entered, the updated address will not display as current until that date arrives.

Updating Contact Details Information



1. Click the **Contact Details** menu item.

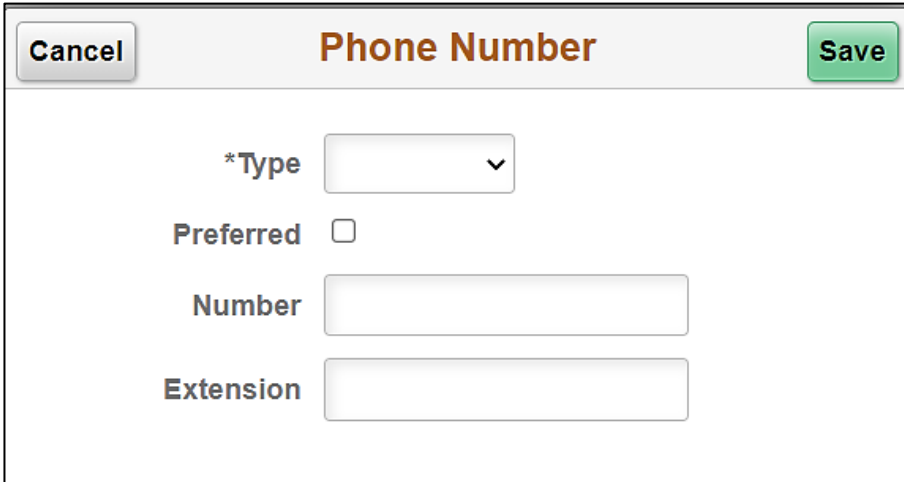
The **Contact Details** tab displays.



Note: Your current phone and email information will display on this page and can be reviewed here if they have been defined. Proceed to step 2 to enter or update your phone number information. Proceed to Step 7 to enter or update your email address information.

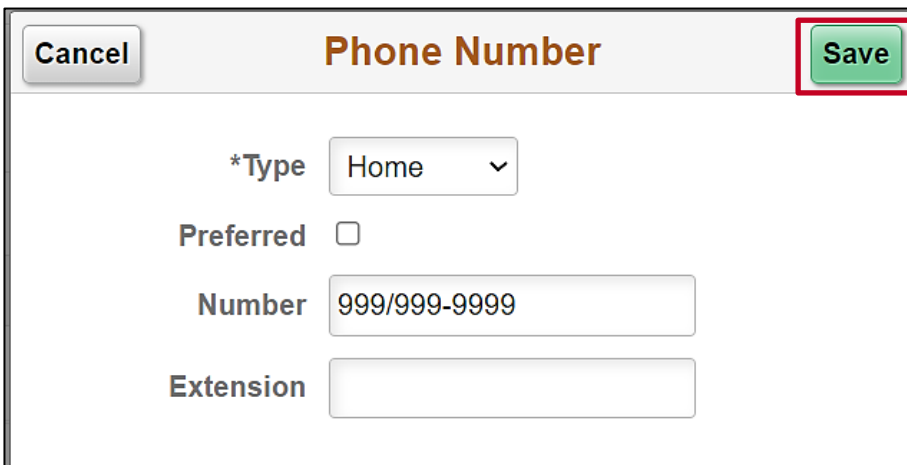
2. To add a new phone number, click the **Add Phone** icon (+). To update an existing phone number, click anywhere on the corresponding row.

The **Phone Number** page displays in a pop-up window.



A screenshot of a web form titled "Phone Number". The form has a header bar with a "Cancel" button on the left and a "Save" button on the right. Below the header, there are four fields: a dropdown menu labeled "*Type" with a downward arrow, a checkbox labeled "Preferred", a text input field labeled "Number", and another text input field labeled "Extension".

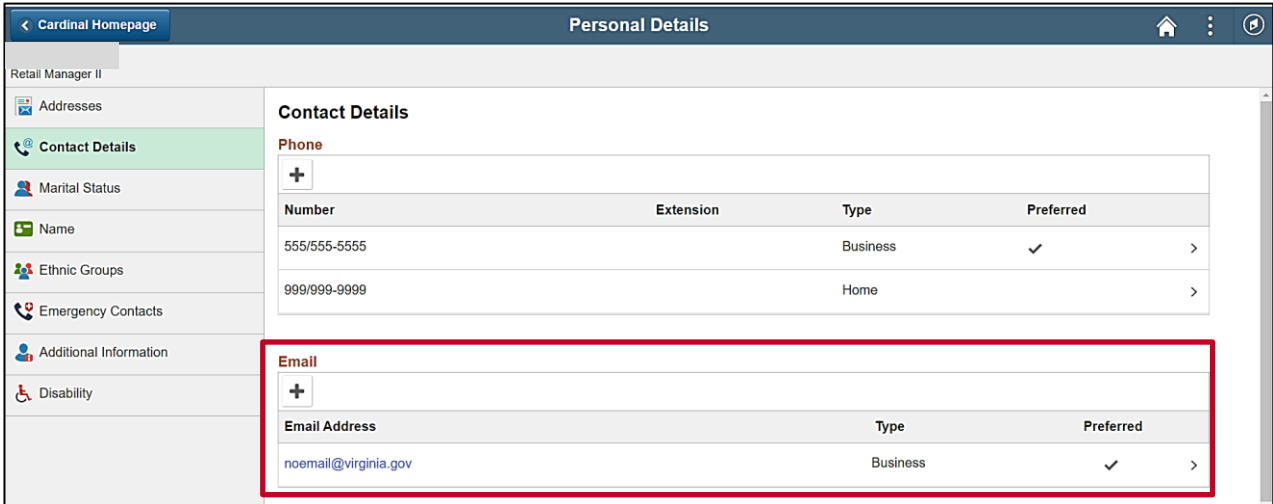
3. Select the phone type using the dropdown button provided.
4. Optionally select the **Preferred** checkbox option.
5. Enter the applicable information in the **Number** and **Extension** fields.



A screenshot of the same "Phone Number" form. In this version, the "Save" button in the top right corner is highlighted with a red rectangular box. The form fields are now populated: the "*Type" dropdown is set to "Home", the "Preferred" checkbox is unchecked, the "Number" field contains "999/999-9999", and the "Extension" field is empty.

6. Click the **Save** button.

The **Contact Details** page returns.



Phone			
Number	Extension	Type	Preferred
555/555-5555		Business	✓
999/999-9999		Home	

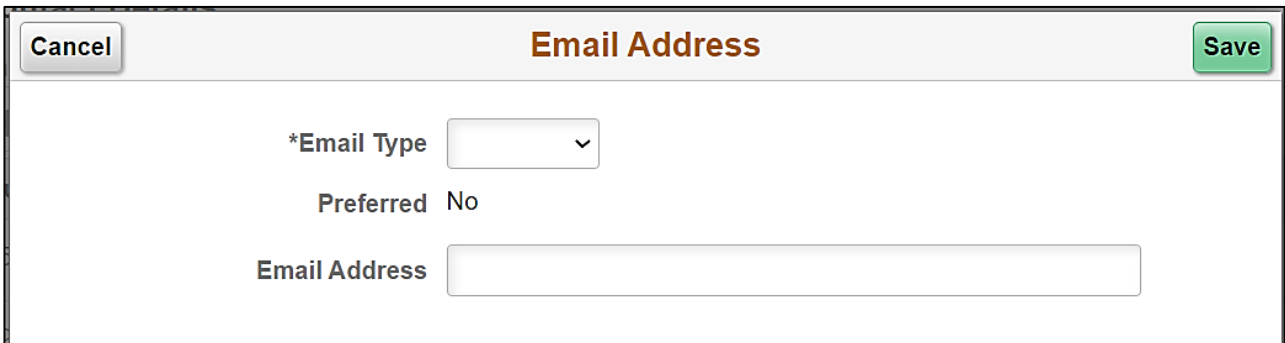
Email		
Email Address	Type	Preferred
noemail@virginia.gov	Business	✓

Note: The updated phone information now displays.

- To add a new email address, click the **Add Email Address** icon (+). To update an existing email address, click anywhere on the corresponding row.

Note: You cannot add or update your business email using Employee Self-Service. Contact your Agency Human Resources Administrator if your business email address is not correct.

The **Email Address** page displays in a pop-up window.



Email Address

*Email Type

Preferred No

Email Address

- Select an email type of "Personal" using the dropdown button provided.
- Enter your email address in the **Email Address** field.

Cancel
Email Address
Save

*Email Type Personal ▾

Preferred No

Email Address Donotmail@mail.com

10. Click the **Save** button.

The **Contact Details** tab returns.

< Cardinal Homepage
Personal Details

- Addresses
- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability

Contact Details

Phone

+

Number	Extension	Type	Preferred	
555/555-5555		Business	✓	>
999/999-9999		Home		>

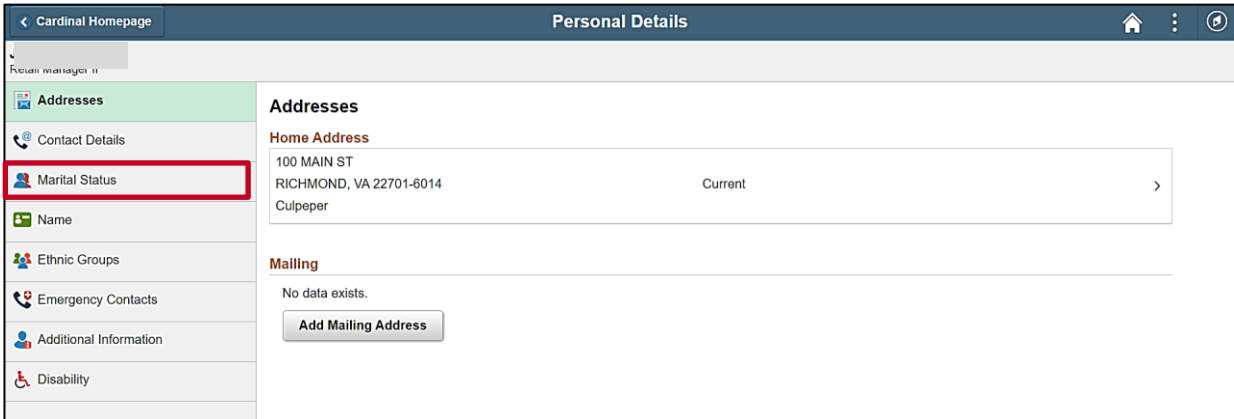
Email

+

Email Address	Type	Preferred	
noemail@virginia.gov	Business	✓	>
Donotmail@mail.com	Personal		>

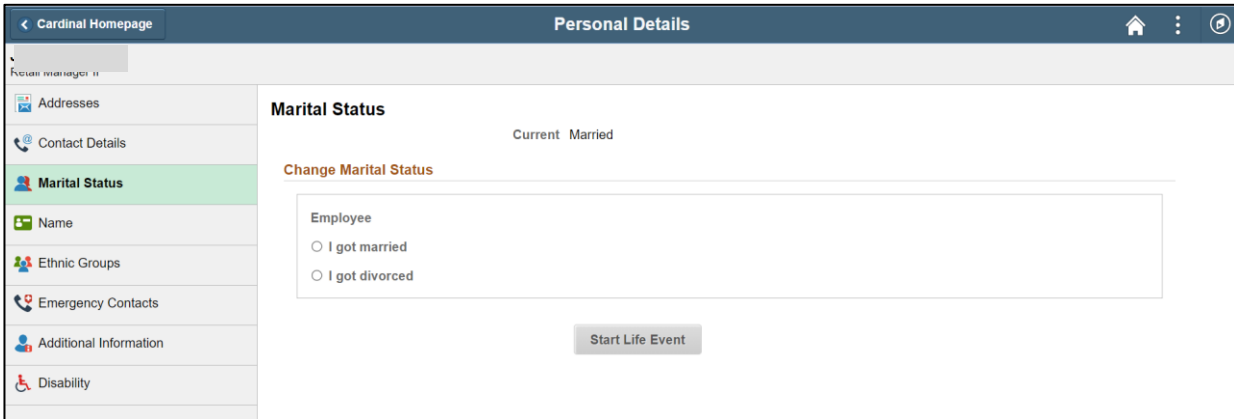
Note: The updated email address information now displays.

Updating Marital Status



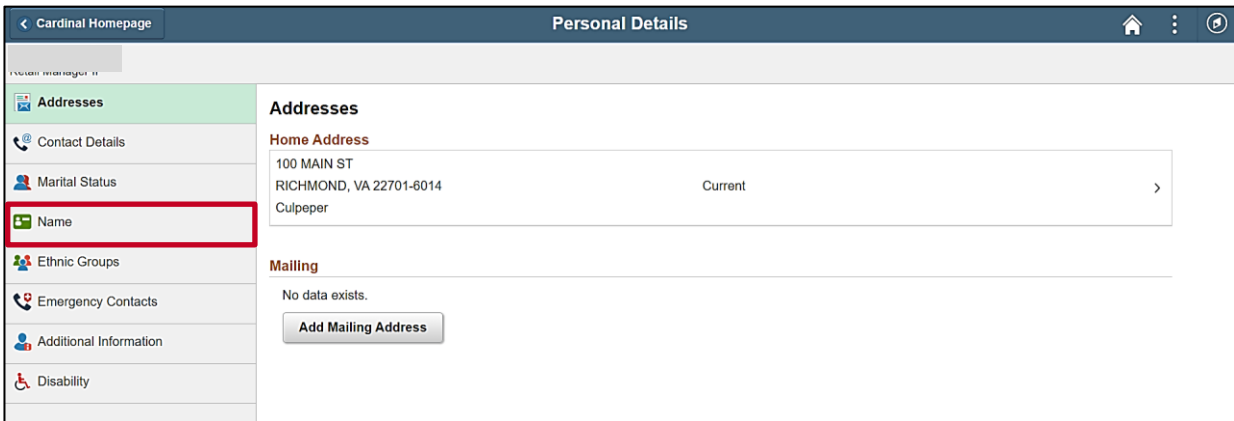
1. Click the **Marital Status** menu item.

The **Marital Status** tab displays.



A change in Marital Status is completed through a Life Event. Refer to the Job Aid titled ESS How to Create a Life Event for additional information and specific instructions.

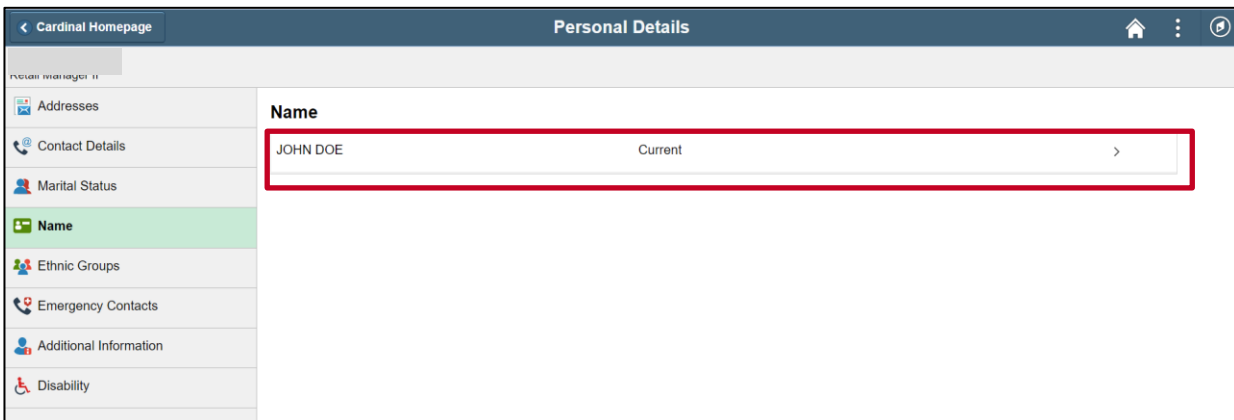
Updating your Name



The screenshot shows the 'Personal Details' page in the Cardinal system. On the left sidebar, the 'Name' menu item is highlighted with a red box. The main content area shows the 'Addresses' section with a 'Home Address' row containing the text '100 MAIN ST RICHMOND, VA 22701-6014 Culpeper' and a 'Current' status indicator. Below this is a 'Mailing' section with the text 'No data exists.' and an 'Add Mailing Address' button.

2. Click the **Name** menu item.

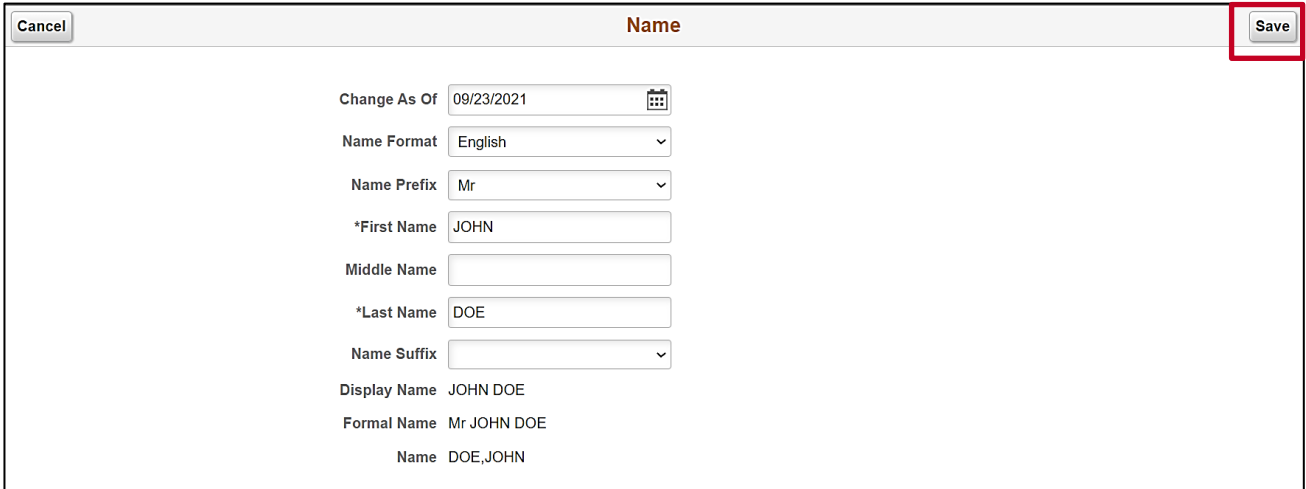
The **Name** tab displays.



The screenshot shows the 'Personal Details' page with the 'Name' menu item selected and highlighted in green in the sidebar. The main content area now displays the 'Name' section with a row containing the text 'JOHN DOE' and a 'Current' status indicator. This row is highlighted with a red box.

3. Click anywhere on the name row.

The **Name** page displays in a pop-up window.



Cancel Name Save

Change As Of 09/23/2021

Name Format English

Name Prefix Mr

*First Name JOHN

Middle Name

*Last Name DOE

Name Suffix

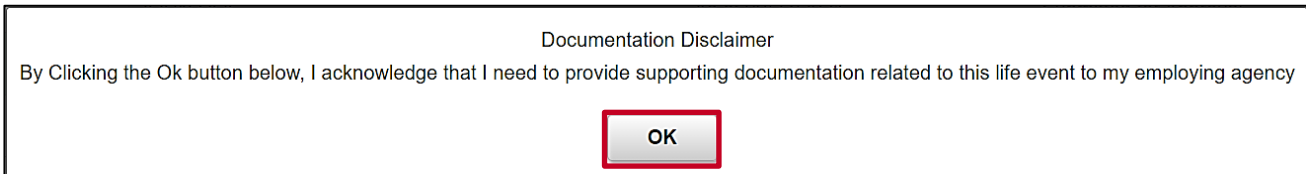
Display Name JOHN DOE

Formal Name Mr JOHN DOE

Name DOE,JOHN

4. Update the applicable fields and then click the **Save** button.

A **Documentation Disclaimer** message displays in a pop-up window.



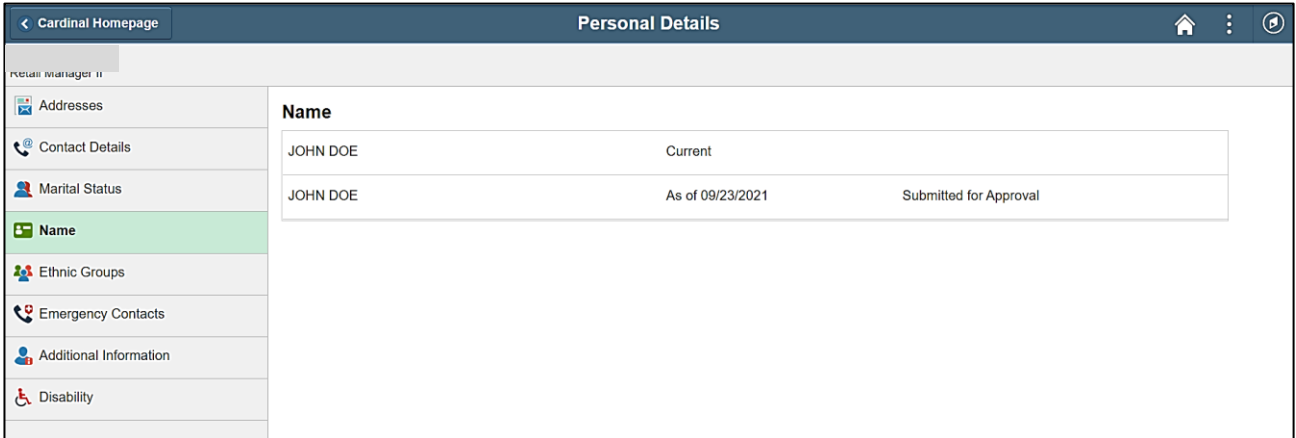
Documentation Disclaimer

By Clicking the Ok button below, I acknowledge that I need to provide supporting documentation related to this life event to my employing agency

OK

5. Click the **OK** button.

The **Name** tab returns.



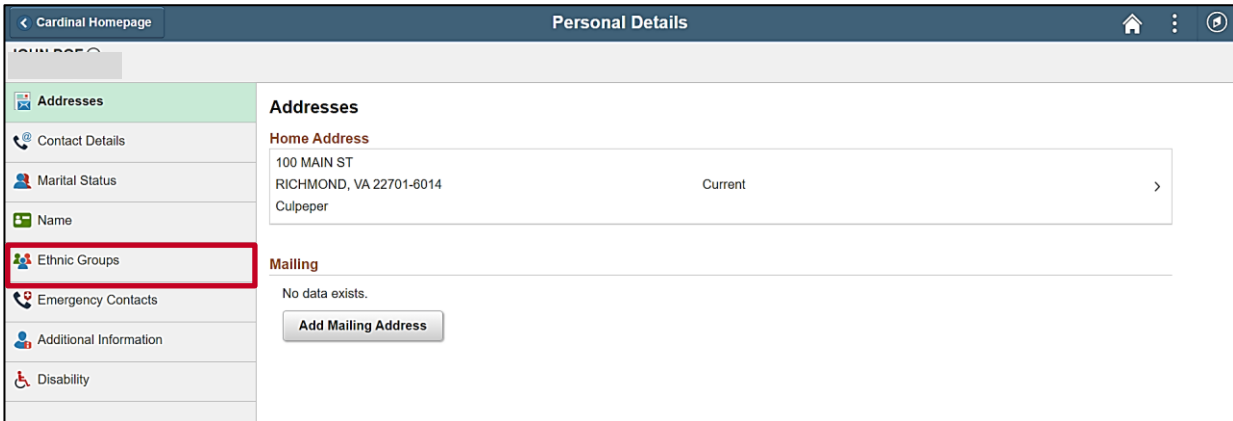
Name		
JOHN DOE	Current	
JOHN DOE	As of 09/23/2021	Submitted for Approval

Note: The updated name information displays as a new row with a status of “Submitted for Approval”.

- Submit your supporting documentation for the name change to your Agency Human Resources Administrator. Approval will take place once the supporting documentation is validated.

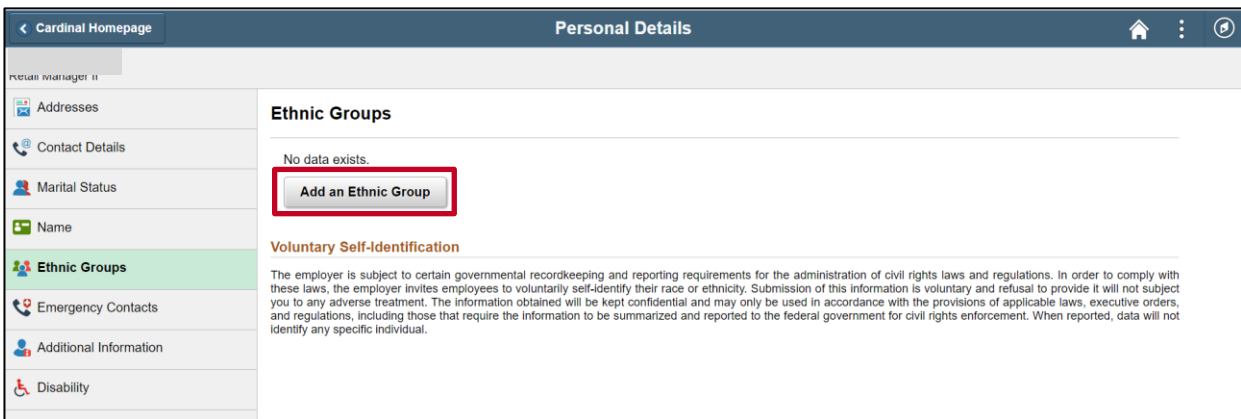
Self-Identifying your Ethnicity

Self-identifying your ethnicity is optional. However, in addition to supporting Federal Reporting requirements, this data helps the Commonwealth to create a diverse, equitable, and inclusive workforce.



1. Click the **Ethnic Groups** menu item.

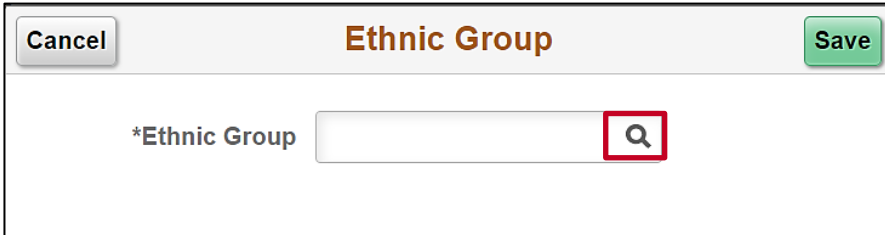
The **Ethnic Groups** tab displays.




Note: Any ethnic groups that you have already defined will display here. You can self-identify with multiple ethnic groups.

2. Click the **Add an Ethnic Group** button.

The **Ethnic Group** page displays in a pop-up window.

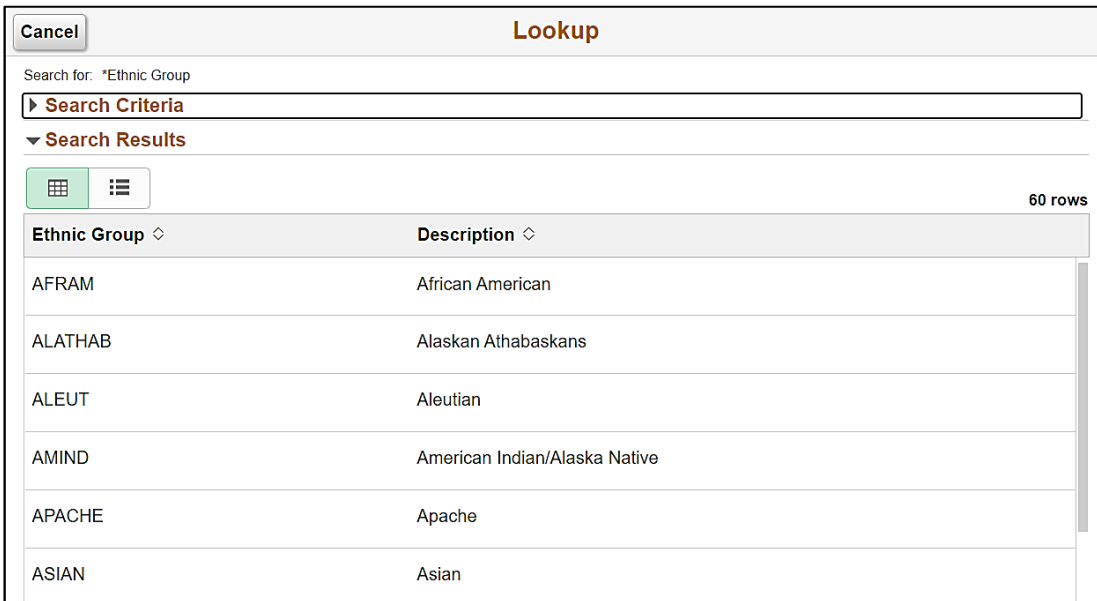


Cancel Ethnic Group Save

*Ethnic Group 

3. Click the **Ethnic Group Search and Select** icon.

The **Lookup** page displays in a pop-up window.





Cancel Lookup

Search for: *Ethnic Group

▶ Search Criteria

▼ Search Results

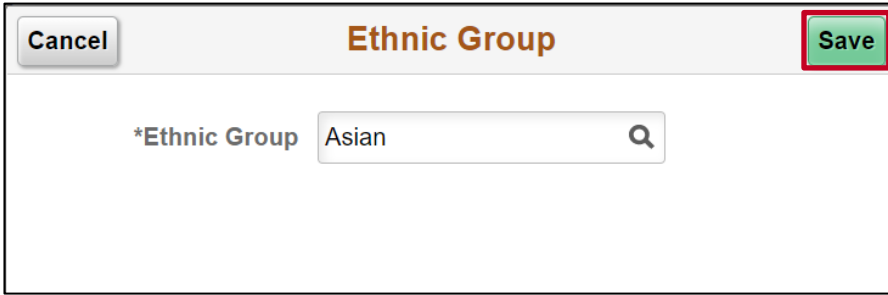
  60 rows

Ethnic Group	Description
AFRAM	African American
ALATHAB	Alaskan Athabaskans
ALEUT	Aleutian
AMIND	American Indian/Alaska Native
APACHE	Apache
ASIAN	Asian

4. Use the scrollbar as needed to find the applicable ethnic group and then select it by clicking anywhere on the corresponding row.

ESS How to View and Update Personal Data

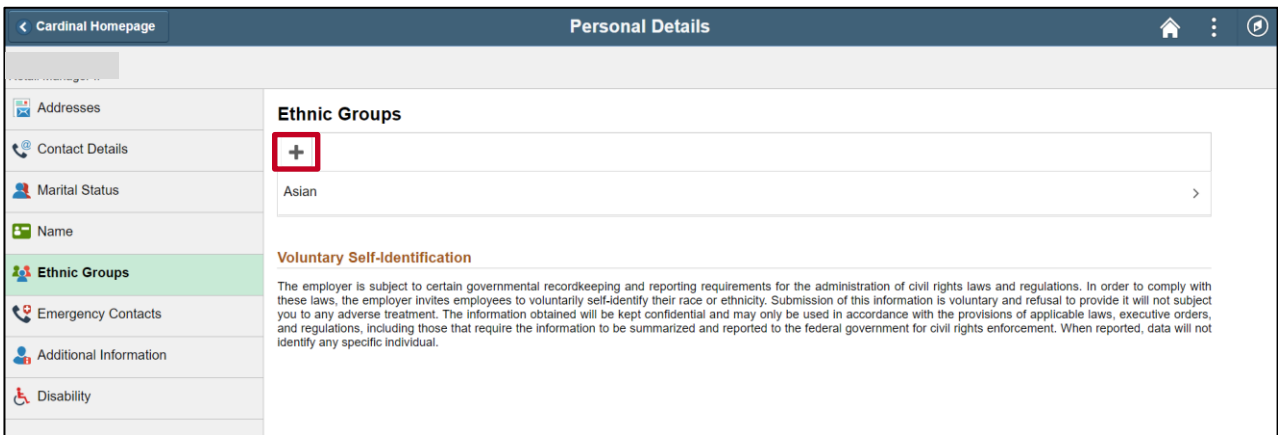
The **Ethnic Group** page returns with the selected ethnic group.



A screenshot of a web form titled "Ethnic Group". At the top left is a "Cancel" button, and at the top right is a "Save" button. The main content area has a label "*Ethnic Group" followed by a text input field containing the word "Asian" and a search icon. The "Save" button is highlighted with a red box.

5. Click the **Save** button.

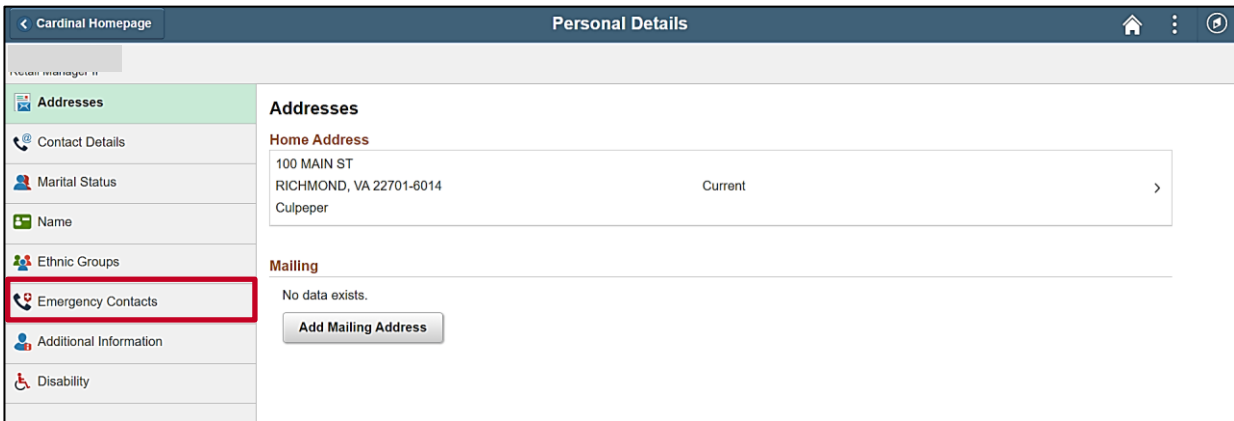
The **Ethnic Groups** tab returns.



A screenshot of the "Personal Details" page in the Cardinal system. The left sidebar contains navigation links for "Addresses", "Contact Details", "Marital Status", "Name", "Ethnic Groups", "Emergency Contacts", "Additional Information", and "Disability". The "Ethnic Groups" section is active and shows a list with a red box around a "+" icon. Below the list, there is a section titled "Voluntary Self-Identification" with a paragraph of text explaining the employer's requirements for reporting race and ethnicity.

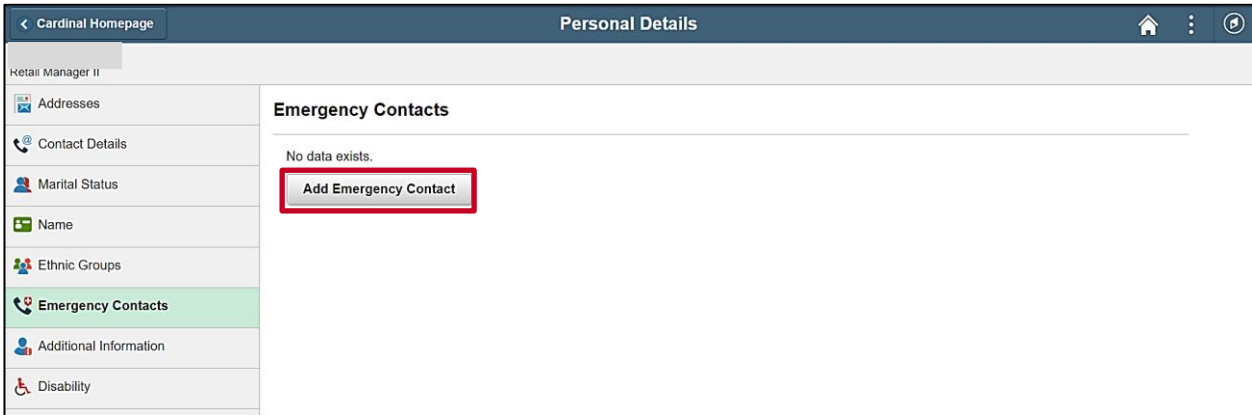
6. To add another ethnic group, click the **Add an Ethnic Group** icon and repeat Steps 3 – 5.

Updating Emergency Contacts



1. Click the **Emergency Contacts** menu item.

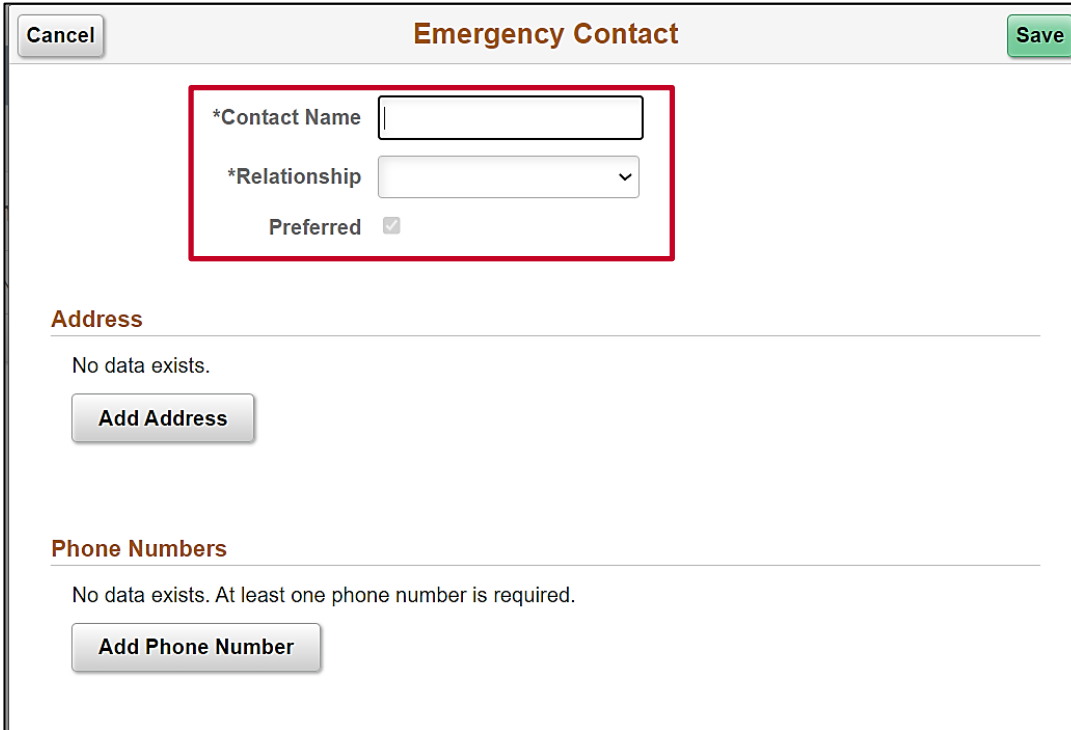
The **Emergency Contacts** tab displays.



Note: Any emergency contacts that you have already defined will display here. You can define multiple emergency contacts.

2. Click the **Add Emergency Contact** button.

The **Emergency Contact** page displays in a pop-up window.



Emergency Contact

*Contact Name

*Relationship

Preferred

Address

No data exists.

Add Address

Phone Numbers

No data exists. At least one phone number is required.

Add Phone Number

3. Enter the applicable information in the **Contact Name** field.
4. Select the person's relationship to you using the dropdown button provided.
5. When defining your first emergency contact, the **Preferred** checkbox option is selected by default and is read-only.

Emergency Contact

*Contact Name

*Relationship ▾

Preferred

Address

No data exists.

Phone Numbers


No data exists. At least one phone number is required.

6. Click the **Add Address** button.

The **Address** page displays in a pop-up window.

Cancel **Address** Done

Same as mine


Country 

Address 1

Address 2

Address 3

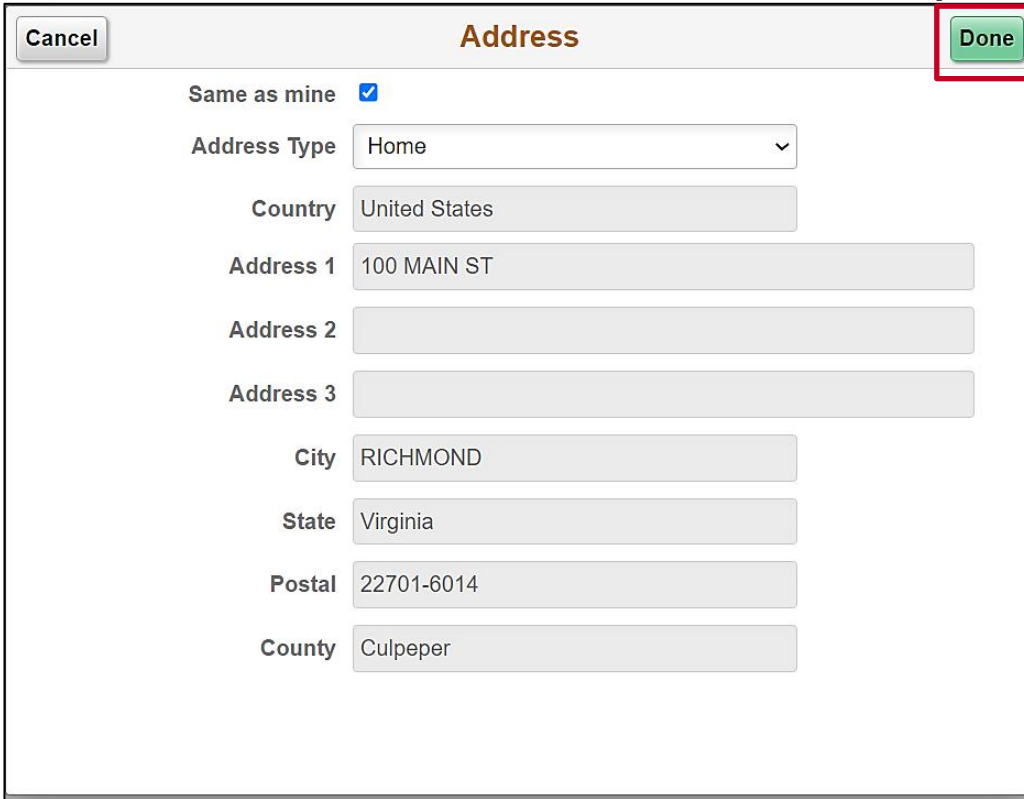
City

State 

Postal

County

7. Click the **Same as mine** checkbox option as applicable or enter the applicable information into the corresponding fields.



Address

Cancel Done

Same as mine

Address Type Home

Country United States

Address 1 100 MAIN ST

Address 2

Address 3

City RICHMOND

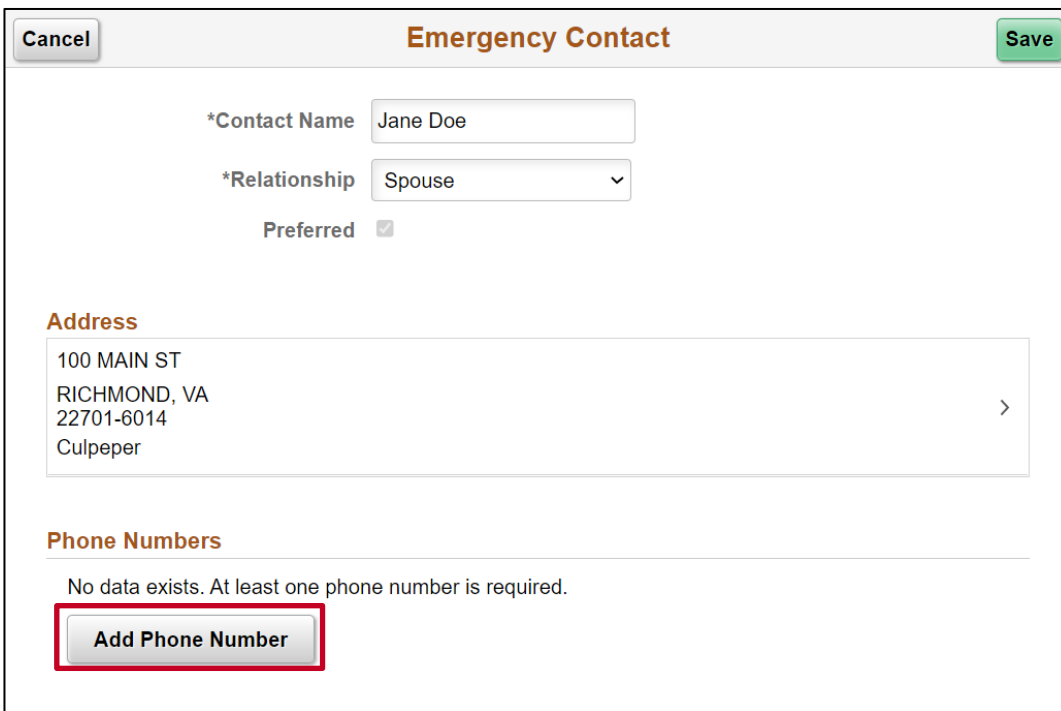
State Virginia

Postal 22701-6014

County Culpeper

8. Click the **Done** button.

The **Emergency Contact** page returns with the updated address information.



Emergency Contact

Cancel Save

*Contact Name Jane Doe

*Relationship Spouse

Preferred

Address

100 MAIN ST
RICHMOND, VA
22701-6014
Culpeper

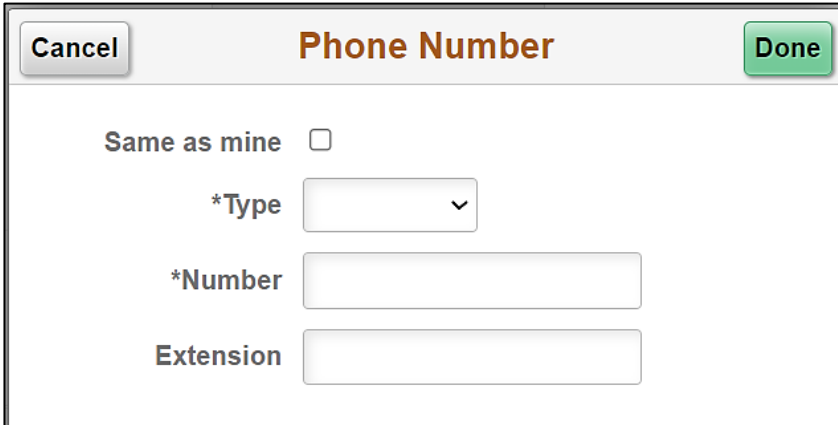
Phone Numbers

No data exists. At least one phone number is required.

Add Phone Number

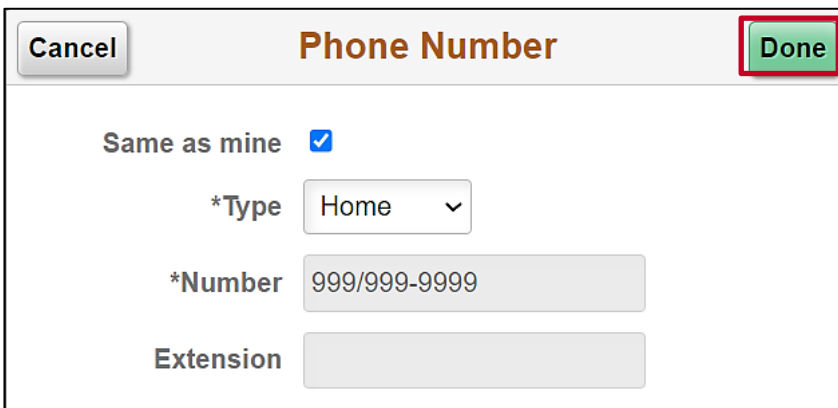
9. Click the **Add Phone Number** button.

The **Phone Number** page displays in a pop-up window.



The screenshot shows a pop-up window titled "Phone Number". At the top left is a "Cancel" button, and at the top right is a "Done" button. Below the title bar, there is a "Same as mine" checkbox which is currently unchecked. Underneath, there are three input fields: "*Type" is a dropdown menu, "*Number" is a text input field, and "Extension" is another text input field. All three input fields are currently empty.

10. Click the **Same as mine** checkbox option as applicable or enter the applicable information into the corresponding fields.

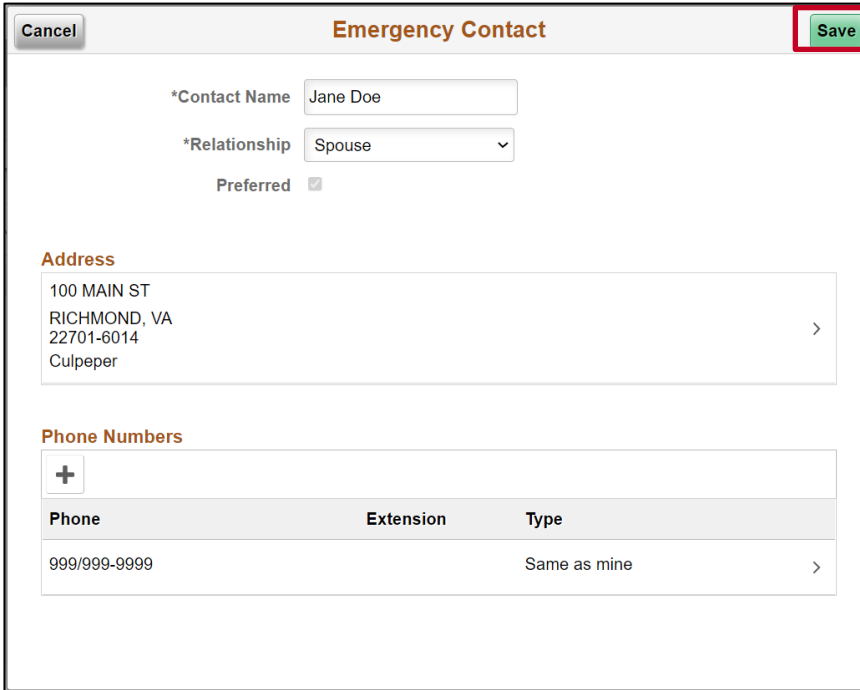


This screenshot shows the same "Phone Number" pop-up window. The "Same as mine" checkbox is now checked. The "*Type" dropdown menu is set to "Home". The "*Number" text input field contains the placeholder text "999/999-9999". The "Extension" text input field is empty. The "Done" button at the top right is highlighted with a red rectangular box.

11. Click the **Done** button.

ESS How to View and Update Personal Data

The **Emergency Contact** page returns with the phone number information.



Emergency Contact

Cancel Save

*Contact Name

*Relationship

Preferred

Address

100 MAIN ST
RICHMOND, VA
22701-6014
Culpeper

Phone Numbers

+

Phone	Extension	Type
999/999-9999		Same as mine

12. Click the **Save** button.

The **Emergency Contacts** tab returns.



Cardinal Homepage Personal Details

JOHN DOE
Retail Manager II

Addresses

Contact Details

Marital Status

Name

Ethnic Groups

Emergency Contacts

Additional Information

Disability

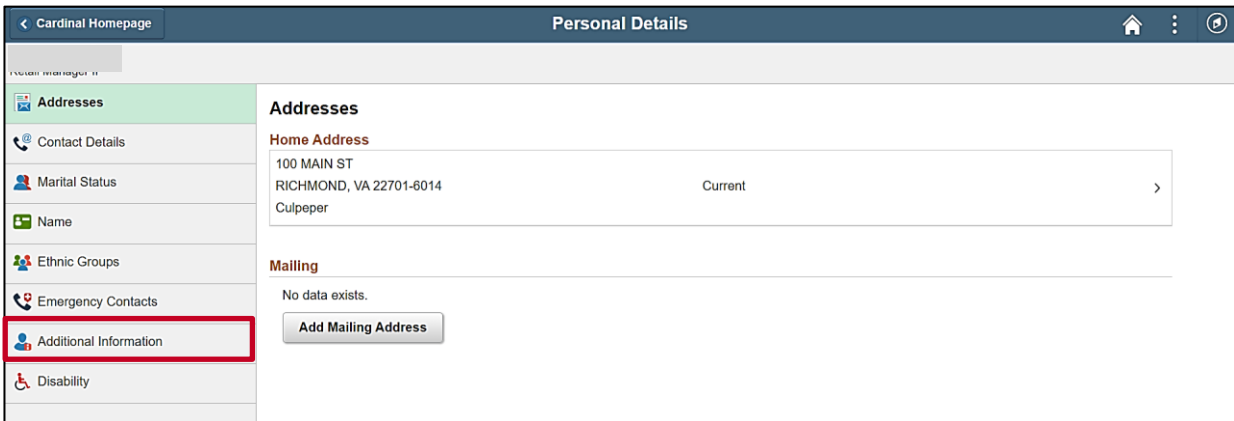
Emergency Contacts

+

Contact Name	Relationship	Preferred
Jane Doe	Spouse	✓

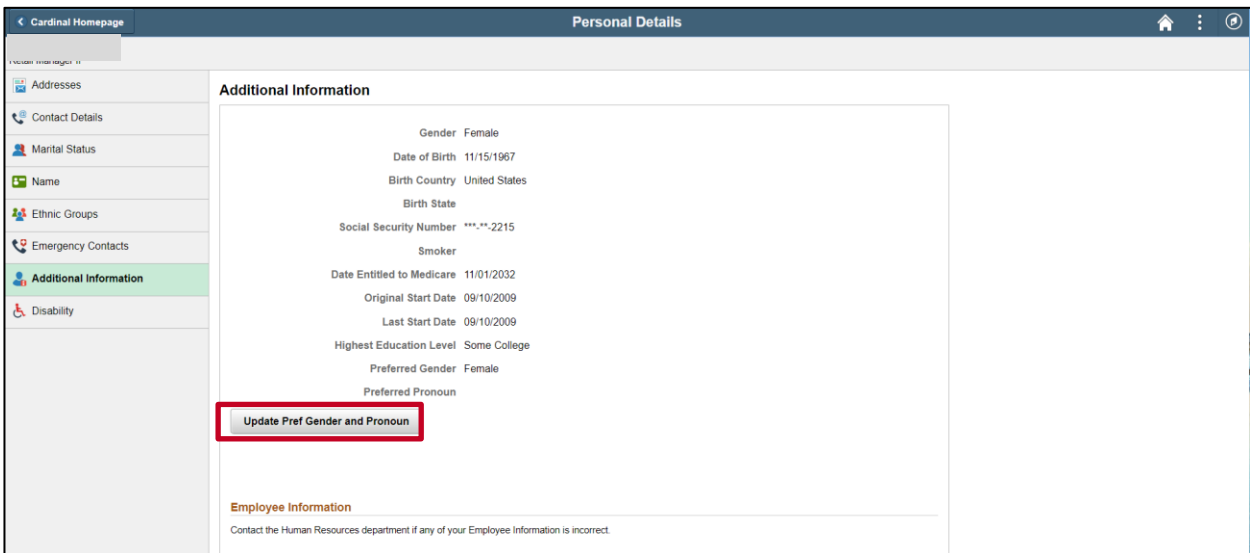
13. To update an existing emergency contact, click anywhere on the corresponding row and then make the updates needed. To add an additional emergency contact, click the **Add Emergency Contact** icon (+) and then repeat Steps 3 – 12.

Viewing and Updating Additional Information



1. Click the **Additional Information** menu item.

The **Additional Information** tab displays.



2. Review the information. Most of this information cannot be updated using Employee Self-Service. If any of the information is not accurate, contact your Agency Human Resources Administrator. The only information that you can update using Employee Self-Service is your preferred gender and preferred pronoun.
3. Click the **Update Pref Gender and Pronoun** button as needed.

ESS How to View and Update Personal Data

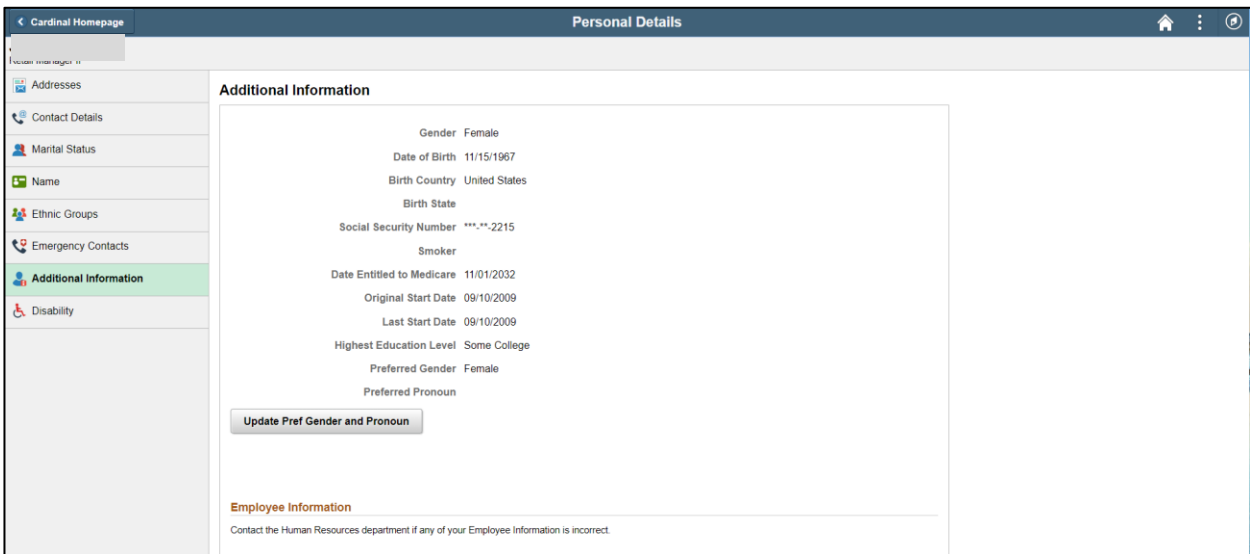
The **Preferred Gender & Pronoun** page displays in a pop-up window.



A pop-up window titled "Preferred Gender & Pronoun" with a "Cancel" button on the left and a "Save" button on the right. The "Save" button is highlighted with a red box. The form contains two dropdown menus: "Preferred Gender" with "Female" selected, and "Preferred Pronoun" which is currently empty.

4. Make the desired updates and then click the **Save** button.

The **Additional Information** page returns.



A screenshot of the "Personal Details" page in the ESS system. The left sidebar shows navigation options: Addresses, Contact Details, Marital Status, Name, Ethnic Groups, Emergency Contacts, **Additional Information** (highlighted), and Disability. The main content area is titled "Additional Information" and displays the following details:

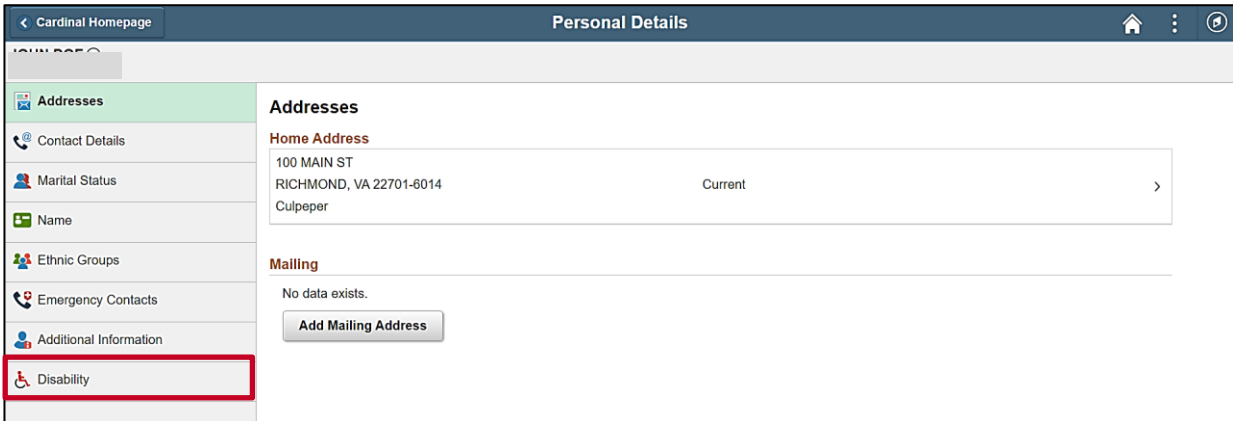
- Gender: Female
- Date of Birth: 11/15/1967
- Birth Country: United States
- Birth State:
- Social Security Number: ***-**-2215
- Smoker:
- Date Entitled to Medicare: 11/01/2032
- Original Start Date: 09/10/2009
- Last Start Date: 09/10/2009
- Highest Education Level: Some College
- Preferred Gender: Female
- Preferred Pronoun:

Below the details is a button labeled "Update Pref Gender and Pronoun". At the bottom of the page, there is an "Employee Information" section with the text: "Contact the Human Resources department if any of your Employee Information is incorrect."

ESS How to View and Update Personal Data

Completing the Voluntary Self-Identification of Disability Form

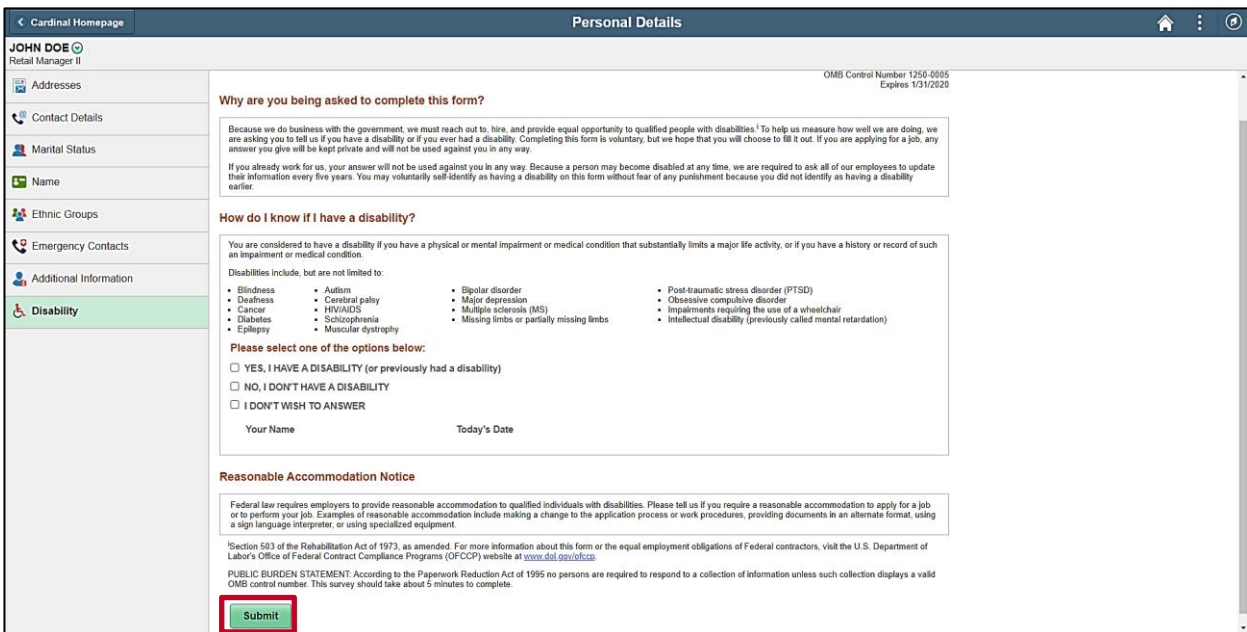
Self-Identification of disabilities is optional. However, sharing this information helps the Commonwealth build programs to better suit our workforce needs.



The screenshot shows the 'Personal Details' page. On the left sidebar, the 'Disability' menu item is highlighted with a red box. The main content area shows 'Addresses' with a home address: 100 MAIN ST, RICHMOND, VA 22701-6014, Culpeper. Below that, the 'Mailing' section shows 'No data exists.' and an 'Add Mailing Address' button.

1. Click the **Disability** menu item.

The **Disability** tab displays.



The screenshot shows the 'Disability' form. It includes a header with 'JOHN DOE', 'Retail Manager II', and 'OMS Control Number: 1250-0065 Expires: 1/31/2020'. The form contains the following sections:

- Why are you being asked to complete this form?**

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities! To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.
- How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

 - Blindness
 - Autism
 - Bipolar disorder
 - Post-traumatic stress disorder (PTSD)
 - Deafness
 - Cerebral palsy
 - Major depression
 - Obsessive compulsive disorder
 - Cancer
 - HIV/AIDS
 - Multiple sclerosis (MS)
 - Impairments requiring the use of a wheelchair
 - Intellectual disability (previously called mental retardation)
 - Diabetes
 - Schizophrenia
 - Missing limbs or partially missing limbs
 - Epilepsy
 - Muscular dystrophy
- Please select one of the options below:**
 - YES, I HAVE A DISABILITY (or previously had a disability)
 - NO, I DON'T HAVE A DISABILITY
 - I DON'T WISH TO ANSWER
- Your Name** _____ **Today's Date** _____
- Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.
- Submit** button (highlighted with a red box)

2. Complete this form as applicable and then click the **Submit** button.