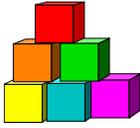


View or Revise Personal Data

Chapter Topics

View or Revise Personal Data17-3

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View or Revise Personal Data

The Personal Data component (**Personal Data 1**, **Personal Data 2** and **Address Data**) can be accessed at the agency level to update the personal information NYSTEP maintains on employees. Changes to home or mailing address, phone numbers and other select fields are made directly in NYSTEP.



NOTE: SSN and Name are not changed using the **Personal Data** component. A separate process for changing these items is described in the *Processing a Social Security Number Change* and *Processing a Name Change* chapters.

On the **Personal Data 1** page, by clicking on the **View All** hyperlink, in either the **Prior SSN** or **Name History** workgroups, the user can view the history of any changes made.



Access the Page

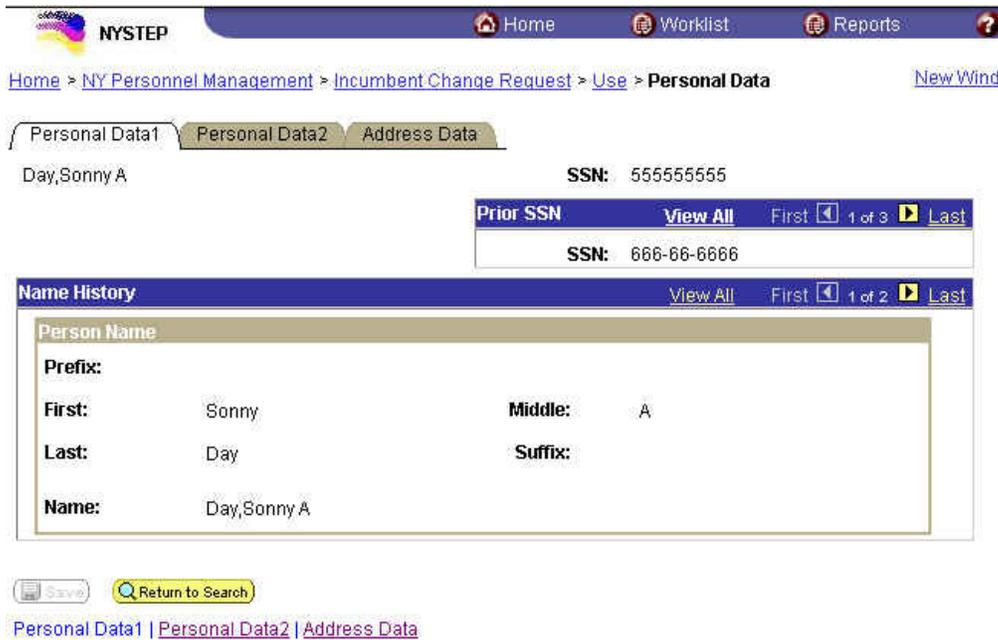
1. Click **NY Personnel Management, Incumbent Change Request, Use, Personal Data**.

The Personal Data search dialog box will display.

2. In the search dialog box, enter the SSN OR **Tab** down and use the **Name** or **Last Name** field. The **Name** field utilizes PeopleSoft format (Lastname,Firstname and the

Last Name field requires all caps and converts all typing to caps). The search feature will work faster if the last name and at least the first initial are keyed in the **Name** field. Click **Search**.

3. If SSN was entered, the record is displayed. If the **Name** or **Last Name** fields were used, and more than one person with the same name exists, a list will display. *The Personal Data 1 page will display along with the other tabs in the component.*



Field	Description
(Name)	The employee's name.
SSN	The employee's Social Security Number.
Prior SSN	If applicable, shows any prior SSNs that an employee has on record.
Name History	If applicable, click the View All hyperlink to show any prior names that the employee has on record.
Prefix	The employee's prefix (i.e. Miss, Mrs. Etc).
First	The employee's first name.
Middle	The employee's middle name.
Last	The employee's last name.
Suffix	The employee's suffix (i.e. Jr., Sr. if any).
Name	The complete name as it will appear in the system.



NOTE: Although SSN and Name are not changed using the Personal Data component, by clicking on the **View All** hyperlink, in either **Prior SSN** or **Name History** workgroups on the **Personal Data 1** page, the user can view the history of any changes made.

Personal Data 2 Page

Field	Description
Name	The employee’s name.
SSN	The employee’s Social Security Number.
Veteran Status	Area of the page that displays an employee’s veteran status. Select the appropriate radio button to change the veteran status. Required field.
Miscellaneous	
Blind	Checkbox to indicate that the employee is blind.
Exempt Volunteer Firefighter	Checkbox to indicate that the employee is an exempt volunteer firefighter.
Date of Birth	The employee’s date of birth.
NYS Retirement System Information	The area of the page that indicates the employee’s retirement information. This is view only for agencies.

Field	Description
Retirement #	The employee's retirement number.
Retirement Tier	The employee's retirement tier.
Retiree Employment Information	
211/212	If the employee is working under Section 212, the agency would enter the information here. Employment of retirees under Section 211 is entered by Civil Service Commission staff and is view only for agencies.
211 Expires	The Civil Service Commission enters the expiration date of the employee's appointment under Section 211. This is view only for the agency.
Gender	The employee's gender.

Address Data page

Field	Description
Name	The employee's name.

Field	Description
SSN	The employee's social security number.
Address	
Address Type	The employee's address type (i.e. home or mail).
Address 1,2,3	The employee's street address.
City	The city where the employee lives.
State	The state where the employee lives.
Postal	The zip code where the employee lives.
Country	The country where the employee lives.
Phone	
Phone Type	The phone type (i.e. home, cell, etc).
Phone #	The employee's phone number.



Work with the Page

1. Click on the **Personal Data 2** page tab.



NOTE: Fields in the Veteran Status, Miscellaneous and Gender workgroups can be changed. 212 can be removed or added; 211 cannot be changed by the agency. Fields in the NYS Retirement System Information workgroup are display only.

2. Click in the appropriate data entry field you want to change.
3. Make the appropriate changes.
4. Repeat for each data entry field requiring a change.
5. If the field contains a drop down list, click  and select the appropriate entry.
6. Click on the **Address Data** page tab.
7. Click in the appropriate data entry field you want to change.
8. Highlight the information to be changed. Type the new information.



NOTE: Highlight only the information to be changed. For example: to change a street address, highlight just that portion of the address to be changed. If the house number changed, but not the street name, highlight just the number and the balance of the address won't need to be re-typed.

9. Repeat for each data entry field requiring a change.
10. If the field contains a drop down list, click  and select the appropriate entry.



NOTE: To insert additional rows in any of the address or phone # fields, click in the appropriate field and press the insert row  icon. This can be repeated as many times as needed. To delete a row in these fields, click in the appropriate field, and press the delete row  icon.

11. Click the Save  icon when all changes have been made.



NOTE: NYSTEP will not implement Workflow or issue an e-mail message to acknowledge changes to Personal Data or Address Data pages. No approval of the change is necessary and the information is written to NYSTEP immediately.



NOTE: Changing information on the personal data pages in NYSTEP will not update any other DCS systems. The individual employee should take responsibility for notifying other employment-related entities.