## My Personal Profile – Personal Information

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| **Step 1:**<br><br>Click Personal Information. | **Employee Self Service**<br><br>My Personal Profile    My Benefits Information    My Payroll and Compensation    My Leave Information<br><br>Personal Information     Health Plans Summary     Compensation History     View Earned Leave Balances<br>Home Address     Dependents Coverage Summary     Employee Pay Stub     View Comp Time Balances<br>Phone Numbers     Life and LTD Plans<br>Email Addresses     HCRA & DCRA - (FSA)<br>Emergency Contacts     Tax Shelter Annuity (403B) |
| Your Personal Information is displayed.<br><br>*For step by step instructions on how to change your personal information refer to guides located at:* http://www.fullerton.edu/cms/Training/docs/hr.html *under the "Self Service" section.*<br><br>You may correct your address on this screen, or navigate directly to the address page. | **Personal Information**<br><br>Vickie Becks<br>**Name**<br><br>Vickie Becks<br><br>*To make a name change, please contact the Human Resources/Payroll department. Additional documentation may be required.*<br><br>**Addresses**<br><br>| Address Type | Status | As Of | Country | Address |<br>|---|---|---|---|---|<br>| Home | Current | 07/26/2004 | USA | 800 N State College Blvd Fullerton, CA 92834 |<br><br>[ Correct home address ] |
| You may add, correct or delete your phone number or navigate directly to the phone numbers page. | **Phone Numbers**<br><br>| Phone Type | Phone Number | Extension | Preferred |<br>|---|---|---|---|<br>| Home | 714/278-7777 | | ☑ |<br>| On-Campus | 714/278-7777 | | ☐ |<br><br>[ Change phone numbers ] |
| You may add, correct or delete emergency contact information on this screen, or navigate directly to the emergency contact page. | **Emergency Contacts**<br><br>**Name**<br><br>*In case of emergency, Human Resources or a campus representative will contact this individual. A primary contact must be selected.*<br><br>[ Change emergency contacts ] |
| You may add additional email "addresses". To change your on campus email address contact: cmshr@fullerton.edu. | **Email Addresses**<br><br>| Email Type | Email Address | Preferred |<br>|---|---|---|<br>| On-Campus | cmstraining@exchange.fullerton.edu | ☑ |<br><br>[ Change email addresses ] |
| ⚠ To change information under "Other Personal Information" you must contact the Human Resources Department!! | **Other Personal Information**<br><br>**CWID:** 892248626<br>**Gender:** Female<br>**Date of Birth:** 09/30/1981<br>**Military Status:** Not indicated<br>**Highest Education Level:** Bachelor's Level Degree<br><br>*If any of your "Other Personal Information" is incorrect, please contact your HR Dept at extension 2426.* |