



How to View and Update Personal Details Overview

The 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.

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Employee Self-Service Job Aid

ESS_How to View and Update Personal Details

Revision History

Revision Date	Summary of Changes
2/12/2025	Baseline

Accessing Your Personal Data

Step	Action
1.	Log into Cardinal by entering https://my.cardinal.virginia.gov in the browser.
	For more information about Cardinal registration, see the Job Aid titled Cardinal Registration Quick Start Guide . This Job Aid is located on the Cardinal website in Job Aids under Learning .

The **Cardinal log in** page displays.





Notice and Warning

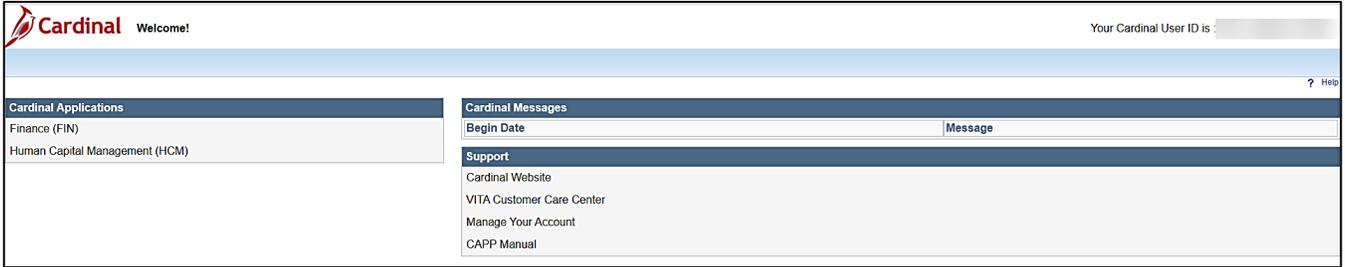
This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.

[Forgot Username](#) [Forgot Password](#)
[User Registration](#) [Sign-on Help](#)

2.	Enter your assigned Cardinal User ID in the Cardinal Username field. <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <input style="width: 100%;" type="text" value="Cardinal Username"/> </div>
3.	Enter your password in the Password field. <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <input style="width: 100%;" type="password" value="Password"/> </div>

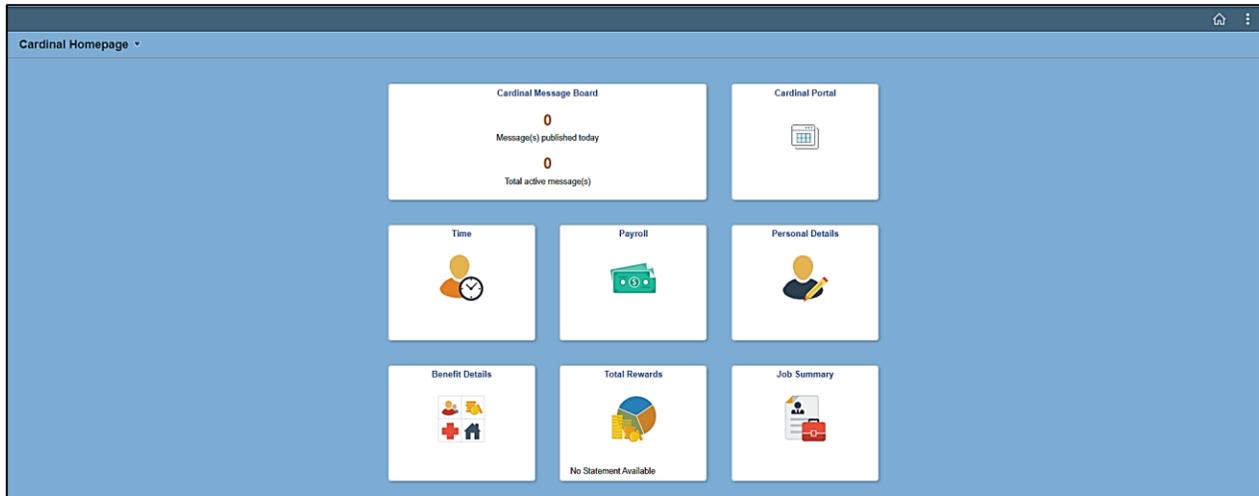
Step	Action
4.	Click the Sign in button. <div style="border: 1px solid red; padding: 5px; text-align: center; margin-top: 10px;">  </div>

The **Portal Welcome** page displays.



5.	Click the Human Capital Management link. <div style="border: 1px solid red; padding: 5px; text-align: center; margin-top: 10px;">  </div>
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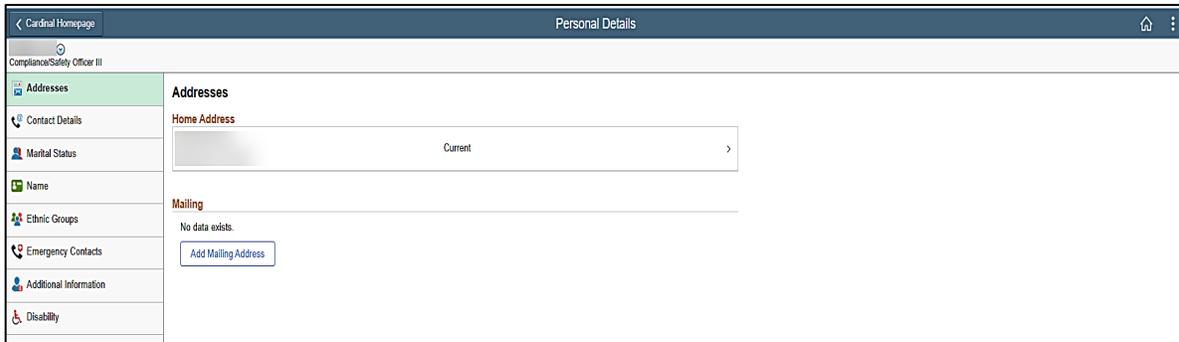
The **Cardinal Homepage** displays.



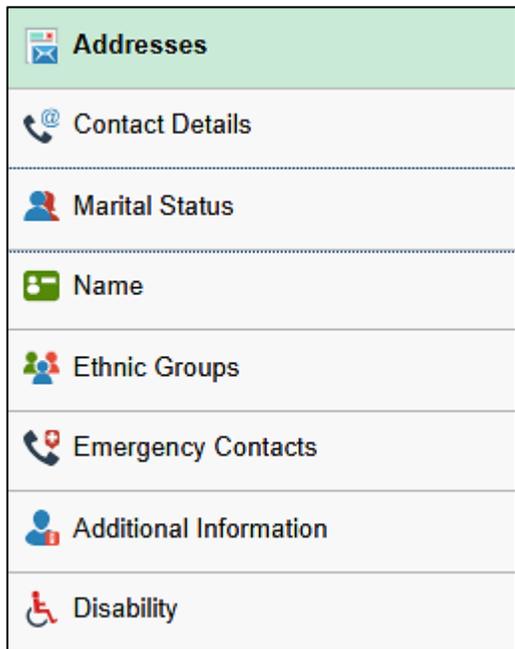
The tiles displayed on the **Cardinal Homepage** for each user will vary based upon individual preferences and security settings.

Step	Action
6.	Click the Personal Details tile. <div style="text-align: center; margin-top: 20px;">  </div>

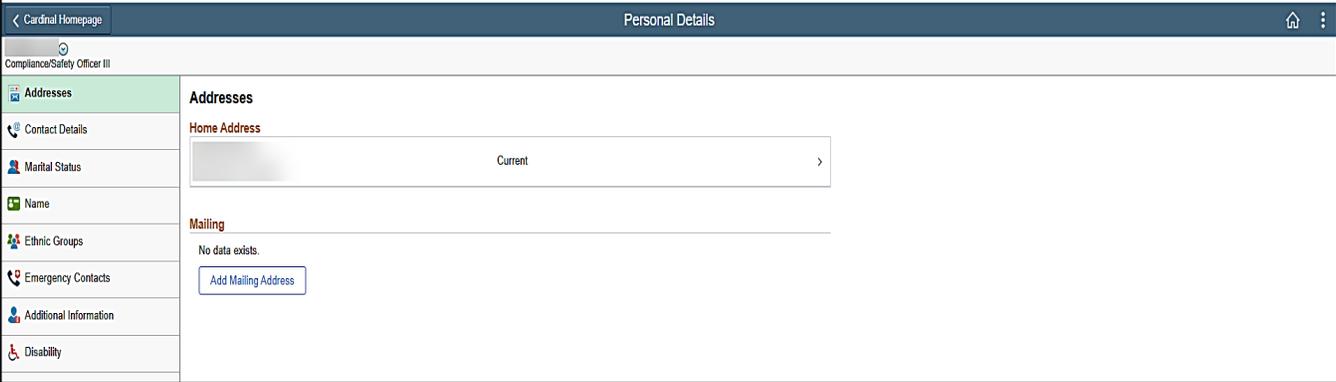
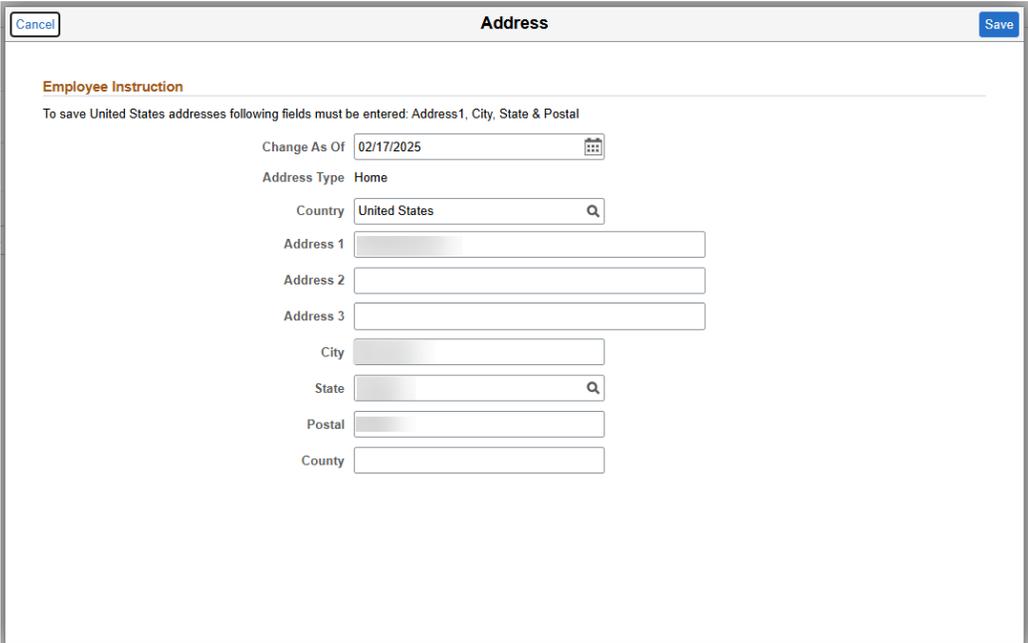
The **Personal Details** page displays with the **Addresses** tab displayed by default.



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

Step	Action
	
	<p>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).</p>
<p>1.</p>	<p>Click anywhere on the row for your current home address.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;">  </div>
	<p>The Address page displays in a pop-up window.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>

Step	Action
2.	<p>Enter or select the applicable date for this address change to take effect using the Change As Of Calendar icon.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Change As Of <input style="width: 150px;" type="text" value="02/17/2025"/>  </div>
	<p>The date defaults to the current date. 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.</p>
3.	<p>Enter the remaining address information in the applicable fields.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Cancel Address Save </div> <p style="margin-top: 10px;">Employee Instruction</p> <p style="font-size: small; margin-top: 5px;">To save United States addresses following fields must be entered: Address1, City, State & Postal</p> <div style="margin-top: 10px;"> <p>Change As Of <input style="width: 100px;" type="text" value="02/17/2025"/> </p> <p>Address Type <input type="text" value="Home"/></p> <p>Country <input style="width: 100px;" type="text" value="United States"/> </p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Address 1 <input style="width: 150px;" type="text" value="100 Nowhere Lane"/></p> <p>Address 2 <input style="width: 150px;" type="text"/></p> <p>Address 3 <input style="width: 150px;" type="text"/></p> <p>City <input style="width: 100px;" type="text" value="Richmond"/></p> <p>State <input style="width: 100px;" type="text" value="Virginia"/> </p> <p>Postal <input style="width: 100px;" type="text" value="23232"/></p> <p>County <input style="width: 100px;" type="text" value="Henrico"/></p> </div> </div> </div>
4.	<p>Click the Save button once all applicable information has been entered.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; display: inline-block;"> Save </div>

Step	Action
	<p>The Addresses tab redispays.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #2c4e64; color: white; padding: 2px 5px; display: flex; justify-content: space-between;"> < Cardinal Homepage Personal Details </div> <div style="padding: 5px;"> <p>Compliance/Safety Officer III</p> <div style="display: flex;"> <div style="border-right: 1px solid #ccc; padding-right: 5px; width: 20%;"> <ul style="list-style-type: none"> <li style="background-color: #e6f2ff; padding: 2px 5px; margin-bottom: 2px;">Addresses <li style="padding: 2px 5px; margin-bottom: 2px;">Contact Details <li style="padding: 2px 5px; margin-bottom: 2px;">Marital Status <li style="padding: 2px 5px; margin-bottom: 2px;">Name <li style="padding: 2px 5px; margin-bottom: 2px;">Ethnic Groups <li style="padding: 2px 5px; margin-bottom: 2px;">Emergency Contacts <li style="padding: 2px 5px; margin-bottom: 2px;">Additional Information <li style="padding: 2px 5px;">Disability </div> <div style="padding-left: 10px;"> <p>Addresses</p> <p>Home Address</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>100 Nowhere Lane Richmond, VA 23232 Henrico</p> <p style="text-align: right; margin: 0;">Current ></p> </div> <p>Mailing</p> <p>No data exists.</p> <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block; margin-top: 5px;">Add Mailing Address</div> </div> </div> </div> </div>
	<p>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.</p>
5.	<p>Click the Add Mailing Address button to add a mailing address.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> Add Mailing Address </div> </div>

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

Cancel
Address
Save

Employee Instruction

To save United States addresses following fields must be entered: Address1, City, State & Postal

Change As Of

Address Type

Country

Address 1

Address 2

Address 3

City

State

Postal

County

6.	<p>Enter or select the applicable date for this address change to take effect using the Change As Of Calendar icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Change As Of <input style="border: 1px solid #ccc;" type="text" value="02/17/2025"/> </div>
	<p>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.</p>

Step	Action
7.	Enter the remaining address information in the corresponding fields. <div style="border: 2px solid red; padding: 10px; margin: 10px 0;"> <p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/> <input type="button" value="Q"/></p> <p>Postal <input type="text"/></p> <p>County <input type="text"/></p> </div>
8.	Click the Save button. <div style="border: 2px solid red; padding: 5px; margin: 10px 0; display: inline-block;"> <input type="button" value="Save"/> </div>

The **Address** tab redisplay.

← Cardinal Homepage
Personal Details

Compliance/Safety Officer III

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

Addresses

Home Address

100 Nowhere Lane
Richmond, VA 23232
Henrico

Current >

Mailing Address

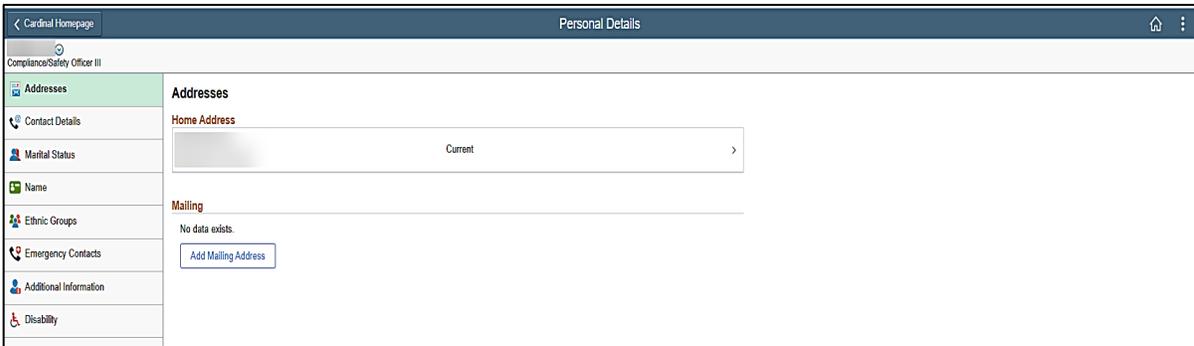
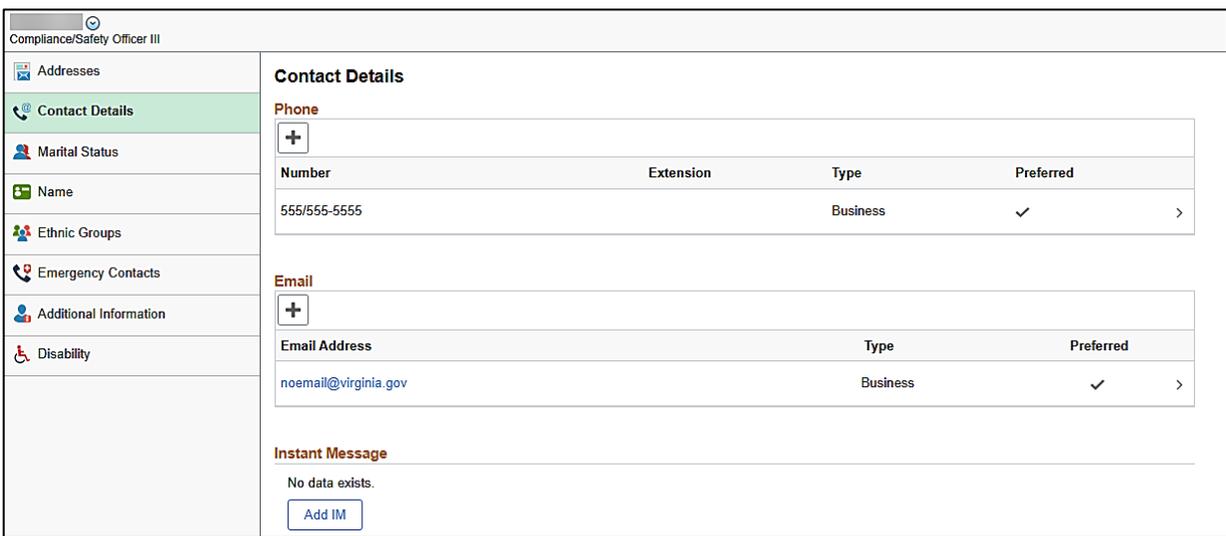
115 MAIL TO ME HERE Lane
Richmond, VA 23232
Henrico

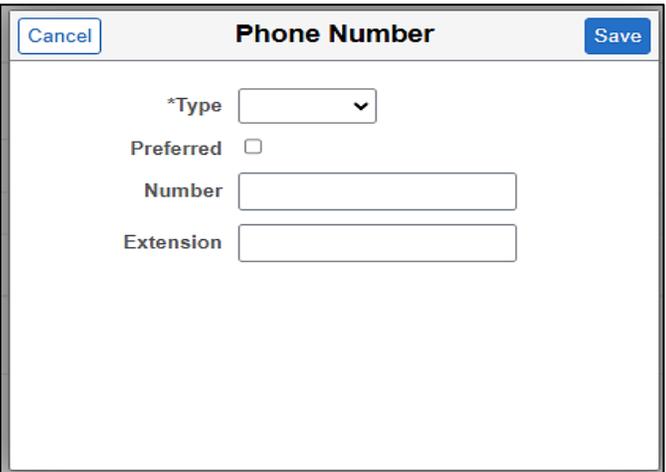
Current >



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

Step	Action
	
1.	<p>Click the Contact Details menu item.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;">  Contact Details </div>
	<p>The Contact Details tab displays.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>
	<p>Your current phone and email information display on this page and can be reviewed here if they have been defined.</p> <p>Proceed to Step 2 to enter or update your phone number information.</p> <p>Proceed to Step 7 to enter or update your email address information.</p>

Step	Action								
2.	<p>To add a new phone number, click the Add Phone icon (+).</p> 								
	<p>To update an existing phone number, click anywhere on the corresponding row.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Number</th> <th style="width: 30%;">Extension</th> <th style="width: 20%;">Type</th> <th style="width: 20%;">Preferred</th> </tr> </thead> <tbody> <tr> <td>555/555-5555</td> <td></td> <td>Business</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>	Number	Extension	Type	Preferred	555/555-5555		Business	✓
Number	Extension	Type	Preferred						
555/555-5555		Business	✓						
<p>The Phone Number page displays in a pop-up window.</p> 									
3.	<p>Select the phone type using the Type dropdown button provided.</p> 								
4.	<p>Click the Preferred checkbox option to make this the preferred phone number or leave unchecked if the number being entered is not the preferred number.</p> 								
5.	<p>Enter the applicable information in the Number and Extension fields.</p> 								

Step	Action
6.	Click the Save button. 

The **Contact Details** tab redisplay with the updated information displayed.

Compliance/Safety Officer III
⌵

- 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	✓

Instant Message

No data exists.

7.	To Add a new email address, click the Add Email Address icon (+). 
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	You cannot add or update your business email address using Employee Self-Service. Contact your agency Human Resources Administrator if your business email address is not correct.
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Step	Action
	<p>The Email Address page displays in a pop-up window.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding-bottom: 5px;"> Cancel Email Address Save </div> <div style="padding: 10px;"> <p>*Email Type <input type="text" value=""/></p> <p>Preferred No</p> <p>Email Address <input style="width: 100%;" type="text"/></p> </div> </div>
8.	<p>Select an email type of "Personal" using the dropdown button provided.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px auto; width: fit-content;"> <p>*Email Type <input style="border: 2px solid red;" type="text" value=""/></p> </div>
	<p>Personal is the only option available.</p>
9.	<p>Enter your email address in the Email Address field.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px auto; width: fit-content;"> <p>Email Address <input style="border: 2px solid red;" type="text"/></p> </div>
10.	<p>Click the Save button.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px auto; width: fit-content;"> <p><input style="border: 2px solid red;" type="button" value="Save"/></p> </div>

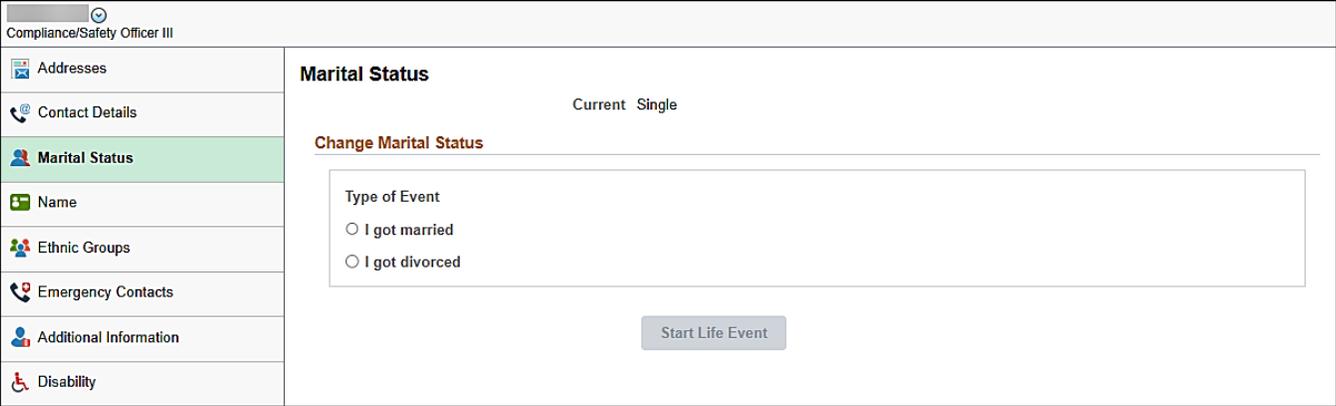


Employee Self-Service Job Aid

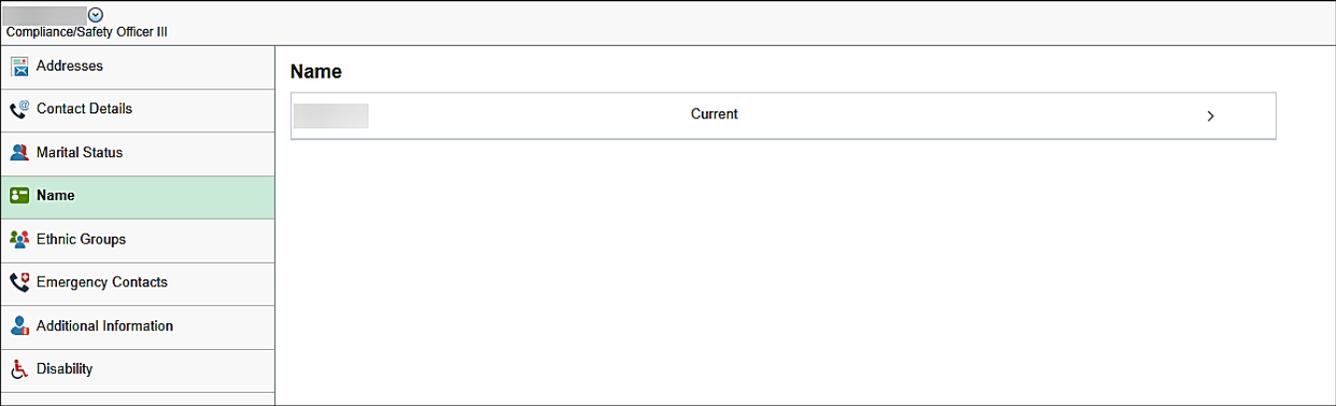
ESS_How to View and Update Personal Details

Step	Action																											
The Contact Details tab redisplay with the new email address added.																												
<div><p>Compliance/Safety Officer III</p><ul style="list-style-type: none">AddressesContact DetailsMarital StatusNameEthnic GroupsEmergency ContactsAdditional InformationDisability<div><h3>Contact Details</h3><p>Phone</p><p>+ <input type="text"/></p><table border="1"><thead><tr><th>Number</th><th>Extension</th><th>Type</th><th>Preferred</th><th></th></tr></thead><tbody><tr><td>555/555-5555</td><td></td><td>Business</td><td>✓</td><td>></td></tr><tr><td>999/999-9999</td><td></td><td>Home</td><td></td><td>></td></tr></tbody></table><p>Email</p><p>+ <input type="text"/></p><table border="1"><thead><tr><th>Email Address</th><th>Type</th><th>Preferred</th><th></th></tr></thead><tbody><tr><td>noemail@virginia.gov</td><td>Business</td><td>✓</td><td>></td></tr><tr><td>donotmail@mail.com</td><td>Personal</td><td></td><td>></td></tr></tbody></table><p>Instant Message</p><p>No data exists.</p><p><input type="button" value="Add IM"/></p></div></div>		Number	Extension	Type	Preferred		555/555-5555		Business	✓	>	999/999-9999		Home		>	Email Address	Type	Preferred		noemail@virginia.gov	Business	✓	>	donotmail@mail.com	Personal		>
Number	Extension	Type	Preferred																									
555/555-5555		Business	✓	>																								
999/999-9999		Home		>																								
Email Address	Type	Preferred																										
noemail@virginia.gov	Business	✓	>																									
donotmail@mail.com	Personal		>																									

Updating Marital Status

Step	Action
	<div style="border: 1px solid #ccc; padding: 5px;">  </div>
1.	<p>Click the Marital Status menu item.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;">  </div>
	<p>The Marital Status tab displays.</p> <div style="border: 1px solid #ccc; padding: 5px;">  </div>
	<p>A change in marital status is completed through a Life Event. See the Job Aid titled ESS_How to Create a Life Event for additional information and specific instructions. This Job Aid is located on the Cardinal website in Job Aids under Learning.</p>

Updating Your Name

Step	Action
	
1.	<p>Click the Name menu item.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;">  </div>
<p>The Name tab displays.</p>	
	
2.	<p>Click anywhere on the name row.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;">  </div>

Step	Action
<p>The Name page displays in a pop-up window.</p> <div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: 10px auto;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding-bottom: 5px;"> Cancel Name Save </div> <div style="padding: 10px;"> <p>Change As Of <input style="width: 100px;" type="text" value="02/18/2025"/> </p> <p>Name Format <input style="width: 100px;" type="text" value="English"/> ▼</p> <p>Name Prefix <input style="width: 100px;" type="text"/> ▼</p> <p>*First Name <input style="width: 100px;" type="text"/></p> <p>Middle Name <input style="width: 100px;" type="text"/></p> <p>*Last Name <input style="width: 100px;" type="text"/></p> <p>Name Suffix <input style="width: 100px;" type="text"/> ▼</p> <p>Display Name <input style="width: 100px;" type="text"/></p> <p>Formal Name <input style="width: 100px;" type="text"/></p> <p>Name <input style="width: 100px;" type="text"/></p> </div> </div>	
3.	Update the applicable fields associated with the name change.
4.	Click the Save button. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> Save </div>
<p>A Documentation Disclaimer displays in a pop-up window.</p> <div style="border: 1px solid gray; padding: 10px; width: fit-content; margin: 10px auto;"> <div style="text-align: center; border-bottom: 1px solid gray; padding-bottom: 5px;"> <p>Documentation Disclaimer</p> </div> <p style="text-align: center;">By Clicking the Ok button below, I acknowledge that I need to provide supporting documentation related to this life event to my employing agency</p> <div style="text-align: center; margin-top: 10px;"> OK </div> </div>	
5.	Click the OK button. <div style="border: 1px solid red; padding: 5px; display: inline-block; margin-top: 10px;"> OK </div>

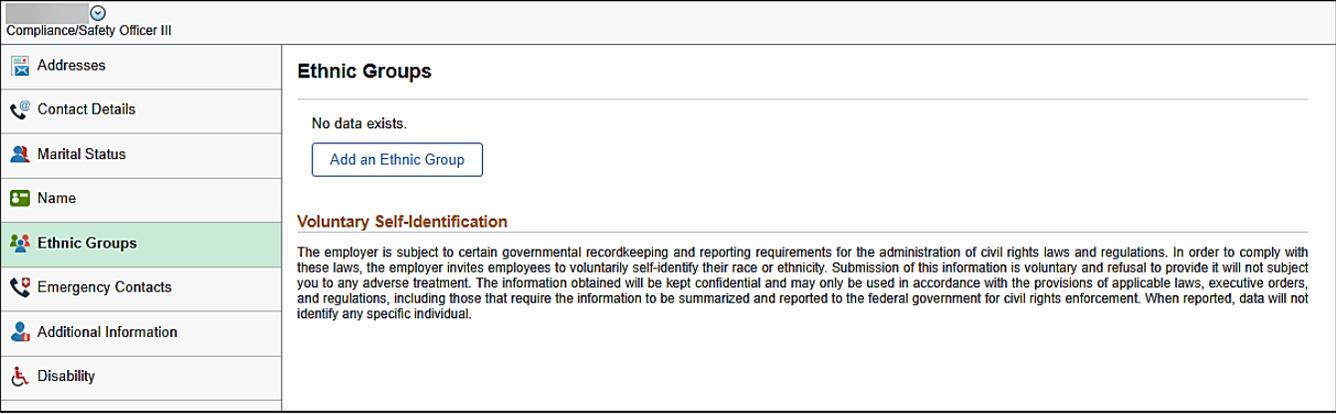


Employee Self-Service Job Aid

ESS_How to View and Update Personal Details

Step	Action									
	<p>The Name tab redisplay with the updated name displayed in a new row with a status of “Submitted for Approval”.</p> <div data-bbox="159 411 1495 823"><table border="1"><thead><tr><th colspan="3">Name</th></tr></thead><tbody><tr><td>[Redacted]</td><td>Current</td><td></td></tr><tr><td>John Doe</td><td>As of 02/18/2025</td><td>Submitted for Approval</td></tr></tbody></table></div>	Name			[Redacted]	Current		John Doe	As of 02/18/2025	Submitted for Approval
Name										
[Redacted]	Current									
John Doe	As of 02/18/2025	Submitted for Approval								
6.	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

Step	Action
	
1.	<p>Click the Ethnic Groups menu item.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;">  Ethnic Groups </div>
<p>The Ethnic Groups tab displays.</p>	
	
	<p>Any ethnic groups that you have already defined will display here. You can self-identify with multiple ethnic groups.</p>
2.	<p>Click the Add an Ethnic Group button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> Add an Ethnic Group </div>

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

Cancel

Ethnic Group

Save

*Ethnic Group

3. Click the **Ethnic Group Look Up** icon.

*Ethnic Group 🔍

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
ASINDIAN	Asian Indian
BLACK	Black/African American
BLKFOOT	Blackfoot
CAMBOD	Cambodian
CENTAMER	Central American

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

ASIAN	Asian
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Step	Action
5.	Click the Save button. 

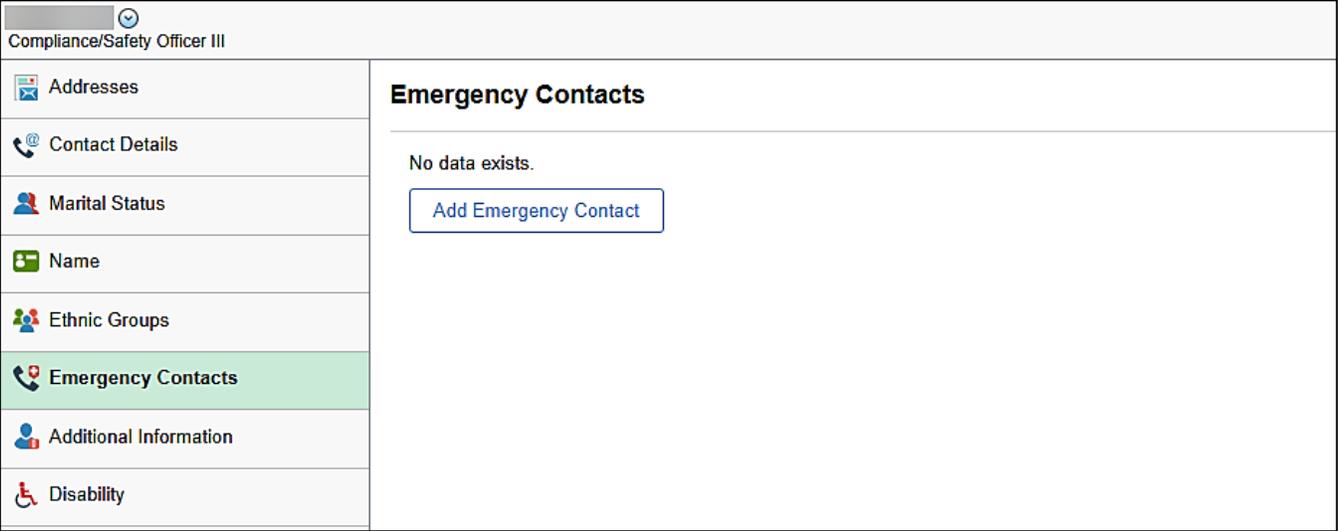
The **Ethnic Groups** tab redispays with the selected Ethic Group displayed.

Compliance/Safety Officer III

<ul style="list-style-type: none">  Addresses  Contact Details  Marital Status  Name <li style="background-color: #e0ffe0;"> Ethnic Groups  Emergency Contacts  Additional Information  Disability 	<p>Ethnic Groups</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> + </div> <div style="border: 1px solid #ccc; padding: 5px;"> Asian > </div> <p>Voluntary Self-Identification</p> <p><small>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</small></p>
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	<p>Repeat these steps to add additional Ethnic Groups as needed.</p>
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Updating Emergency Contacts

Step	Action
	
1.	<p>Click the Emergency Contacts menu item.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;">  Emergency Contacts </div>
<p>The Emergency Contacts tab displays.</p>	
	
	<p>Any emergency contacts that you have already defined will display here. You can define multiple emergency contacts.</p>
2.	<p>Click the Add Emergency Contact button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> Add Emergency Contact </div>

Step	Action
	<p>The Emergency Contact page displays in a pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Cancel Emergency Contact Save </div> <div style="padding: 10px 0 0 20px;"> <p>*Contact Name <input style="width: 150px;" type="text"/></p> <p>*Relationship <input style="width: 150px;" type="text" value="▼"/></p> <p>Preferred <input checked="" type="checkbox"/></p> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <p>Address</p> <p>No data exists.</p> <div style="border: 1px solid #ccc; display: inline-block; padding: 2px 10px; margin-top: 5px;">Add Address</div> <hr style="border: 0.5px solid #ccc; margin: 10px 0;"/> <p>Phone Numbers</p> <p>No data exists. At least one phone number is required.</p> <div style="border: 1px solid #ccc; display: inline-block; padding: 2px 10px; margin-top: 5px;">Add Phone Number</div> </div> </div>
3.	<p>Enter the applicable information in the Contact Name field.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>*Contact Name <input style="width: 150px; border: 2px solid red;" type="text"/></p> </div>
4.	<p>Select the person's relationship to you using the Relationship dropdown button provided.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>*Relationship <input style="width: 150px; border: 2px solid red;" type="text" value="▼"/></p> </div>
	<p>When defining your first emergency contact, the Preferred checkbox option is selected by default and is read-only.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Preferred <input checked="" style="border: 2px solid red;" type="checkbox"/></p> </div>

Step	Action
5.	Click the Add Address button. <div style="border: 1px solid red; padding: 5px; margin: 10px 0; text-align: center;"> Add Address </div>
<p>The Address page displays in a pop-up window.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding-bottom: 5px;"> Cancel Address Done </div> <div style="padding: 5px 0;"> <p>Same as mine <input type="checkbox"/></p> <p>Country <input style="width: 150px;" type="text" value="United States"/> Q</p> <p>Address 1 <input style="width: 150px;" type="text"/></p> <p>Address 2 <input style="width: 150px;" type="text"/></p> <p>Address 3 <input style="width: 150px;" type="text"/></p> <p>City <input style="width: 150px;" type="text"/></p> <p>State <input style="width: 150px;" type="text"/> Q</p> <p>Postal <input style="width: 150px;" type="text"/></p> <p>County <input style="width: 150px;" type="text"/></p> </div> </div>	
6.	Click the Same as mine checkbox option, as applicable, or enter the applicable information into the corresponding fields.
7.	Click the Done button. <div style="border: 1px solid red; padding: 5px; margin: 10px 0; text-align: center;"> Done </div>

Step	Action
------	--------

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

Cancel
Emergency Contact
Save

*Contact Name

*Relationship

Preferred

Address

>

Phone Numbers

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

Add Phone Number

8.	Click the Add Phone Number button. <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> Add Phone Number </div>
----	---

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

Cancel
Phone Number
Done

*Type

*Number

Extension

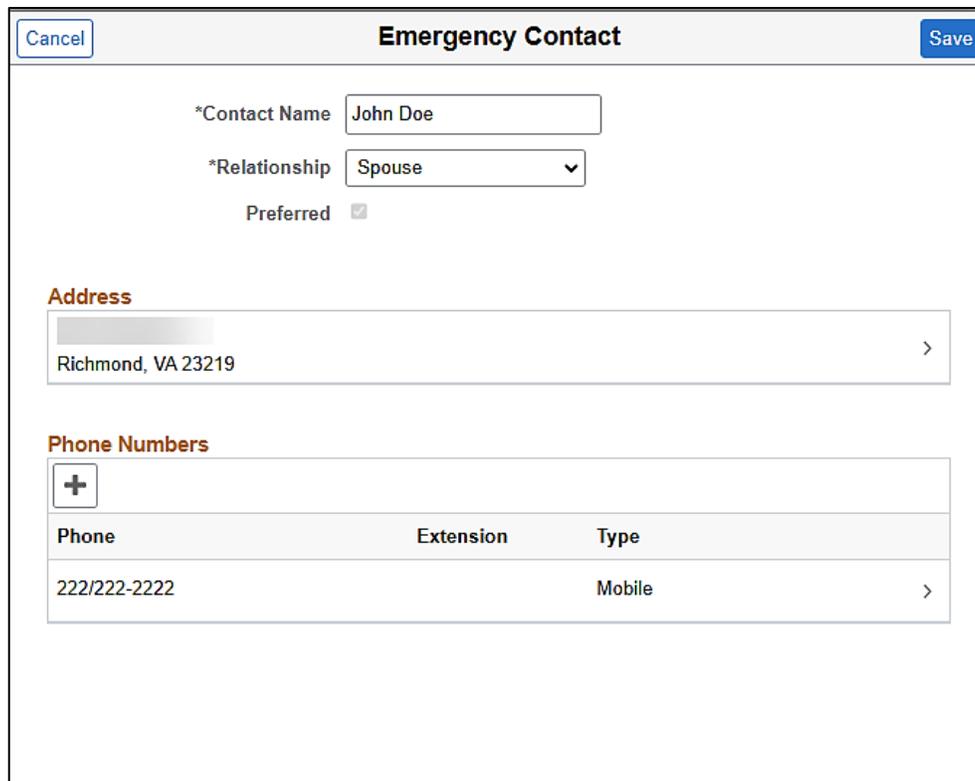


Employee Self-Service Job Aid

ESS_How to View and Update Personal Details

Step	Action
9.	Click the Same as mine checkbox option if applicable and go to Step 12. If the phone number is different go to the next Step.
10.	Click the Type dropdown menu and select the applicable phone type. 
11.	Enter the phone number in the Number field and complete the Extension field if applicable. 
12.	Click the Done button. 

The **Emergency Contact** page redisplay with the phone number information displayed.



The screenshot shows the 'Emergency Contact' form with the following details:

- Cancel** button on the top left and **Save** button on the top right.
- *Contact Name**: John Doe
- *Relationship**: Spouse (dropdown menu)
- Preferred**:
- Address**: Richmond, VA 23219
- Phone Numbers**: A table with columns Phone, Extension, and Type. The first row shows '222/222-2222' and 'Mobile'.

Step	Action
13.	Click the Save button. 

The **Emergency Contacts** tab redisplays.

Compliance/Safety Officer III

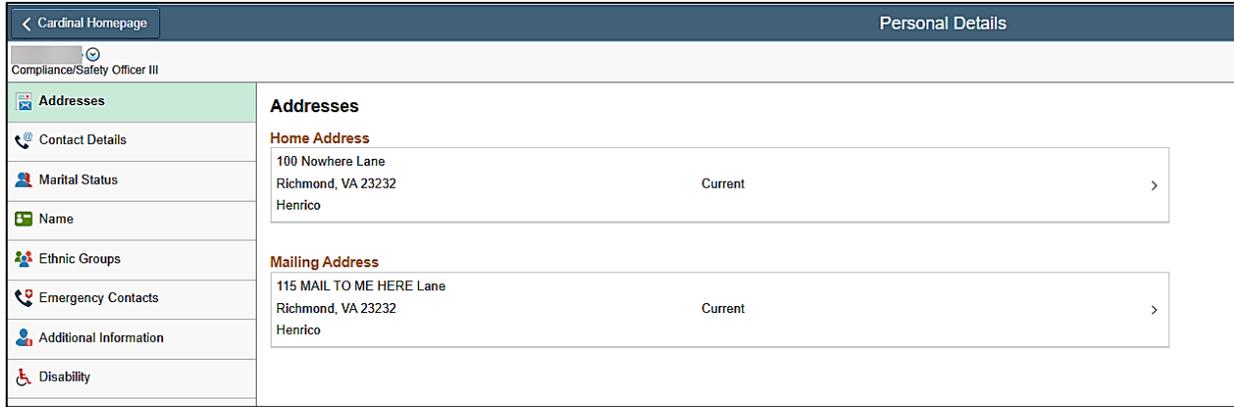
<ul style="list-style-type: none"> Addresses Contact Details Marital Status Name Ethnic Groups <li style="background-color: #e0f2f1;">Emergency Contacts Additional Information Disability 	<h4>Emergency Contacts</h4> <div style="text-align: center; margin-bottom: 10px;">+</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>John Doe</td> <td>Spouse</td> <td style="text-align: center;">✓ ></td> </tr> </tbody> </table>	Contact Name	Relationship	Preferred	John Doe	Spouse	✓ >
Contact Name	Relationship	Preferred					
John Doe	Spouse	✓ >					

14.	To update an existing emergency contact, click anywhere on the corresponding row and make the applicable updates as needed. 
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	Repeat these steps to add additional emergency contacts as needed.
---	--

Viewing and Updating Additional Information

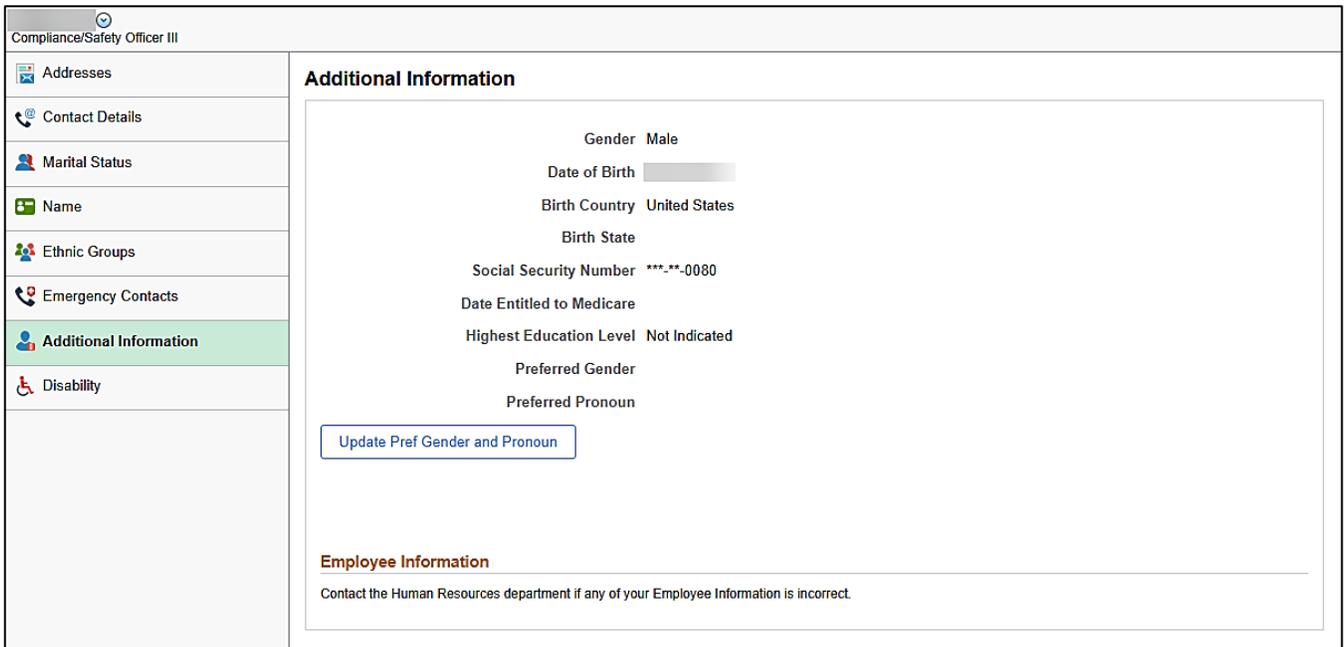
Step	Action
------	--------



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



The **Additional Information** tab displays.




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.

Step	Action
2.	Click the Update Pref Gender and Pronoun button as needed. <div style="border: 1px solid red; padding: 5px; margin: 10px 0; text-align: center;"> Update Pref Gender and Pronoun </div>
The Preferred Gender & Pronoun page displays in a pop-up window. <div style="border: 1px solid black; padding: 10px; margin: 10px 0; text-align: center;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid black; padding-bottom: 5px;"> Cancel Preferred Gender & Pronoun Save </div> <div style="margin-top: 10px;"> <p style="text-align: center;">Preferred Gender <input style="width: 100px;" type="text"/></p> <p style="text-align: center;">Preferred Pronoun <input style="width: 100px;" type="text"/></p> </div> </div>	
3.	Click the Preferred Gender dropdown button to select the preferred Gender. <div style="border: 1px solid red; padding: 5px; margin: 10px 0; text-align: center;"> Preferred Gender <input style="width: 100px;" type="text"/> </div>
4.	Click the Preferred Pronoun dropdown button to select the preferred Pronoun. <div style="border: 1px solid red; padding: 5px; margin: 10px 0; text-align: center;"> Preferred Pronoun <input style="width: 100px;" type="text"/> </div>
5.	Click the Save button. <div style="border: 1px solid red; padding: 5px; margin: 10px 0; text-align: center;"> Save </div>

Step	Action
	<p>The Additional Information tab redisplay with the applicable fields that were updated displayed.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 25%;"> <p>Compliance/Safety Officer III</p> <ul style="list-style-type: none"> Addresses Contact Details Marital Status Name Ethnic Groups Emergency Contacts <li style="background-color: #e0f2f1;">Additional Information Disability </div> <div style="width: 75%; padding-left: 20px;"> <h3 style="margin: 0;">Additional Information</h3> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Gender Male</p> <p style="text-align: center;">Date of Birth <input type="text"/></p> <p style="text-align: center;">Birth Country United States</p> <p style="text-align: center;">Birth State</p> <p style="text-align: center;">Social Security Number ***-**-0080</p> <p style="text-align: center;">Date Entitled to Medicare</p> <p style="text-align: center;">Highest Education Level Not Indicated</p> <p style="text-align: center;">Preferred Gender Male</p> <p style="text-align: center;">Preferred Pronoun He/Him</p> <p style="text-align: center; margin-top: 10px;">Update Pref Gender and Pronoun</p> </div> <p style="margin-top: 10px;">Employee Information</p> <p style="font-size: small;">Contact the Human Resources department if any of your Employee Information is incorrect.</p> </div> </div> </div>



Employee Self-Service Job Aid

ESS_How to View and Update Personal Details

Completing the Voluntary Self-Identification of Disability Form

Step	Action

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



The **Disability** tab displays.

Voluntary Self-Identification of Disability

Form CC-305
Page 1 of 1

OMB Control Number 1250-0005
Expires 04/30/2026

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do I know if I have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. Disabilities include, but are not limited to:

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please select one of the options below:

Yes, I have a disability, or have had one in the past

No, I do not have a disability and have not had one in the past

I do not want to answer

Your Name _____ Today's Date _____

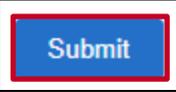
Reasonable Accommodation Notice

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

Step	Action
2.	Complete the form as applicable.
3.	Click the Submit button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
A Confirmation message displays in a pop-up window and you must confirm that you want to submit the information. <div style="border: 1px solid gray; padding: 10px; margin: 10px 0; text-align: center;"> <p>Are you sure you want to submit this information?</p> <div style="display: flex; justify-content: center; gap: 20px;"> OK Cancel </div> </div>	
4.	Click the OK button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>
A Submit was successful message appears briefly at the top of the page. <div style="border: 1px solid gray; background-color: #e0f0e0; padding: 10px; margin: 10px 0; text-align: center;"> <p>The Submit was successful. ×</p> </div>	
	The information has been submitted and no further action is required.