



Viewing and Modifying Personal Data Overview

This Job Aid walks the HR Administrator through the process to view and modify an employee’s personal data in Cardinal. Many of these transactions can also be performed by the employee using Employee Self Service (ESS) functionality. The Name Change entered by the employee via ESS is simply a request until the employee provides the appropriate documentation to the HR Administrator to approve it.

When an employee has multiple active jobs in multiple agencies in Cardinal, the personal information is shared as there is only ONE personal data record. Agencies may update existing personal data, which will impact changes across other business units. Scenarios that create issues for the employee include updates to the email address made by one agency, which affect the employee’s access to Cardinal. If the employee has multiple active jobs, please explain this potential impact to the employee so that they can inform their additional employer(s) regarding what job and email address should be primary. This is typically seen when the employee has an hourly job at ABC or VCCS (both interface their HR data from agency HR system of record) and obtains a salaried job at another agency.

Note: If the employee has an hourly job and a salaried job, the salaried job and email address will be primary. The secondary employer should be notified NOT to change the employee’s primary business email address.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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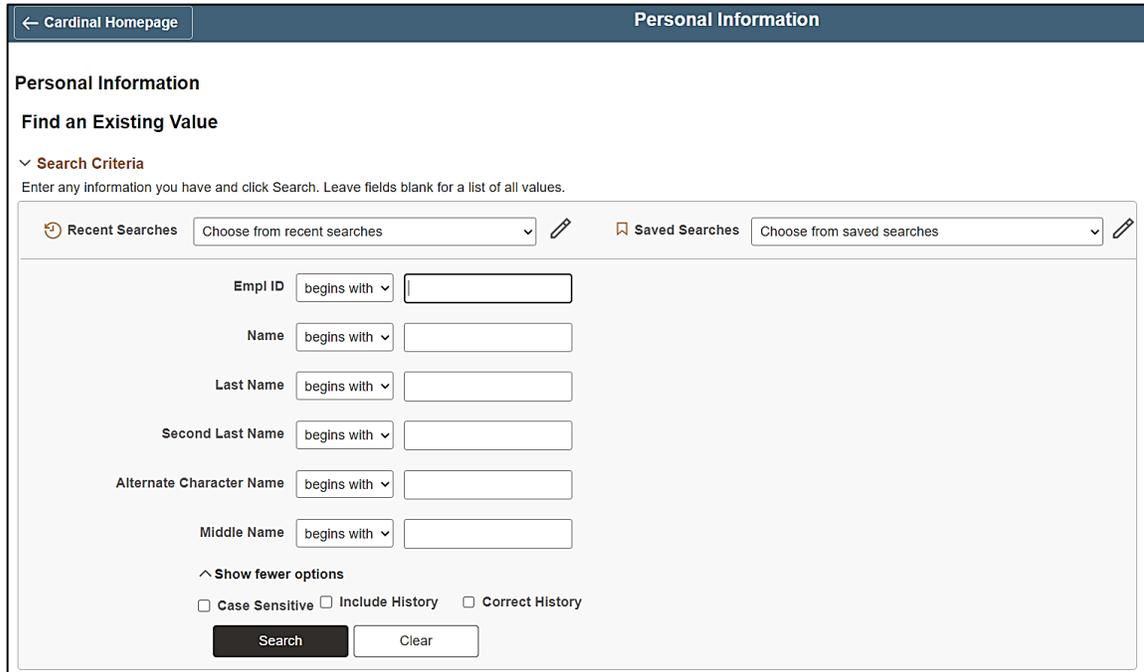
Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 ; after Step 1; Section 7 , after Step 1; Section 9 , after Step 1; Section 10 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

Navigating to the Modify a Person Page

Step	Action
1.	Navigate to the Modify a Person page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Modify a Person

The **Personal Information Find an Existing Value** page displays.

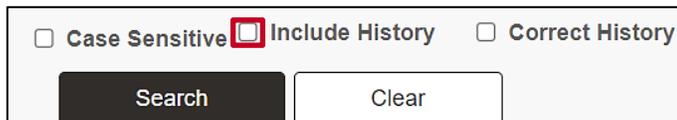



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2. Enter the employee's Employee ID in the **Empl ID** field.
Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.



3. Click the **Include History** checkbox.



Step	Action
4.	Click the Search button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History </div> <div style="margin-top: 5px;"> <input style="background-color: black; color: white; border: 1px solid black;" type="button" value="Search"/> <input style="border: 1px solid black; margin-left: 20px;" type="button" value="Clear"/> </div>

The **Modify a Person** page for the employee displays (**Biographical Details** tab).

Biographical Details

Contact Information

Regional

VA Person Info

Person ID

Name

Q

|
◀
▶
1 of 1
▼
▶
▶

View All

Effective Date
07/01/2024

+

-

Format Type
English

Display Name

View Name

Biographic Information

Date of Birth

Date of Death

Birth Country

Birth State

Birth Location

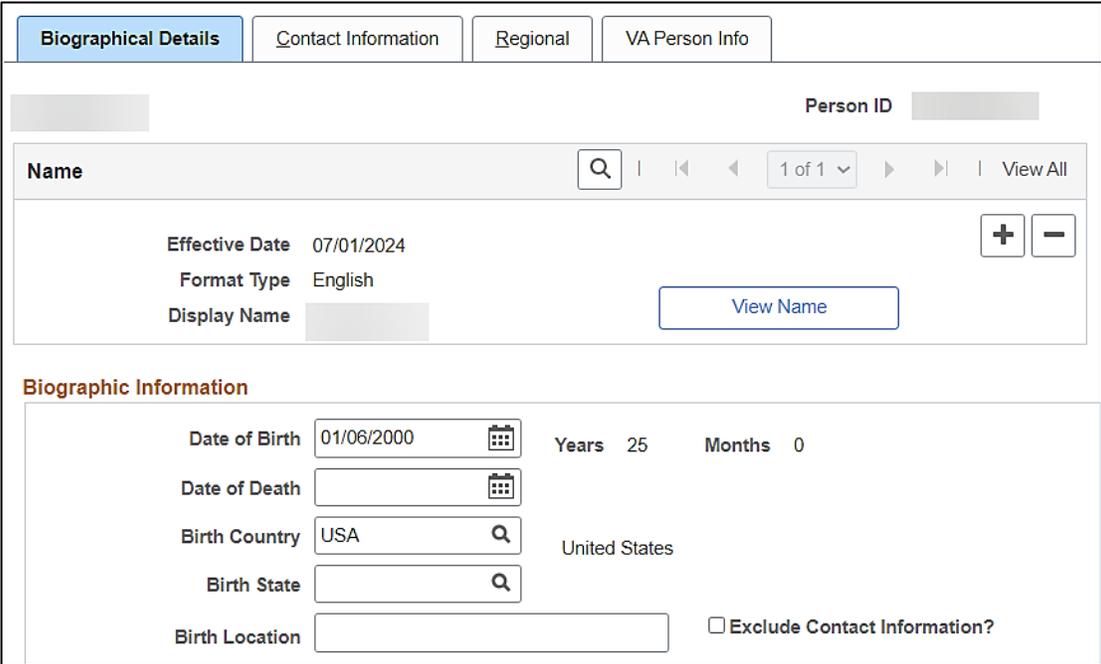
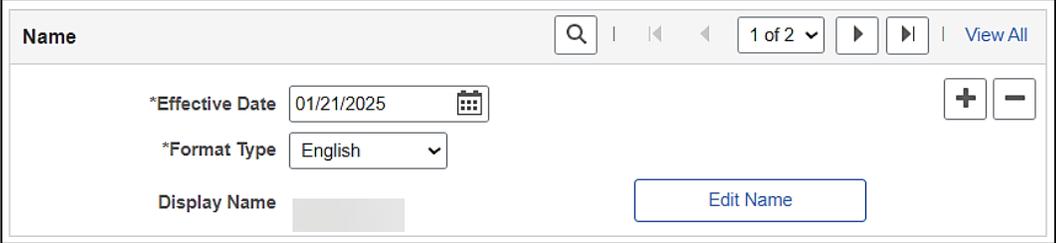
Years 25 Months 0

United States

Exclude Contact Information?

Updating Name

To update an employee's name, users must first navigate to the **Modify a Person** page by following the instructions in the previous section: [Navigating to the Modify a Person Page.](#)

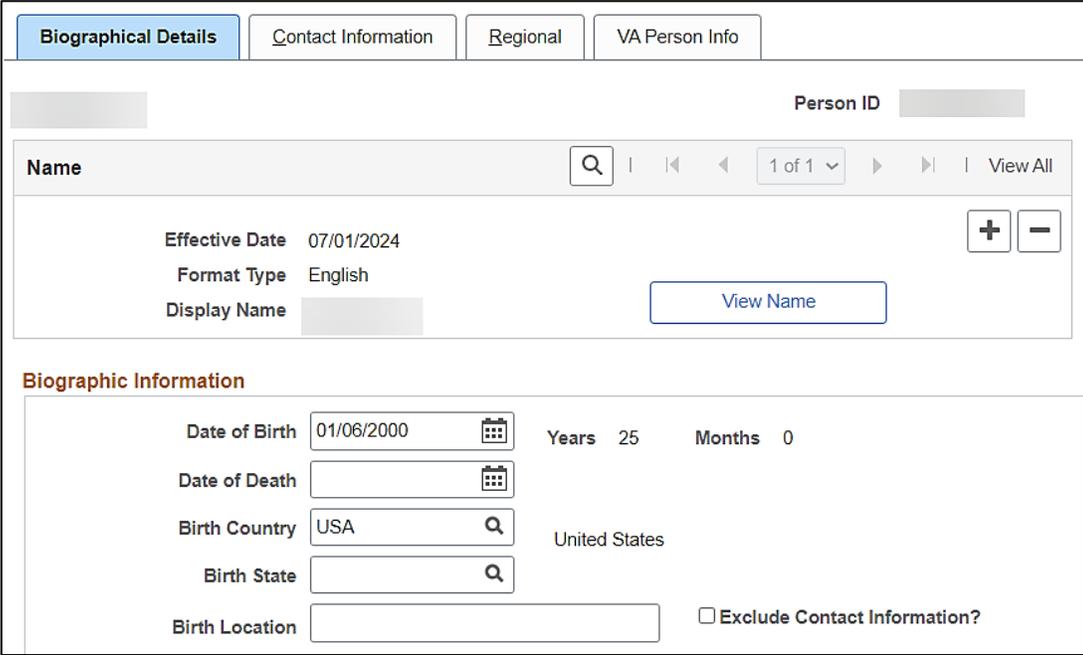
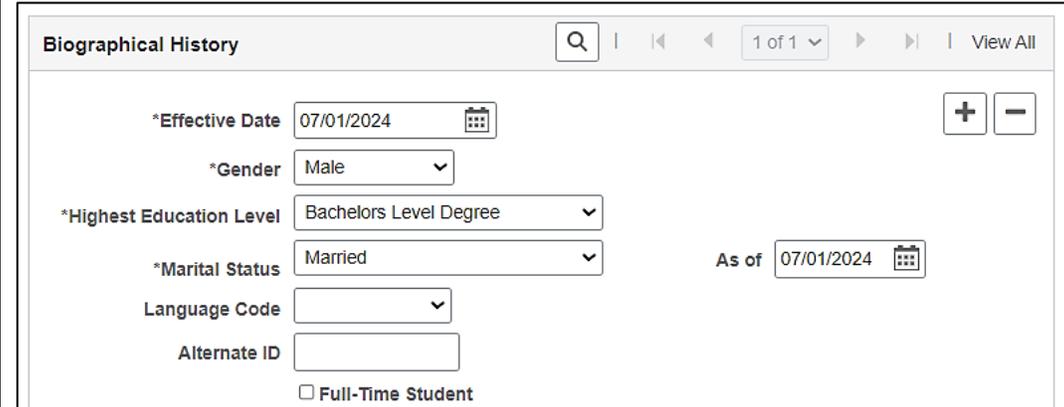
Step	Action
	<p>The Modify a Person page for the employee displays (Biographical Details tab).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
1.	<p>Click the Add a New Row (+) button in the Name section.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
	<p>The Name section displays for the employee with a new effective dated row.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
	<p>When a new row is created, the row count increases by one and the Effective Date field defaults to the current date.</p>

Step	Action
2.	<p>Update the effective date of the name change using the Effective Date Calendar icon as needed.</p> <p>Note: The effective date of the name change cannot duplicate the current effective date. This section does not use the effective sequence which allows use of the same effective date more than once.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>*Effective Date 01/16/2025 </p> </div>
3.	<p>Click the Edit Name button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; text-align: center;"> Edit Name </div>
<p>The Name page displays in a pop-up window.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: right; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Name x </div> <div style="text-align: right; padding-right: 10px;"> Help </div> <div style="padding: 10px 0 0 10px;"> <p>English Name Format</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Name Prefix <input type="text" value=""/></p> <p>*First Name <input type="text" value=""/></p> <p>Middle Name <input type="text" value=""/></p> <p>*Last Name <input type="text" value=""/></p> <p>Name Suffix <input type="text" value=""/></p> <p>Display Name <input type="text" value=""/></p> <p>Formal Name <input type="text" value=""/></p> <p>Name <input type="text" value=""/></p> </div> <div style="width: 50%; border-left: 1px solid #ccc; padding-left: 5px;"> <p style="text-align: center;">v</p> <p style="text-align: center;">v</p> </div> </div> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px; display: flex; justify-content: space-around;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh Name"/> </div> </div> </div>	
4.	<p>Make the applicable updates and then click the OK button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; text-align: center;"> OK <input type="button" value="Cancel"/> <input type="button" value="Refresh Name"/> </div>

Step	Action
	<p>The Biographical Details tab redisplay.</p> <p>Note: The updated name will appear in the Name section if the effective date has occurred. Otherwise, the current name will show until the effective date of the new name.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; border-bottom: 1px solid black; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">Biographical Details</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px; color: #ccc;">Contact Information</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px; color: #ccc;">Regional</div> <div style="border: 1px solid black; padding: 2px 5px; color: #ccc;">VA Person Info</div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 10px;"> <div style="background-color: #ccc; width: 100px; height: 15px;"></div> <div>Person ID </div> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Name <div style="font-size: 0.8em;"> 🔍 ⏪ ⏩ 1 of 2 ⏴ ⏵ View All </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>*Effective Date <input type="text" value="01/16/2025"/> 📅</p> <p>*Format Type <input type="text" value="English"/> ⌵</p> <p>Display Name </p> </div> <div style="width: 35%; text-align: right;"> <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> + - </div> <div style="border: 1px solid #ccc; padding: 2px 10px; color: #0070c0;">Edit Name</div> </div> </div> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Biographic Information</p> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 45%;"> <p>Date of Birth <input type="text" value="01/06/2000"/> 📅</p> <p>Date of Death <input type="text"/> 📅</p> <p>Birth Country <input type="text" value="USA"/> 🔍</p> <p>Birth State <input type="text"/> 🔍</p> <p>Birth Location <input type="text"/></p> </div> <div style="width: 50%;"> <p>Years 25 Months 0</p> <p>United States</p> <p><input type="checkbox"/> Exclude Contact Information?</p> </div> </div> </div> </div> </div>
	<p>The Biographic Information section contains items that are not effective dated such as the date of birth and date of death. Birth Location is not currently used in Cardinal.</p> <p>The Exclude Contact Information? field, when checked, will exclude the employee from appearing in employee data extracts. One example of when this would be checked is if an employee has a court order of protection in place.</p>
5.	<p>Once all required updates are made, click the Save button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; display: flex; justify-content: center; gap: 10px;"> <div style="border: 2px solid red; padding: 5px 15px; color: white; background-color: #0070c0;">Save</div> <div style="border: 1px solid #ccc; padding: 5px 15px; color: #0070c0;">Return to Search</div> <div style="border: 1px solid #ccc; padding: 5px 15px; color: #0070c0;">Previous in List</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #ccc; color: #0070c0;">Next in List</div> <div style="border: 1px solid #ccc; padding: 5px 15px; color: #0070c0;">Notify</div> <div style="border: 1px solid #ccc; padding: 5px 15px; color: #0070c0;">Refresh</div> </div>

Updating Biographical History Information – Gender, Highest Education Level, or Marital Status

To update an employee’s Biographical History, users must first navigate to the **Modify a Person** page by following the instructions in the section: [Navigating to the Modify a Person Page.](#)

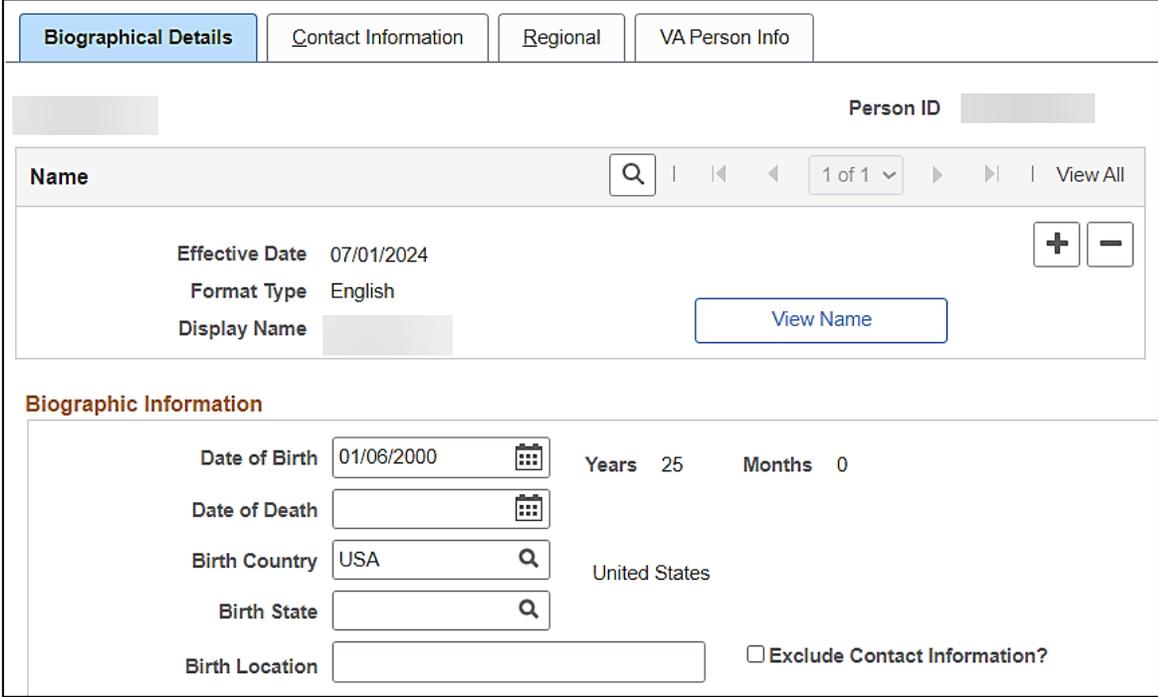
Step	Action
	<p>The Modify a Person page for the employee displays (Biographical Details tab).</p> 
1.	<p>Scroll down to the Biographical History section.</p> 

Step	Action
2.	<p>If changes need to be made to the employee's Gender, Highest Education Level, or Marital Status, click the Add a New Row icon in order to make an effective dated change.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> + - </div>
3.	<p>Once all required updates are made, click the Save button.</p> <div style="border: 1px solid black; padding: 5px; display: flex; gap: 10px;"> <div style="border: 1px solid red; background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Save</div> <div style="border: 1px solid gray; padding: 5px 15px; border-radius: 3px;">Return to Search</div> <div style="border: 1px solid gray; padding: 5px 15px; border-radius: 3px;">Previous in List</div> <div style="background-color: #cccccc; padding: 5px 15px; border-radius: 3px;">Next in List</div> <div style="border: 1px solid gray; padding: 5px 15px; border-radius: 3px;">Notify</div> <div style="border: 1px solid gray; padding: 5px 15px; border-radius: 3px;">Refresh</div> </div>



Updating Contact Information – Address, Phone, or Email Address

To update an employee’s Contact Information, users must first navigate to the **Modify a Person** page by following the instructions in the section: [Navigating to the Modify a Person Page.](#)

Step	Action
	<p>The Modify a Person page for the employee displays (Biographical Details tab).</p>  <p>The screenshot shows the 'Modify a Person' page with the 'Biographical Details' tab selected. The page includes a search bar, tabs for 'Biographical Details', 'Contact Information', 'Regional', and 'VA Person Info', and a list of biographic information with fields for Date of Birth, Date of Death, Birth Country, Birth State, and Birth Location.</p>
1.	<p>Click the Contact Information tab.</p>  <p>The screenshot shows the 'Modify a Person' page with the 'Contact Information' tab highlighted in red.</p>

Step	Action																		
	<p>The Contact Information tab displays.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; border-bottom: 1px solid black; margin-bottom: 5px;"> Biographical Details Contact Information Regional VA Person Info </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Empl ID </div> <p>Current Addresses</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> 🗕 🔍 1-1 of 1 View All </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 15%;">Address Type</th> <th style="width: 15%;">As Of Date</th> <th style="width: 10%;">Status</th> <th style="width: 40%;">Address</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>07/01/2024</td> <td>A</td> <td>100 W Main St Richmond, VA 23219</td> <td style="text-align: right;"> View Address Detail + - </td> </tr> </tbody> </table> <p>Phone Information</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> 🗕 🔍 1-1 of 1 View All </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 25%;">*Phone Type</th> <th style="width: 25%;">Telephone</th> <th style="width: 15%;">Extension</th> <th style="width: 35%;">Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>555/555-5555</td> <td></td> <td style="text-align: right;"> <input checked="" type="checkbox"/> + - </td> </tr> </tbody> </table> </div>	Address Type	As Of Date	Status	Address		Home	07/01/2024	A	100 W Main St Richmond, VA 23219	View Address Detail + -	*Phone Type	Telephone	Extension	Preferred	Business	555/555-5555		<input checked="" type="checkbox"/> + -
Address Type	As Of Date	Status	Address																
Home	07/01/2024	A	100 W Main St Richmond, VA 23219	View Address Detail + -															
*Phone Type	Telephone	Extension	Preferred																
Business	555/555-5555		<input checked="" type="checkbox"/> + -																
2.	<p>Click the View Address Detail link to update the employee's address.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Current Addresses</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> 🗕 🔍 1-1 of 1 View All </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 15%;">Address Type</th> <th style="width: 15%;">As Of Date</th> <th style="width: 10%;">Status</th> <th style="width: 40%;">Address</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>07/01/2024</td> <td>A</td> <td>100 W Main St Richmond, VA 23219</td> <td style="text-align: right;"> View Address Detail + - </td> </tr> </tbody> </table> </div>	Address Type	As Of Date	Status	Address		Home	07/01/2024	A	100 W Main St Richmond, VA 23219	View Address Detail + -								
Address Type	As Of Date	Status	Address																
Home	07/01/2024	A	100 W Main St Richmond, VA 23219	View Address Detail + -															
	<p>The Address History page displays.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Address History</p> <p style="margin-left: 20px;">Address Type Home</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 5px;"> 🔍 1 of 1 </div> <table style="width: 100%; margin-bottom: 5px;"> <tr> <td style="width: 30%;">Effective Date</td> <td style="border: 1px solid black; padding: 2px 5px;">07/01/2024</td> <td style="width: 30%;">Address</td> <td style="border: 1px solid black; padding: 2px 5px;">100 W Main St Richmond, VA 23219</td> <td style="width: 10%;"></td> </tr> <tr> <td>Country</td> <td style="border: 1px solid black; padding: 2px 5px;">USA</td> <td></td> <td></td> <td style="text-align: right;"> + - </td> </tr> <tr> <td>Status</td> <td style="border: 1px solid black; padding: 2px 5px;">A</td> <td></td> <td></td> <td></td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> OK Cancel Refresh </div> </div>	Effective Date	07/01/2024	Address	100 W Main St Richmond, VA 23219		Country	USA			+ -	Status	A						
Effective Date	07/01/2024	Address	100 W Main St Richmond, VA 23219																
Country	USA			+ -															
Status	A																		
3.	<p>Click the Add a New Row icon.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; align-items: center; justify-content: center;"> + - </div> </div>																		

Step	Action
	<p>The Address History page refreshes with the new effective dated row displayed.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Address History</p> <p style="text-align: right;">Address Type Home</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="text-align: right;">Address History 1 of 2</p> <p>*Effective Date <input type="text" value="01/21/2025"/> <input type="button" value="📅"/> Address <input type="text" value="100 W Main St"/> Richmond, VA 23219 <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Country <input type="text" value="USA"/> <input type="button" value="🔍"/></p> <p>*Status <input type="text" value="A"/> <input type="button" value="🔍"/></p> <p style="text-align: center;">Add Address</p> </div> <hr/> <p>Effective Date <input type="text" value="07/01/2024"/> Address <input type="text" value="100 W Main St"/> Richmond, VA 23219 <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Country <input type="text" value="USA"/></p> <p>Status <input type="text" value="A"/></p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p> </div>

Step	Action
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The **Edit Address** page displays.

Edit Address

Country

Address 1

Address 2

Address 3

City State Virginia

Postal

County

6. The **Address** fields default with the employee's current address information. Update the address information as needed and then click the **OK** button.

The **Address History** page redispays with the updated address information.

Address History

Address Type

Address History | << < 1 of 2 > >>

*Effective Date

Country

*Status

[Add Address](#)

Address

Address 123 Pine St
Richmond, VA 23219

Effective Date

Country

Status

Address

Address 100 W Main St
Richmond, VA 23219



Step	Action
7.	Click the OK button.

The **Contact Information** page refreshes with the updated address information displayed.

Biographical Details | **Contact Information** | Regional | VA Person Info

Empl ID [REDACTED]

Current Addresses

Address Type	As Of Date	Status	Address		
Home	01/21/2025	A	123 Pine St Richmond, VA 23219	View Address Detail	+ -

Phone Information

*Phone Type	Telephone	Extension	Preferred		
Business	555/555-5555		<input checked="" type="checkbox"/>	+ -	

Email Option Selection

Agency Provided Email Pending Agency Provided Email Employee Provided Email

1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, except:
2. When no email address is available, select applicable email option and **ALWAYS** use noemail@virginia.gov

Email Addresses

*Email Type	*Email Address	Preferred		
Business	veggie.soup@doa.virginia.gov	<input checked="" type="checkbox"/>	+ -	

8.	To update a phone number for the employee, simply highlight the existing value and update the phone number (no new effective dated row is needed).
----	--

Step	Action																		
9.	<p>To add a new additional phone number, click the Add a New Row icon within the Phone Information section.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Phone Information</p> <p>⌵ 🔍 1-1 of 1 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">*Phone Type</th> <th style="width: 25%;">Telephone</th> <th style="width: 15%;">Extension</th> <th style="width: 15%;">Preferred</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Business ▼</td> <td>555/555-5555</td> <td></td> <td><input checked="" type="checkbox"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div>	*Phone Type	Telephone	Extension	Preferred			Business ▼	555/555-5555		<input checked="" type="checkbox"/>	+	-						
*Phone Type	Telephone	Extension	Preferred																
Business ▼	555/555-5555		<input checked="" type="checkbox"/>	+	-														
10.	<p>Enter the new additional phone number information in the new row.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Phone Information</p> <p>⌵ 🔍 1-2 of 2 View All</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">*Phone Type</th> <th style="width: 25%;">Telephone</th> <th style="width: 15%;">Extension</th> <th style="width: 15%;">Preferred</th> <th style="width: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Business ▼</td> <td>555/555-5555</td> <td></td> <td><input checked="" type="checkbox"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr style="border: 2px solid red;"> <td>Mobile ▼</td> <td>555/555-5555</td> <td></td> <td><input type="checkbox"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div>	*Phone Type	Telephone	Extension	Preferred			Business ▼	555/555-5555		<input checked="" type="checkbox"/>	+	-	Mobile ▼	555/555-5555		<input type="checkbox"/>	+	-
*Phone Type	Telephone	Extension	Preferred																
Business ▼	555/555-5555		<input checked="" type="checkbox"/>	+	-														
Mobile ▼	555/555-5555		<input type="checkbox"/>	+	-														

11. To update an email address for the employee, complete these sections based on the following guidelines:

- a. If the employee has been issued a business email:
 - i. Click the **Agency Provided Email** radio button option
 - ii. Click the **Email Type** dropdown button and select “Business”
 - iii. Enter the email address in the **Email Address** field
 - iv. Select the **Preferred** checkbox option

Note: Notify the employee of their email and provide information to register for Cardinal Employee Self-Service using this email.

Email Option Selection

Agency Provided Email
 Pending Agency Provided Email
 Employee Provided Email

1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, **except:**
 2. When no email address is available, select applicable email option and **ALWAYS** use noemail@virginia.gov

Email Addresses

*Email Type	*Email Address	Preferred		
Business	veggie.soup@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-

- b. If the employee’s business email has been requested, but not yet assigned:
 - i. Click the **Pending Agency Provided Email** radio button option
 - ii. Click the **Email Type** dropdown button and select “Business”
 - iii. Enter “Noemail@virginia.gov” in the **Email Address** field
 - iv. Select the **Preferred** checkbox option

Email Option Selection

Agency Provided Email
 Pending Agency Provided Email
 Employee Provided Email

1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, **except:**
 2. When no email address is available, select applicable email option and **ALWAYS** use noemail@virginia.gov

Email Addresses

*Email Type	*Email Address	Preferred		
Business	noemail@virginia.gov	<input checked="" type="checkbox"/>	+	-

Note: The **Missing Email** query is helpful to find employees who still have the placeholder email address of noemail@virginia.gov in the Agency.

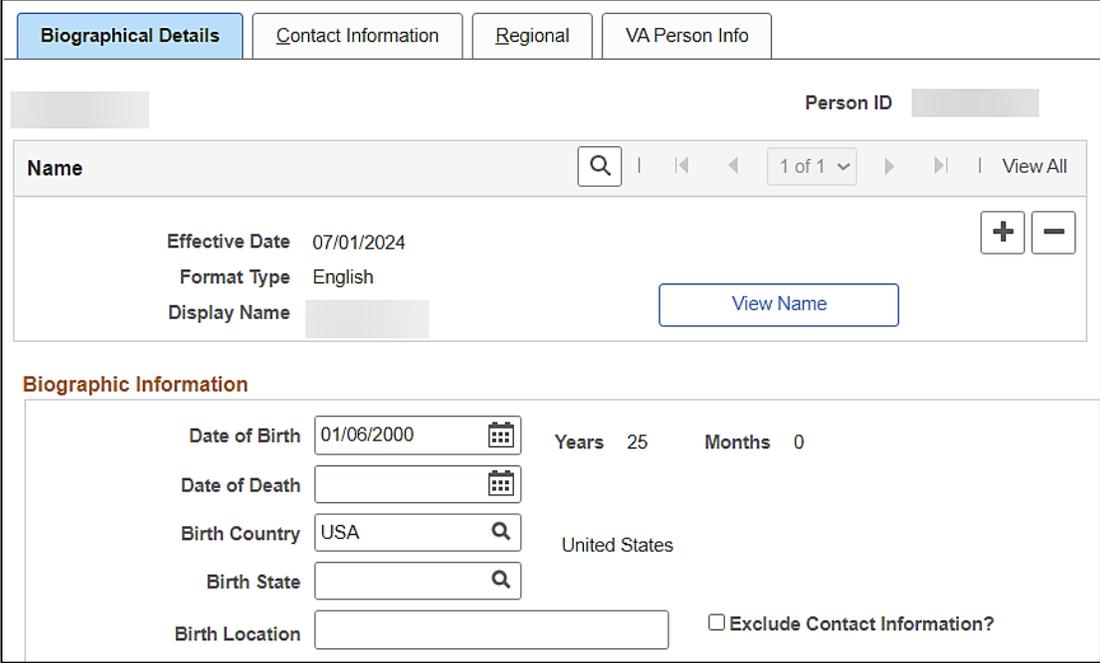
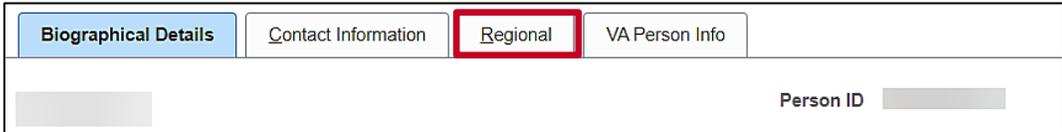
Once the employee’s business email is obtained, replace this email address with their new email address. Notify the employee of their email address and provide information to register for Cardinal Employee Self-Service using this email.

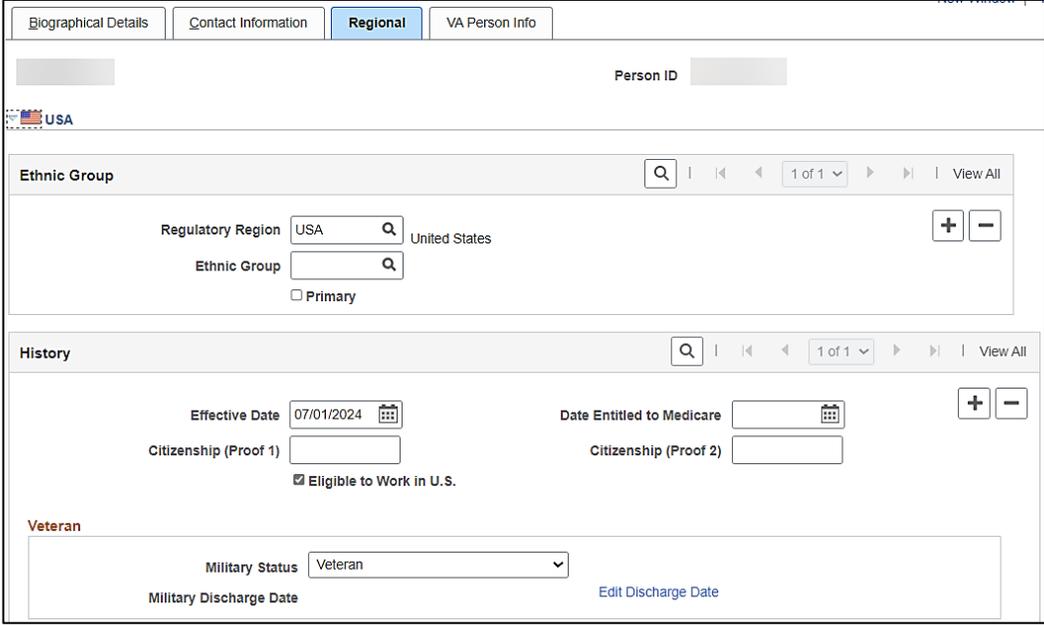
If this is not updated, the employee will not be able to register for access to the Cardinal Employee Self-Services features.

Step	Action															
	<p>c. If the employee will not be provided with a business email:</p> <ol style="list-style-type: none"> i. Click the Employee Provided Email radio button option ii. Click the Email Type dropdown button and select “Personal” iii. Enter the email address in the Email Address field iv. Select the Preferred checkbox option <p>Note: The email entered must be provided to the employee as they will need it to register and access the Cardinal Employee Self-Services features.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Email Option Selection</p> <p> <input type="radio"/> Agency Provided Email <input type="radio"/> Pending Agency Provided Email <input checked="" type="radio"/> Employee Provided Email </p> <p> <small>1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, except: 2. When no email address is available, select applicable email option and ALWAYS use noemail@virginia.gov</small> </p> <p>Email Addresses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">*Email Type</th> <th style="width: 40%;">*Email Address</th> <th style="width: 15%;">Preferred</th> <th style="width: 10%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>Personal</td> <td>veggiesoup@zeemail.com</td> <td><input checked="" type="checkbox"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div>	*Email Type	*Email Address	Preferred			Personal	veggiesoup@zeemail.com	<input checked="" type="checkbox"/>	+	-					
*Email Type	*Email Address	Preferred														
Personal	veggiesoup@zeemail.com	<input checked="" type="checkbox"/>	+	-												
12.	<p>To add a new email address, click the Add a New Row icon within the Email Address section.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Email Addresses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">*Email Type</th> <th style="width: 40%;">*Email Address</th> <th style="width: 15%;">Preferred</th> <th style="width: 10%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>veggie.soupl@doa.virginia.gov</td> <td><input checked="" type="checkbox"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div>	*Email Type	*Email Address	Preferred			Business	veggie.soupl@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-					
*Email Type	*Email Address	Preferred														
Business	veggie.soupl@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-												
13.	<p>Select the Email Type and enter the new email address information in the Email Address field.</p> <p>Note: More than one type of email address can be entered (i.e., personal and business). However, the Preferred checkbox must be selected for one email address. The “Business” email should be selected as “Preferred”.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Email Addresses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">*Email Type</th> <th style="width: 40%;">*Email Address</th> <th style="width: 15%;">Preferred</th> <th style="width: 10%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>veggie.soupl@doa.virginia.gov</td> <td><input checked="" type="checkbox"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Personal</td> <td>veggiesoup@zeemail.com</td> <td><input type="checkbox"/></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> </div>	*Email Type	*Email Address	Preferred			Business	veggie.soupl@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-	Personal	veggiesoup@zeemail.com	<input type="checkbox"/>	+	-
*Email Type	*Email Address	Preferred														
Business	veggie.soupl@doa.virginia.gov	<input checked="" type="checkbox"/>	+	-												
Personal	veggiesoup@zeemail.com	<input type="checkbox"/>	+	-												
14.	<p>Once all required updates are made, click the Save button.</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #007bff; color: white;">Save</div> <div style="border: 1px solid #ccc; padding: 5px 15px;">Return to Search</div> <div style="border: 1px solid #ccc; padding: 5px 15px;">Previous in List</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #d3d3d3;">Next in List</div> <div style="border: 1px solid #ccc; padding: 5px 15px;">Notify</div> <div style="border: 1px solid #ccc; padding: 5px 15px;">Refresh</div> </div>															

Updating Ethnic Group and Military Status

To update an employee's ethnic group or military status, users must first navigate to the **Modify a Person** page by following the instructions in the section: [Navigating to the Modify a Person Page.](#)

Step	Action
	<p>The Modify a Person page for the employee displays (Biographical Details tab).</p> 
1.	<p>Click the Regional tab.</p> 

Step	Action
	<p>The Regional tab displays.</p> 
2.	<p>To update the ethnicity for the employee, click the Ethnic Group Look Up icon and select the employee's ethnic group.</p> 
	<p>Multiple Ethnic Groups can be selected using the Add a New Row icon. These rows are not effective dated.</p> 
3.	<p>Updates to military status require a new effective dated row. To update the employee's military status after their hire action is completed, click the Add a New Row icon within the History section.</p> 
	<p>When a new row is created, the row count increases by one and the Effective Date field defaults to the current date.</p>

Step	Action
4.	<p>Update the effective date of the military status change using the Effective Date Calendar icon.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>*Effective Date 01/16/2025 </p> </div>
5.	<p>Select the updated military status using the Military Status dropdown button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Veteran</p> <p>Military Status Veteran </p> <p>Military Discharge Date Edit Discharge Date</p> </div>
6.	<p>Click the Save button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p> Save Return to Search Previous in List Next in List Notify Refresh </p> </div>



Updating VA Person Information

To update an employee's VA Person Information, users must first navigate to the **Modify a Person** page by following the instructions in the section: [Navigating to the Modify a Person Page.](#)

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

The **Modify a Person** page for the employee displays (**Biographical Details** tab).

1. Click the **VA Person Info** tab.

The **VA Person Info** tab displays.

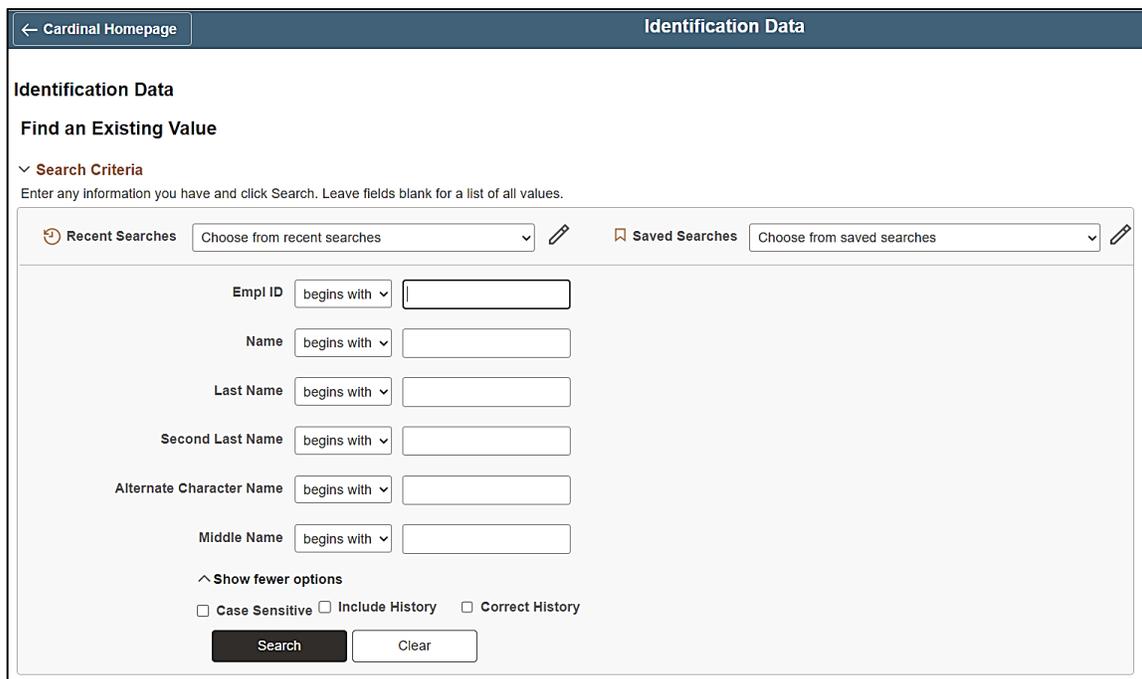
Step	Action
2.	<p>If applicable, enter the name of the person who has legal Power of Attorney for the employee in the Power of Attorney field.</p> <p>Note: The Power of Attorney is very useful in the unfortunate event of a death in service. This person needs to be contacted for decisions regarding payout of leave and/or death certificate request.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Power Of Attorney <input style="border: 2px solid red;" type="text"/></p> <p>Preferred Pronoun <input type="text" value="v"/></p> </div> <div style="width: 45%;"> <p>Linked Participant EmpID <input type="text"/></p> <p>Preferred Gender <input type="text" value="v"/></p> </div> </div> </div>
3.	<p>If the employee is linked to another employee of the Commonwealth of Virginia, enter that employee ID in the Linked Participant EmpID field.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Power Of Attorney <input type="text"/></p> <p>Preferred Pronoun <input type="text" value="v"/></p> </div> <div style="width: 45%;"> <p>Linked Participant EmpID <input style="border: 2px solid red;" type="text"/></p> <p>Preferred Gender <input type="text" value="v"/></p> </div> </div> </div>
4.	<p>Select the preferred pronoun provided by the employee using the Preferred Pronoun dropdown button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Power Of Attorney <input type="text"/></p> <p>Preferred Pronoun <input style="border: 2px solid red;" type="text" value="v"/></p> </div> <div style="width: 45%;"> <p>Linked Participant EmpID <input type="text"/></p> <p>Preferred Gender <input type="text" value="v"/></p> </div> </div> </div>
5.	<p>Select the preferred gender provided by the employee using the Preferred Gender dropdown button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Power Of Attorney <input type="text"/></p> <p>Preferred Pronoun <input type="text" value="v"/></p> </div> <div style="width: 45%;"> <p>Linked Participant EmpID <input type="text"/></p> <p>Preferred Gender <input style="border: 2px solid red;" type="text" value="v"/></p> </div> </div> </div>
	<p>The preferred pronoun and preferred gender can be entered or updated via Employee Self-Service by the employee.</p>
6.	<p>Click the Save button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: #007bff; color: white; font-weight: bold;">Save</div> <div style="border: 1px solid #007bff; padding: 2px 10px; color: #007bff;">Return to Search</div> <div style="border: 1px solid #007bff; padding: 2px 10px; color: #007bff;">Notify</div> <div style="border: 1px solid #007bff; padding: 2px 10px; color: #007bff;">Refresh</div> </div> </div>
	<p>This page is not effective dated. There is not a field for effective date or a way to insert a row. The user will simply make the change to the necessary field and save the record.</p>

Updating Citizenship Status

When updating the citizenship status, there is no need to add a row on this page. Override the current values with new values. History is not being maintained for this information in Cardinal.

Step	Action
1.	Navigate to the Identification Data page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Citizenship > Identification Data

The **Identification Data Find an Existing Value** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.

Enter the employee's Employee ID in the **Empl ID** field.

Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.



Step	Action
3.	<p>Click the Include History checkbox.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History </div> <div style="margin: 5px 0;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> </div>
4.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History </div> <div style="margin: 5px 0;"> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> </div>
<p>The Identification Data page for the employee displays (Citizen/Passport tab).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Citizenship/Passport </div> <div style="padding: 5px 0;"> <div style="text-align: right; margin-bottom: 5px;">Person ID </div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Citizenship/Passport ? Q ◀ ▶ 1 of 1 ▶ </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> *Country <input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="USA"/> United States </div> <div style="text-align: right;"> <input type="button" value="Go To Row"/> <input type="button" value="+"/> <input type="button" value="-"/> </div> </div> <div style="margin-top: 5px;"> Citizenship Status <input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Native"/> </div> </div> </div> </div> </div>	
5.	<p>Verify that the Country field is populated with “USA”. This field must always be “USA”, as this field references the country of employment.</p> <p>Note: If the Country field does not display “USA”, update as appropriate.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> *Country <input style="border: 2px solid red; border-radius: 3px; padding: 2px 5px;" type="text" value="USA"/> United States </div> <div style="text-align: right;"> <input type="button" value="Go To Row"/> <input type="button" value="+"/> <input type="button" value="-"/> </div> </div> <div style="margin-top: 5px;"> Citizenship Status <input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Native"/> </div> </div>
6.	<p>Click the Citizenship Status dropdown button and select the new status.</p> <p>Note: The option for a US Citizen is “Native”. If the citizenship status is unknown at the time of hire, select “Not Indicated”. Do not leave this field blank. Reference the Citizenship Status Values section of this Job Aid for more guidance.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> *Country <input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="USA"/> United States </div> <div style="text-align: right;"> <input type="button" value="Go To Row"/> <input type="button" value="+"/> <input type="button" value="-"/> </div> </div> <div style="margin-top: 5px;"> Citizenship Status <input style="border: 2px solid red; border-radius: 3px; padding: 2px 5px;" type="text" value="Native"/> </div> </div>

Step	Action
7.	<p>Click the Save button.</p> <div data-bbox="292 378 880 474" style="border: 1px solid black; padding: 5px;">A screenshot of a user interface showing three buttons: 'Save' (highlighted with a red border), 'Return to Search', and 'Notify'.</div>

Citizenship Status Values

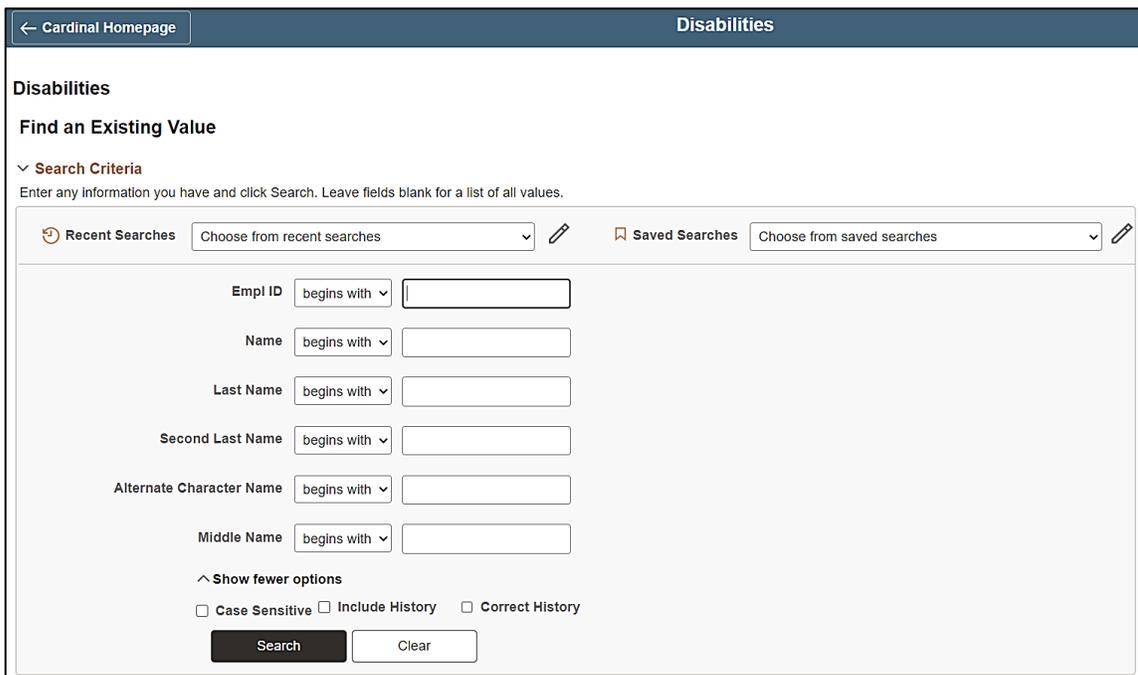
Citizenship Status	When to Use
Alien Permanent	Foreign national (green card holder) with permanent residence visa in the United States.
Alien Temporary	Non-citizens employed in the United States (work visa).
Canadian Citizen	Do not use – use either “Alien Temporary” or “Alien Permanent” as applicable.
Employment Visa	Do not use – use “Alien Temporary”.
Native	United States citizen.
Not Indicated	The employee’s citizenship is not indicated. This can be used by Agencies who do not use Cardinal as their HR system of record.
Other	Do not use – use “Not Indicated”.
Permanent Resident	Do not use – use “Alien Permanent”.

Updating Employee Disability Information

Follow the steps below to enter/update employee disability information.

Step	Action
1.	Navigate to the Job Data page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Disability > Disabilities

The **Disabilities Find an Existing Value** page displays.

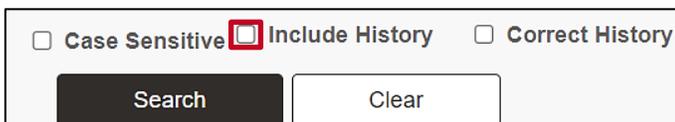



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

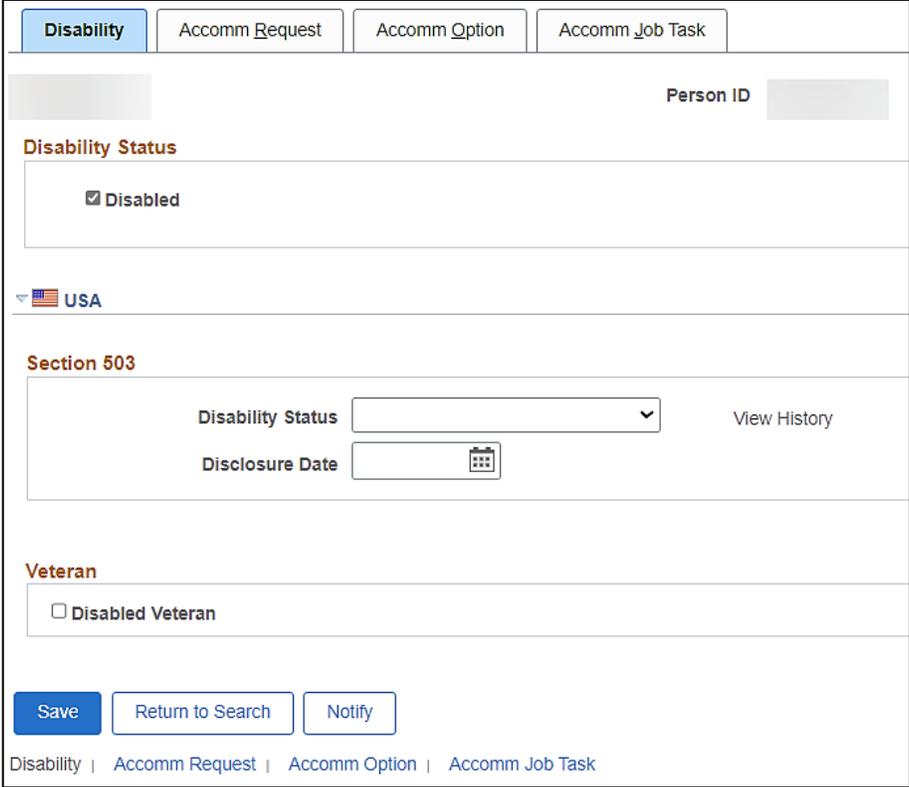
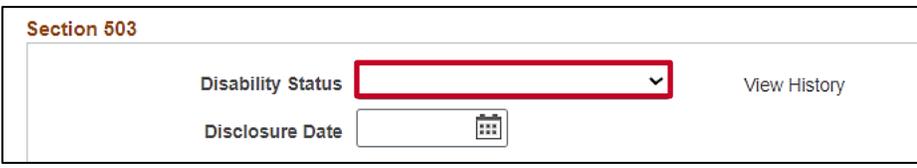
2.	Enter the employee’s Employee ID in the Empl ID field. Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.
----	--



3.	Click the Include History checkbox.
----	--



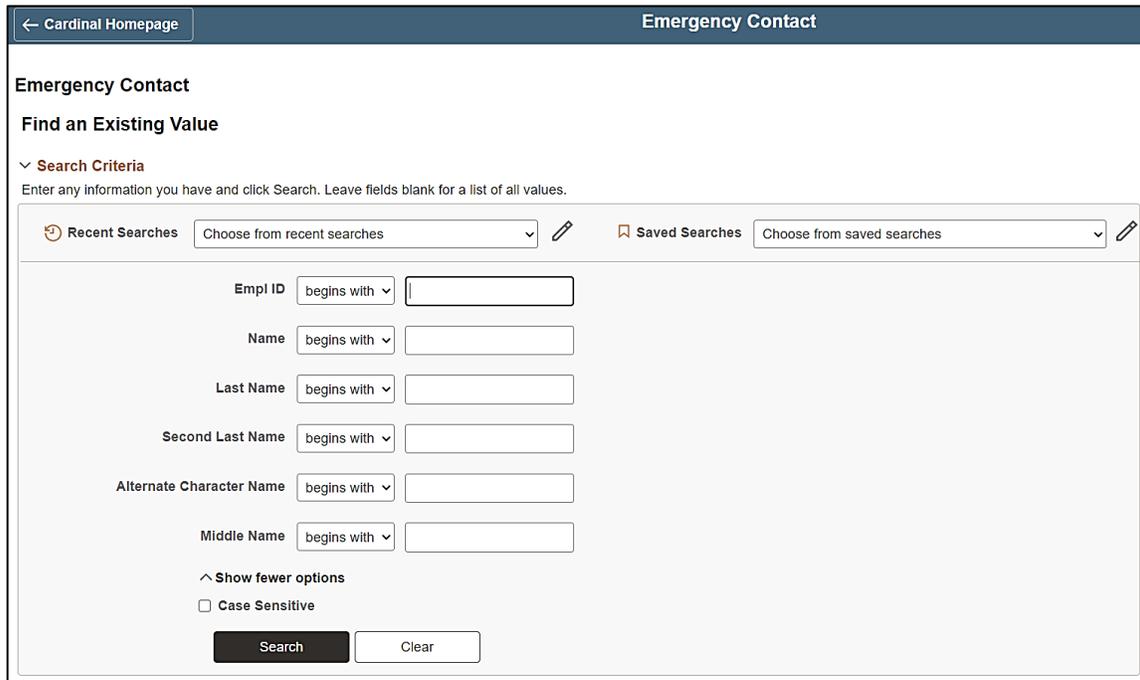
Step	Action
4.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 2px 10px; background-color: black; color: white; font-weight: bold;">Search</div> <div style="border: 1px solid black; padding: 2px 10px;">Clear</div> </div> </div>
	<p>The Disabilities page for the employee displays (Disability tab).</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; margin-bottom: 10px;"> Disability Accomm Request Accomm Option Accomm Job Task </div> <div style="display: flex; justify-content: flex-end; margin-bottom: 10px;"> Person ID </div> <div style="margin-bottom: 10px;"> <p>Disability Status</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <input type="checkbox"/> Disabled </div> </div> <div style="margin-bottom: 10px;"> <p>▶ 🇺🇸 USA</p> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Save Return to Search Notify </div> <div style="font-size: 0.8em; display: flex; justify-content: space-between;"> Disability Accomm Request Accomm Option Accomm Job Task </div> </div>
	<p>The Accomm Request, Accomm Option, and Accomm Job Task tabs are not utilized in Cardinal.</p>
5.	<p>Click the Disabled checkbox option.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Disability Status</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <input checked="" type="checkbox"/> Disabled </div> </div>
6.	<p>Click the USA Flag Expand icon to expand that section of the page.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="margin-bottom: 10px;"> ▶ 🇺🇸 USA </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Save Return to Search Notify </div> <div style="font-size: 0.8em; display: flex; justify-content: space-between;"> Disability Accomm Request Accomm Option Accomm Job Task </div> </div>

Step	Action
	<p>The Section 503 and Veteran sections display</p> 
7.	<p>Select the appropriate disability status using the Disability Status dropdown button.</p> 
8.	<p>If the employee is a disabled veteran, as identified on their DD214, click the Disabled Veteran checkbox option in the Veteran section.</p> 
9.	<p>Click the Save button.</p> 

Updating Emergency Contact Information

Step	Action
1.	Navigate to the Emergency Contact page using the following path: NavBar > Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

The **Emergency Contact Find an Existing Value** page displays.

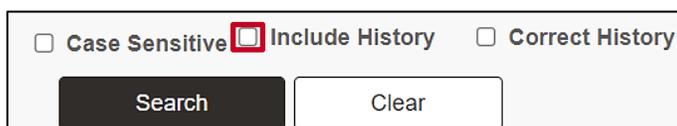



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2. Enter the employee’s Employee ID in the **Empl ID** field.
- Note:** Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.



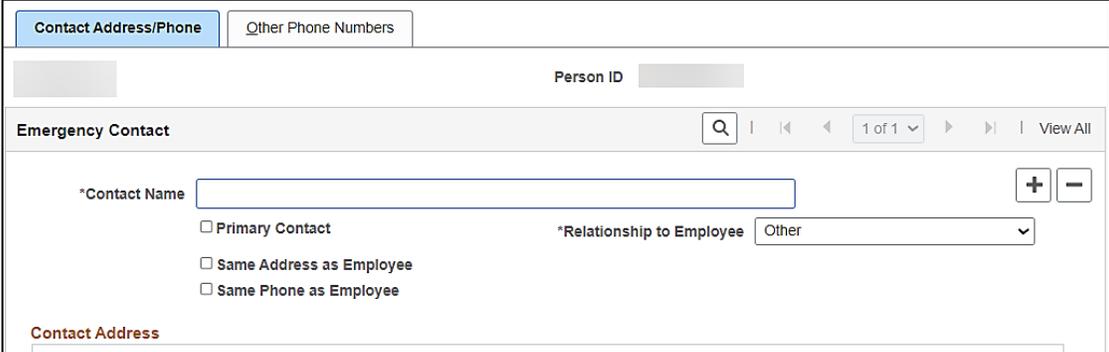
3. Click the **Include History** checkbox.





Human Resources Job Aid

HR351_ Viewing and Modifying Personal Data

Step	Action
4.	<p>Click the Search button.</p> 
<p>The Emergency Contact page for the employee displays (Contact Address/Phone tab).</p> 	
5.	<p>Enter the emergency contact's first and last name in the Contact Name field.</p> 
6.	<p>If this is the employee's primary contact, check the Primary Contact checkbox option. Otherwise leave unchecked.</p> 
7.	<p>Click the Relationship to Employee dropdown button and select the applicable value.</p> 

Step	Action
8.	<p>If the emergency contact's address and/or phone number is the same as the employee, click the checkbox options for the Same Address as Employee and/or Same Phone as Employee fields. Otherwise, leave these unchecked.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Contact Name <input style="width: 150px;" type="text"/> + -</p> <p><input type="checkbox"/> Primary Contact *Relationship to Employee <input type="text" value="Other"/></p> <p><input type="checkbox"/> Same Address as Employee</p> <p><input type="checkbox"/> Same Phone as Employee</p> </div>
9.	<p>If the Same Address as Employee checkbox option is checked, the Contact Address section changes to Employee's Current Address and the address in Personal Data for the employee displays in the Employee's Current Address section. The Address Type field updates to "Home". If the Same Phone as Employee checkbox option is checked, the preferred phone number in Personal Data for the employee displays in the Employee's Phone section and the Phone Type field updates to the option selected as the employee's preferred phone type.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; border-bottom: 1px solid #ccc;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Contact Address/Phone</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Other Phone Numbers</div> </div> <div style="text-align: right; margin-bottom: 5px;">Person ID <input style="width: 50px;" type="text"/></div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Emergency Contact Q < > 1 of 1 View All</p> <p>*Contact Name <input style="width: 150px;" type="text"/> + -</p> <p><input checked="" type="checkbox"/> Primary Contact *Relationship to Employee <input type="text" value="Spouse"/></p> <p><input checked="" type="checkbox"/> Same Address as Employee Address Type <input type="text" value="Home"/></p> <p><input checked="" type="checkbox"/> Same Phone as Employee Phone Type <input type="text" value="Business"/></p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Employee's Current Address</p> <p>Country USA United States</p> <p>Address 123 Pine St Richmond, VA 23219</p> </div> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Employee's Phone</p> <p>Phone 555/555-5555</p> </div> <div style="display: flex; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Save</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Return to Search</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Notify</div> </div> </div> </div>
9.	<p>If the emergency contact's address is not the same as the employee, click the Edit Address button in the Contact Address section.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Contact Address</p> <p>Country <input type="text" value="USA"/> United States</p> <p>Address Edit Address</p> </div>

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

The **Edit Address** page displays.

Edit Address

Country United States Change Country

Address 1

Address 2

Address 3

City State Q

Postal

County

OK
Cancel

10. Complete all applicable fields on the **Edit Address** page for the emergency contact and then click the **OK** button.

OK

Cancel

The **Emergency Contact** page redisplay.

Contact Address/Phone
Other Phone Numbers

Person ID

Emergency Contact Q | < | > | 1 of 1 | View All

*Contact Name + -

Primary Contact
 *Relationship to Employee Spouse

Same Address as Employee
 Same Phone as Employee

Contact Address

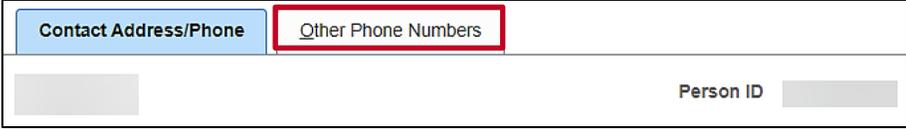
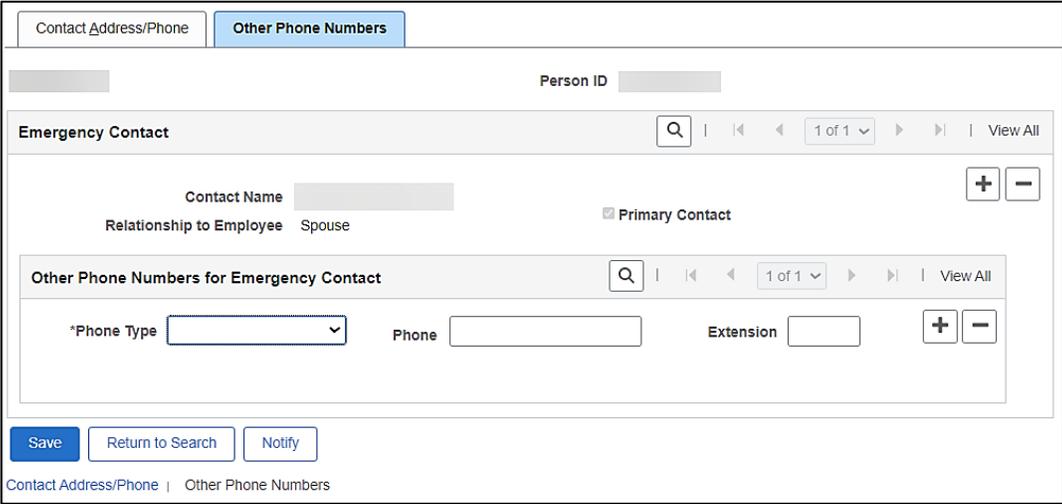
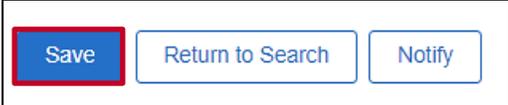
Country USA Q United States

Address Edit Address

11. In the **Contact Phone** section, enter the emergency contact's phone number in the **Phone** field.

Contact Phone

Phone

Step	Action
12.	<p>Click the Other Phone Numbers tab.</p>  <p>The screenshot shows a navigation bar with two tabs: 'Contact Address/Phone' and 'Other Phone Numbers'. The 'Other Phone Numbers' tab is highlighted with a red border. Below the tabs, there is a 'Person ID' field with a greyed-out value.</p>
<p>The Other Phone Numbers page displays.</p>  <p>The screenshot shows the 'Other Phone Numbers' page. At the top, there are two tabs: 'Contact Address/Phone' and 'Other Phone Numbers'. Below the tabs, there is a 'Person ID' field. The main section is titled 'Emergency Contact' and contains a search bar, a 'Contact Name' field, a 'Relationship to Employee' dropdown (set to 'Spouse'), and a 'Primary Contact' checkbox (checked). Below this is a section titled 'Other Phone Numbers for Emergency Contact' with a search bar, a '*Phone Type' dropdown, 'Phone' and 'Extension' input fields, and '+ -' buttons. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.</p>	
13.	<p>Enter the additional phone numbers in the Other Phone Numbers for Emergency Contact section as applicable. Use the Add a New Row icon as needed.</p>  <p>The screenshot shows the 'Other Phone Numbers for Emergency Contact' section. It features a search bar, a '*Phone Type' dropdown, 'Phone' and 'Extension' input fields, and '+ -' buttons. The entire row is highlighted with a red border.</p>
14.	<p>Click the Save button.</p>  <p>The screenshot shows the 'Save', 'Return to Search', and 'Notify' buttons. The 'Save' button is highlighted with a red border.</p>