

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). A 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 for each employee. Agencies may update existing personal data which will impact changes across other Business Units (Agencies). 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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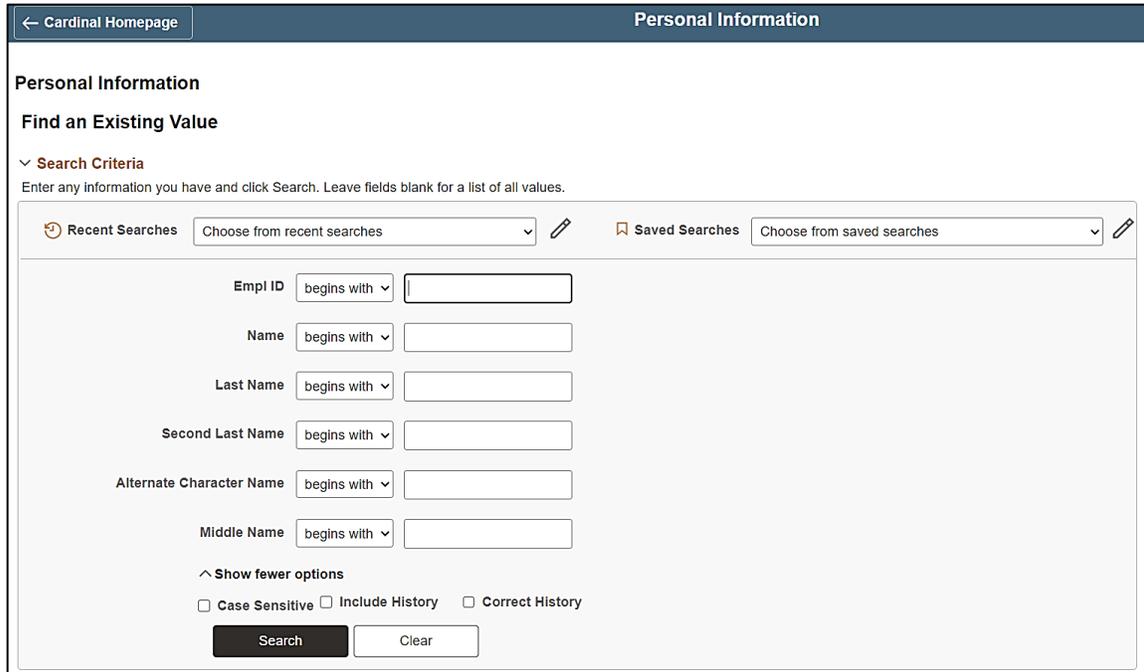
Revision History

Revision Date	Summary of Changes
11/14/2025	Note added regarding business email address for employees with multiple jobs in the Updating Contact Information – Address, Phone, or Email Address section of the Job Aid.
10/1/2025	Added steps and clarifying language for updating the mailing address information in the Updating Contact Information – Address, Phone, or Email Address section of the Job Aid.
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 Search** page displays.

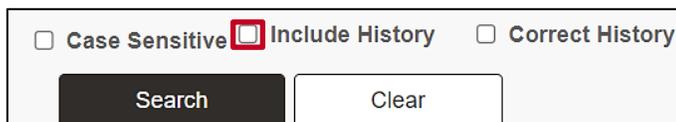



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

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 option.



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;"> Search Clear </div>

The **Modify a Person** page displays with the **Biographical Details** tab displayed by default.

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

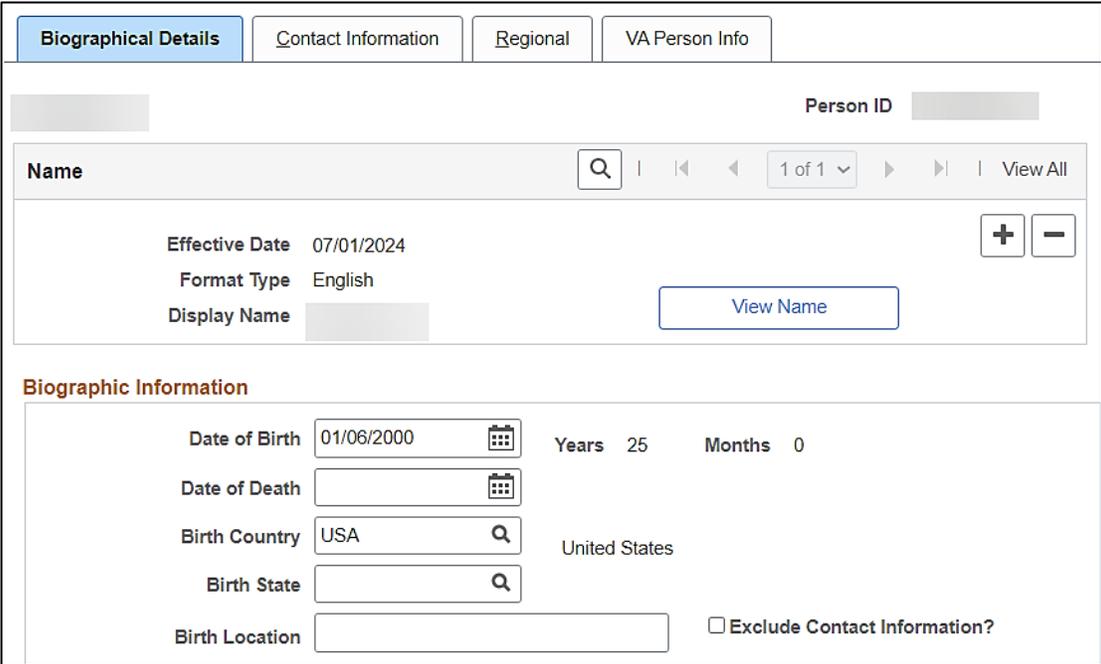
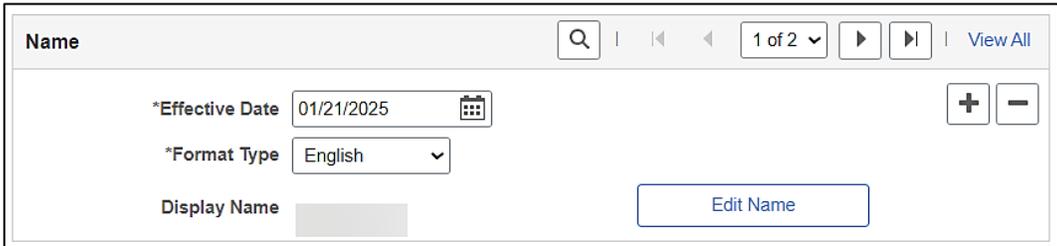
Years 25 Months 0

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 [Navigating to the Modify a Person Page](#) section of this Job Aid.

Step	Action
	<p>The Modify a Person page displays with the Biographical Details tab displayed by default.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>
1.	<p>Click the Add a New Row icon in the Name section.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div>
	<p>The Name section refreshes for the employee with a new effective dated row.</p> <div style="border: 1px solid #ccc; 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>

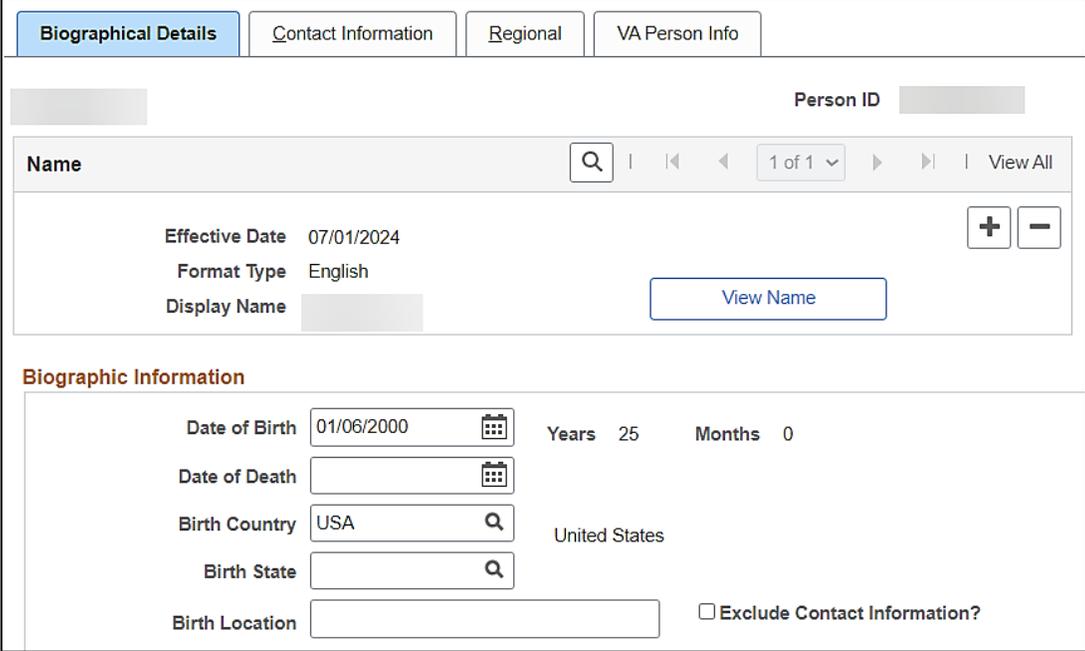
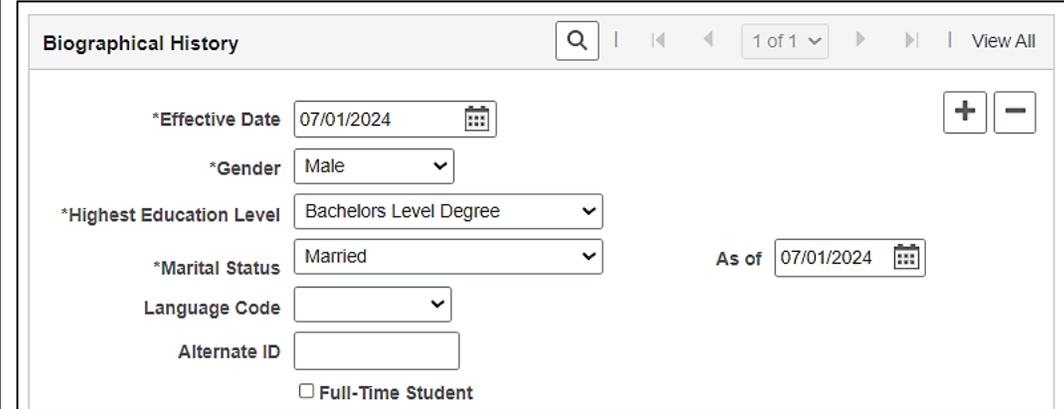
Step	Action
2.	Click the Effective Date Calendar icon and update the effective date of the name change as needed. <div data-bbox="293 411 805 495" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> *Effective Date <input style="border: 1px solid red;" type="text" value="01/16/2025"/>  </div>
	The effective date of the name change must be later than the current effective date. This section does not use the effective sequencing which allows use of the same effective date more than once.
3.	Click the Edit Name button. <div data-bbox="293 716 664 800" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input style="border: 1px solid red;" type="button" value="Edit Name"/> </div>
<p>The Name page displays in a pop-up window.</p> <div data-bbox="277 884 1360 1549" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <div style="text-align: right; font-weight: bold;">Name</div> <div style="float: right; font-size: small;">x</div> <div style="clear: both;"></div> <div style="text-align: right; font-size: x-small; color: blue;">Help</div> </div> <div style="padding-top: 10px;"> <p>English Name Format</p> <div style="border: 1px solid gray; padding: 10px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 25%;">Name Prefix</div> <div style="width: 75%;"><input type="text" value=""/></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 25%;">*First Name</div> <div style="width: 75%;"><input type="text" value=""/></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 25%;">Middle Name</div> <div style="width: 75%;"><input type="text" value=""/></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 25%;">*Last Name</div> <div style="width: 75%;"><input type="text" value=""/></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 25%;">Name Suffix</div> <div style="width: 75%;"><input type="text" value=""/></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 25%;">Display Name</div> <div style="width: 75%;"><input type="text" value=""/></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 25%;">Formal Name</div> <div style="width: 75%;"><input type="text" value=""/></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 25%;">Name</div> <div style="width: 75%;"><input type="text" value=""/></div> </div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh Name"/> </div> </div>	
4.	Make the applicable updates and then click the OK button. <div data-bbox="293 1640 1203 1724" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <input style="border: 1px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh Name"/> </div>

Step	Action
	<p>The Biographical Details tab redispays.</p> <div data-bbox="272 378 1364 1060" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Biographical Details Contact Information Regional VA Person Info </div> <div style="display: flex; justify-content: flex-end; margin-bottom: 5px;"> Person ID </div> <div style="border-bottom: 1px solid gray; padding: 5px 0 5px 10px;"> Name <input type="text" value=""/> << < 1 of 2 > >> View All </div> <div style="padding: 5px 0 5px 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"/> <input type="text" value=""/></p> <p>*Format Type <input type="text" value="English"/> <input type="text" value=""/></p> <p>Display Name <input type="text" value=""/> <input type="button" value="Edit Name"/></p> </div> <div style="width: 30%; text-align: right;"> <input type="button" value="+"/> <input type="button" value="-"/> </div> </div> </div> <div style="border-top: 1px solid gray; padding: 5px 0 5px 10px;"> <p>Biographic Information</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>Date of Birth <input type="text" value="01/06/2000"/> <input type="text" value=""/></p> <p>Date of Death <input type="text" value=""/> <input type="text" value=""/></p> <p>Birth Country <input type="text" value="USA"/> <input type="text" value=""/></p> <p>Birth State <input type="text" value=""/> <input type="text" value=""/></p> <p>Birth Location <input type="text" value=""/></p> </div> <div style="width: 30%;"> <p>Years 25 Months 0</p> <p>United States</p> <p><input type="checkbox"/> Exclude Contact Information?</p> </div> </div> </div> </div>
	<p>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> <p>The Biographic Information section contains items that are not effective dated such as the date of birth and date of death. The Birth Location field is not currently used in Cardinal.</p> <p>The Exclude Contact Information? checkbox option, 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>
<p>5.</p>	<p>Click the Save button once all required updates are made.</p> <div data-bbox="292 1449 1388 1522" style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around; align-items: center;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </div>



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

To update an employee’s biographical history information, users must first navigate to the **Modify a Person** page by following the instructions in the [Navigating to the Modify a Person Page](#) section of this Job Aid.

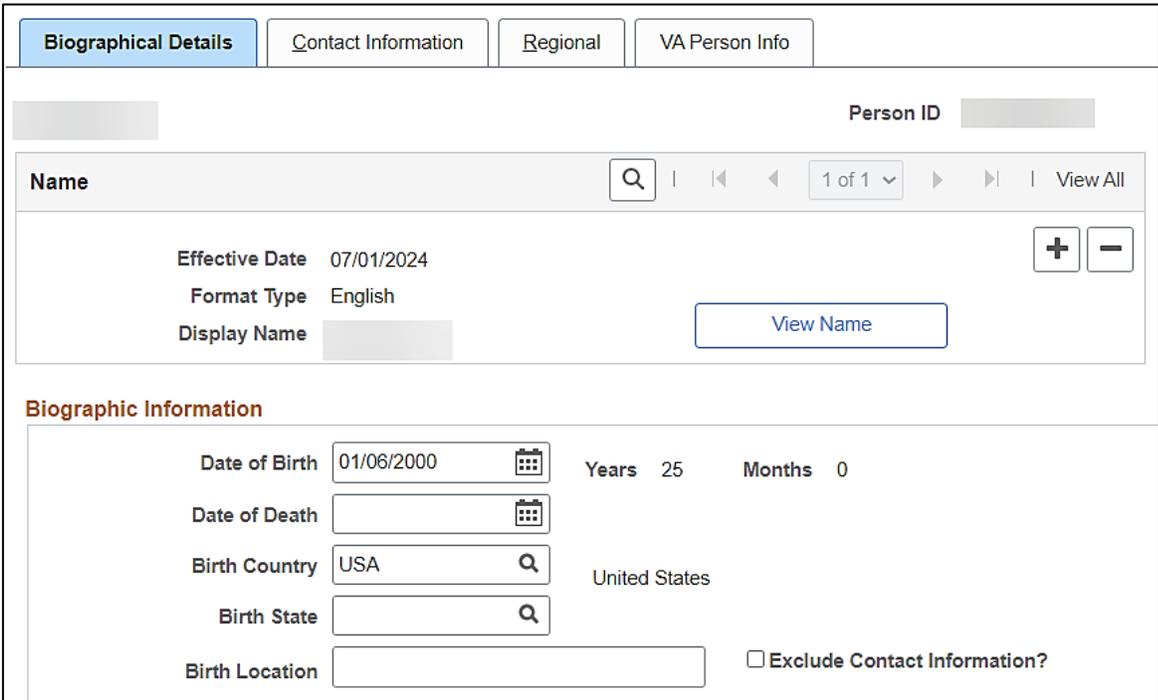
Step	Action
	<p>The Modify a Person page displays with the Biographical Details tab displayed by default.</p> 
1.	<p>Scroll down to the Biographical History section as needed.</p> 

Step	Action
2.	<p>Click the Add a New Row icon to make effective dated changes as needed to the employee's gender, highest education level, or marital status and then make the applicable changes.</p> 
3.	<p>Click the Save button once all required updates are made.</p> 



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 [Navigating to the Modify a Person Page](#) section of this Job Aid.

Step	Action
	<p>The Modify a Person page displays with the Biographical Details tab displayed by default.</p>  <p>Biographical Details Contact Information Regional VA Person Info</p> <p>Person ID [Redacted]</p> <p>Name [Redacted] Search 1 of 1 View All</p> <p>Effective Date 07/01/2024 + -</p> <p>Format Type English</p> <p>Display Name [Redacted] View Name</p> <p>Biographic Information</p> <p>Date of Birth 01/06/2000 Calendar icon Years 25 Months 0</p> <p>Date of Death [Redacted] Calendar icon</p> <p>Birth Country USA Search icon United States</p> <p>Birth State [Redacted] Search icon</p> <p>Birth Location [Redacted] <input type="checkbox"/> Exclude Contact Information?</p>
1.	<p>Click the Contact Information tab.</p>  <p>Biographical Details Contact Information Regional VA Person Info</p> <p>Person ID [Redacted]</p>

Step	Action
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The **Contact Information** tab displays.

Biographical Details
Contact Information
Regional
VA Person Info

Empl ID

Current Addresses

🗕 🔍
1-1 of 1
View All

Address Type	As Of Date	Status	Address	
Home	07/01/2024	A	100 W Main St Richmond, VA 23219	View Address Detail + -

Phone Information

🗕 🔍
1-1 of 1
View All

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

2. Click the **View Address Detail** link to update the employee's address.

Current Addresses

🗕 🔍
1-1 of 1
View All

Address Type	As Of Date	Status	Address	
Home	07/01/2024	A	100 W Main St Richmond, VA 23219	View Address Detail + -

The **Address History** page displays.

Address History

Address Type Home

Address History 🔍 | 1 of 1

Effective Date

Country

Status

Address 100 W Main St
Richmond, VA 23219

+ -

OK
Cancel
Refresh

3. Click the **Add a New Row** icon.

+ -

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: center;">Address Type Home</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: right;">Address History 1 of 2</p> <p>*Effective Date <input type="text" value="01/21/2025"/> Address 100 W Main St Richmond, VA 23219 + -</p> <p>Country <input type="text" value="USA"/> </p> <p>*Status <input type="text" value="A"/> </p> <p style="text-align: center;">Add Address</p> </div> <hr/> <p>Effective Date <input type="text" value="07/01/2024"/> Address 100 W Main St Richmond, VA 23219 + -</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>
	<p>When a new row is created, the row count increases by one and the Effective Date field defaults to the current date.</p>
4.	<p>Click the Effective Date Calendar icon and update as needed.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>*Effective Date <input style="border: 2px solid red;" type="text" value="01/16/2025"/> </p> </div>
5.	<p>Click the Add Address link.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: right;">Address History 1 of 2</p> <p>*Effective Date <input type="text" value="01/21/2025"/> Address 100 W Main St Richmond, VA 23219 + -</p> <p>Country <input type="text" value="USA"/> </p> <p>*Status <input type="text" value="A"/> </p> <p style="text-align: center;">Add Address</p> </div>
	<p>An Address Type of “Home” is required for healthcare extract file requirements. If the mailing address and the home address are the same, only enter the home address. Do not duplicate the same address in both fields.</p>

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 123 Pine St
Richmond, VA 23219

Effective Date

Country

Status

Address 100 W Main St
Richmond, VA 23219

Step	Action
7.	Click the OK button. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #0056b3; color: white; font-weight: bold;">OK</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #e6f2ff;">Cancel</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #e6f2ff;">Refresh</div> </div> </div>

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

Biographical Details
Contact Information
Regional
VA Person Info

Empl ID

Current Addresses

🗨️ 🔍
1-1 of 1
View All

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

Phone Information

🗨️ 🔍
1-1 of 1
View All

*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"/>	+ -

i

Mailing addresses should not be deleted from Cardinal as history should not be removed. However, the **Status** field for a mailing address can be changed to “Inactive”. Follow Steps 8 – 13 to inactivate a mailing address.

Home addresses must indicate where an employee physically resides for benefit eligibility purposes. Home addresses may be changed but cannot be inactivated.

Step	Action																		
8.	<p>Click the Edit/View Address Detail link in the applicable row.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="font-size: small;">JANE DOE Empl ID [REDACTED]</p> <p style="font-size: x-small; color: #c00000;">Current Addresses</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> [Grid Icon] [Search Icon] < < 1-2 of 2 > > View All </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <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: 10%;"></th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>08/02/2024</td> <td>A</td> <td>100 MAIN ST RICHMOND, VA 99999 United States</td> <td style="text-align: center;">Edit/View Address Detail</td> <td style="text-align: center;">+ -</td> </tr> <tr> <td>Mailing</td> <td>01/01/2025</td> <td>A</td> <td>PO BOX 123 Richmond, VA 23219</td> <td style="text-align: center;">Edit/View Address Detail</td> <td style="text-align: center;">+ -</td> </tr> </tbody> </table> </div>	Address Type	As Of Date	Status	Address			Home	08/02/2024	A	100 MAIN ST RICHMOND, VA 99999 United States	Edit/View Address Detail	+ -	Mailing	01/01/2025	A	PO BOX 123 Richmond, VA 23219	Edit/View Address Detail	+ -
Address Type	As Of Date	Status	Address																
Home	08/02/2024	A	100 MAIN ST RICHMOND, VA 99999 United States	Edit/View Address Detail	+ -														
Mailing	01/01/2025	A	PO BOX 123 Richmond, VA 23219	Edit/View Address Detail	+ -														
	<p>The Address History page displays.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="font-weight: bold; margin: 0;">Address History</p> <p style="text-align: center; font-size: small; margin: 0;">Address Type Mailing</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 5px 0;"> <p style="font-size: x-small; margin: 0;">Address History [Search Icon] < < 1 of 1 > > </p> <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 30%;">Effective Date</td> <td style="border: 1px solid #ccc; padding: 2px;">01/01/2025</td> <td style="width: 30%;">Address</td> <td style="padding: 2px;">PO BOX 123 Richmond, VA 23219</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">+ -</td> </tr> <tr> <td>Country</td> <td style="border: 1px solid #ccc; padding: 2px;">USA</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Status</td> <td style="border: 1px solid #ccc; padding: 2px;">A</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <div style="margin-top: 5px; font-size: x-small;"> OK Cancel Refresh </div> </div> </div>	Effective Date	01/01/2025	Address	PO BOX 123 Richmond, VA 23219		+ -	Country	USA					Status	A				
Effective Date	01/01/2025	Address	PO BOX 123 Richmond, VA 23219		+ -														
Country	USA																		
Status	A																		
9.	<p>Click the Add a New Row icon.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> + - </div> </div>																		

Step	Action
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The **Address History** page refreshes with an additional effective dated row.

Address History

Address Type Mailing

Address History Q | < < 1 of 2 > >

*Effective Date

Country

*Status

Add Address

Address PO BOX 123
Richmond, VA 23219 + -

Effective Date

Country

Status

Address PO BOX 123
Richmond, VA 23219 + -

10. Click the **Effective Date Calendar** icon and select the applicable date.

*Effective Date

Country

*Status

The effective date of the address change must be later than the current effective date. This section does not use effective sequencing which allows use of the same effective date more than once.

11. Click the **Status Look up** icon and select the "I" (Inactive) list item.

*Effective Date

Country

*Status

Step	Action
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The **Address History** page redisplay.

Address History

Address Type Mailing

Address History Q | < > 1 of 2 > >

*Effective Date	09/19/2025	Address	PO BOX 123 Richmond, VA 23219	+ -
Country	USA			
*Status	I			
Add Address				

Effective Date	01/01/2025	Address	PO BOX 123 Richmond, VA 23219	+ -
Country	USA			
Status	A			

12. Click the **OK** button.

OK

Cancel

Refresh

The **Contact Information** tab redisplay with the **Status** of the mailing address displayed as "I" (Inactive).

Biographical Details
Contact Information
Regional
VA Person Info

JANE DOE Empl ID [REDACTED]

Current Addresses

Q | < > 1-2 of 2 > > | View All

Address Type	As Of Date	Status	Address		
Home	08/02/2024	A	100 MAIN ST RICHMOND, VA 99999 United States	View Address Detail	+ -
Mailing	09/19/2025	I	PO BOX 123 Richmond, VA 23219	Edit/View Address Detail	+ -

Phone Information

Q | < > 1-2 of 2 > > | View All

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

Email Option Selection

Agency Provided Email
 Pending Agency Provided Email
 Employee Provided Email

Step	Action																		
13.	<p>Click the Save button.</p> <div style="border: 1px solid black; padding: 5px; display: flex; gap: 10px;"> <div style="border: 1px solid black; background-color: #333; color: white; padding: 5px 10px; font-weight: bold;">Save</div> <div style="border: 1px solid black; padding: 5px 10px; color: #0070c0;">Return to Search</div> <div style="border: 1px solid black; padding: 5px 10px; color: #0070c0;">Notify</div> <div style="border: 1px solid black; padding: 5px 10px; color: #0070c0;">Refresh</div> </div>																		
14.	<p>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).</p> <div style="border: 1px solid black; padding: 5px;"> <p>Phone Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">*Phone Type</th> <th style="width: 30%;">Telephone</th> <th style="width: 20%;">Extension</th> <th style="width: 15%;">Preferred</th> <th style="width: 10%;"></th> <th style="width: 5%;"></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"/>	+	-														
15.	<p>Click the Add a New Row icon in the Phone Information section to add a new additional phone number.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Phone Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">*Phone Type</th> <th style="width: 30%;">Telephone</th> <th style="width: 20%;">Extension</th> <th style="width: 15%;">Preferred</th> <th style="width: 10%;"></th> <th style="width: 5%;"></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; border: 2px solid red;">+</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"/>	+	-														
16.	<p>Enter the new additional phone number information in the new row.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Phone Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">*Phone Type</th> <th style="width: 30%;">Telephone</th> <th style="width: 20%;">Extension</th> <th style="width: 15%;">Preferred</th> <th style="width: 10%;"></th> <th style="width: 5%;"></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"/>	+	-														

17. 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

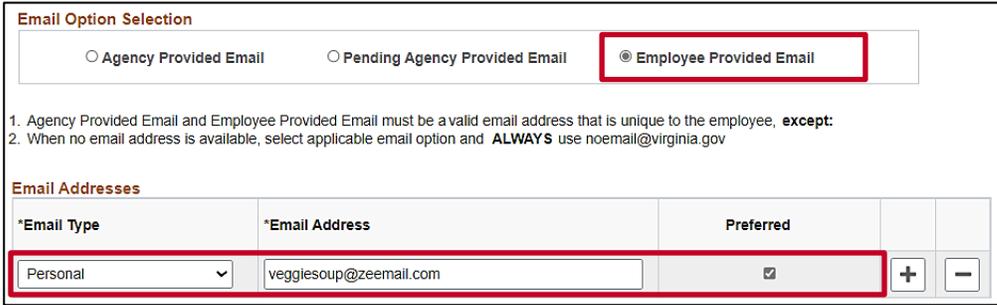
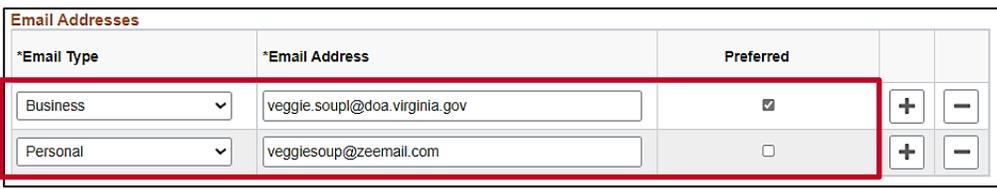
Email Addresses

*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.

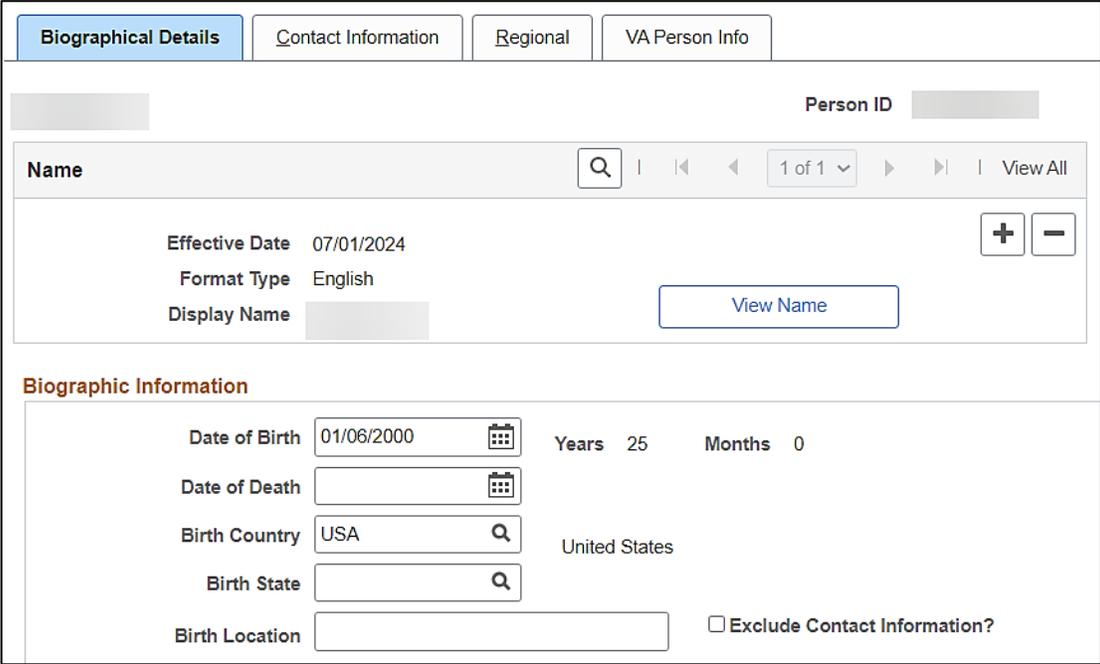
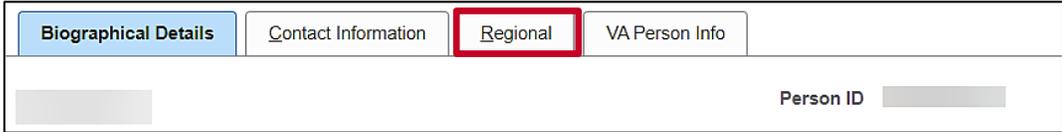
Step	Action
	<p>c. If the employee will not be provided with a business email:</p> <ol style="list-style-type: none"> Click the Employee Provided Email radio button option Click the Email Type dropdown button and select “Personal” Enter the email address in the Email Address field Select the Preferred checkbox option <p>Note: The employee will use the email provided to register and access the Cardinal Employee Self-Services features.</p> 
18.	<p>Click the Add a New Row icon in the Email Address section to add a new email address.</p> 
19.	<p>Select the Email Type and enter the new email address information in the Email Address field.</p> 
	<p>More than one type of email address can be entered (e.g., personal and business). However, the Preferred checkbox option must be selected for one email address. The “Business” email should be selected as “Preferred”.</p> <p>Note: For employees with multiple jobs at different Agencies, the business email must match the Agency of their primary job.</p> <ul style="list-style-type: none"> If an employee has both an hourly (wage) and a salaried job, the salaried job will always be the primary job If an employee has multiple hourly jobs, the oldest job is considered primary

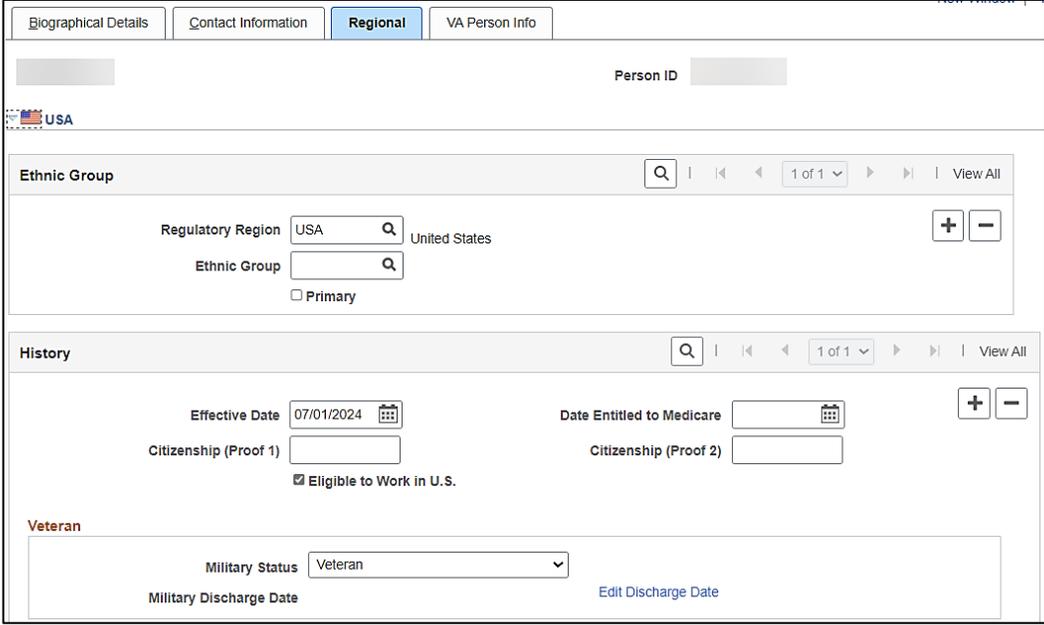
Step	Action
20.	<p>Click the Save button once all required updates are made.</p> <div data-bbox="256 380 1357 457" style="border: 1px solid black; padding: 5px;">Save Return to Search Previous in List Next in List Notify Refresh</div>

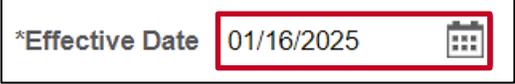


Updating Ethnic Group and Military Status

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 [Navigating to the Modify a Person Page](#) section of this Job Aid.

Step	Action
	<p>The Modify a Person page displays with the Biographical Details tab displayed by default.</p> 
1.	<p>Click the Regional tab.</p> 

Step	Action
	<p>The Regional tab displays.</p> 
2.	<p>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>Click the Add a New Row icon within the History section to update the employee's military status after their hire action is completed.</p> 
	<p>Updates to military status require a new effective dated row. 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>Click the Effective Date Calendar icon and select the effective date of the military status change as needed.</p> 
5.	<p>Click the Military Status dropdown button and select the updated military status.</p> 
6.	<p>Click the Save button.</p> 



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 [Navigating to the Modify a Person Page](#) section of this Job Aid.

Step	Action
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The **Modify a Person** page displays with the **Biographical Details** tab displayed by default.

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

The **VA Person Info** tab displays.

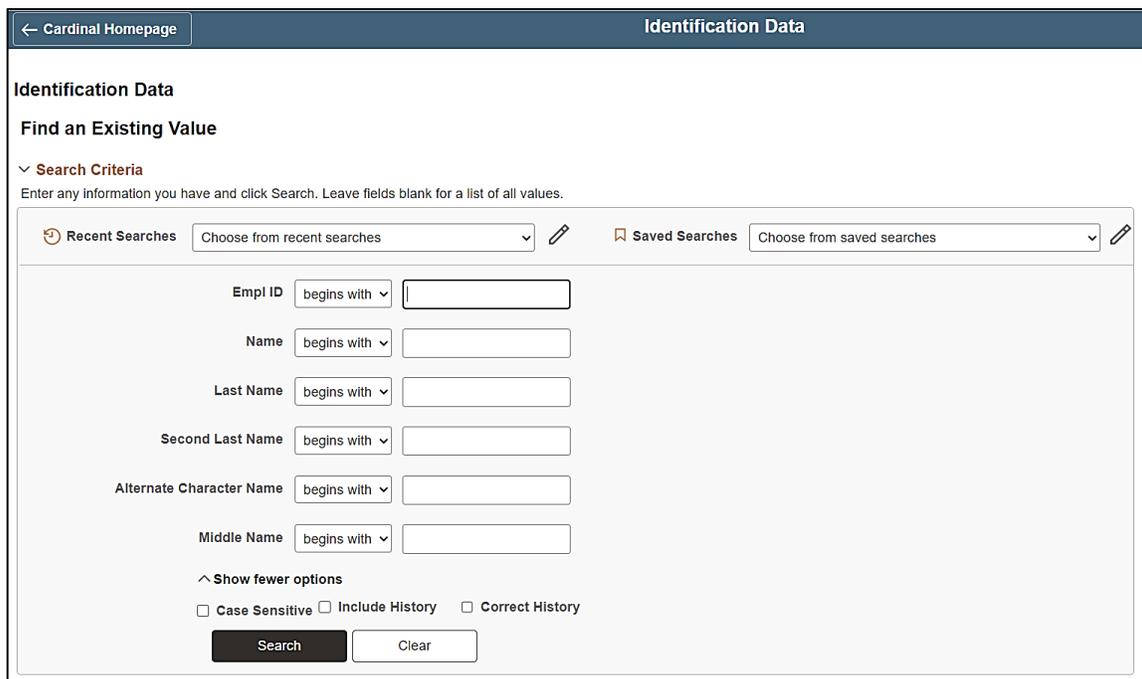
Step	Action
	<p>This page is not effective dated. There is not a field for an effective date or a way to insert a row. The user will simply make the change to the necessary field and save the record.</p>
2.	<p>Enter the name of the person who has legal Power of Attorney for the employee in the Power of Attorney field if applicable.</p> <div data-bbox="293 527 1377 642" style="border: 1px solid black; padding: 5px;"> <p>Power Of Attorney <input style="border: 2px solid red;" type="text"/> Linked Participant EmplID <input type="text"/></p> <p>Preferred Pronoun <input type="text"/> Preferred Gender <input type="text"/></p> </div>
	<p>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>
3.	<p>Enter the applicable employee ID in the Linked Participant EmplID field if the employee is linked to another employee of the Commonwealth of Virginia.</p> <div data-bbox="293 894 1377 1010" style="border: 1px solid black; padding: 5px;"> <p>Power Of Attorney <input type="text"/> Linked Participant EmplID <input style="border: 2px solid red;" type="text"/></p> <p>Preferred Pronoun <input type="text"/> Preferred Gender <input type="text"/></p> </div>
4.	<p>Click the Preferred Pronoun dropdown button and select the preferred pronoun provided by the employee.</p> <div data-bbox="293 1129 1377 1245" style="border: 1px solid black; padding: 5px;"> <p>Power Of Attorney <input type="text"/> Linked Participant EmplID <input type="text"/></p> <p>Preferred Pronoun <input style="border: 2px solid red;" type="text"/> Preferred Gender <input type="text"/></p> </div>
5.	<p>Click the Preferred Gender dropdown button and select the preferred gender provided by the employee.</p> <div data-bbox="293 1365 1377 1480" style="border: 1px solid black; padding: 5px;"> <p>Power Of Attorney <input type="text"/> Linked Participant EmplID <input type="text"/></p> <p>Preferred Pronoun <input type="text"/> Preferred Gender <input style="border: 2px solid red;" type="text"/></p> </div>
	<p>The preferred pronoun and preferred gender can be entered or updated via Employee Self-Service (ESS) by the employee.</p>
6.	<p>Click the Save button.</p> <div data-bbox="293 1680 935 1759" style="border: 1px solid black; padding: 5px;"> <p><input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/></p> </div>

Updating Citizenship Status

When updating the citizenship status, there is no need to add a row on this page. Override the current values with the new values. History is not 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 Search** 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**.

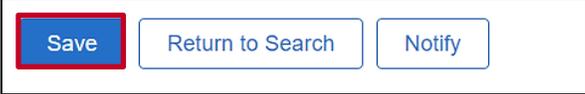
2.

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 option.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="checkbox"/> Case Sensitive <input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Search Clear </div> </div>
4.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Search Clear </div> </div>
<p>The Identification Data page for the employee displays with the Citizen/Passport tab displayed by default.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </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> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;"> <p>*Country USA Q United States</p> <p>Citizenship Status Native v</p> </div> <div style="text-align: right; margin-top: 5px;"> Go To Row + - </div> </div> </div>
	<p>If the Country field does not display “USA”, update the field.</p>
6.	<p>Click the Citizenship Status dropdown button and select the new status.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;"> <p>*Country USA Q United States</p> <p>Citizenship Status Native v</p> </div> <div style="text-align: right; margin-top: 5px;"> Go To Row + - </div> </div> </div>
	<p>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>

Step	Action
7.	Click the Save button. 

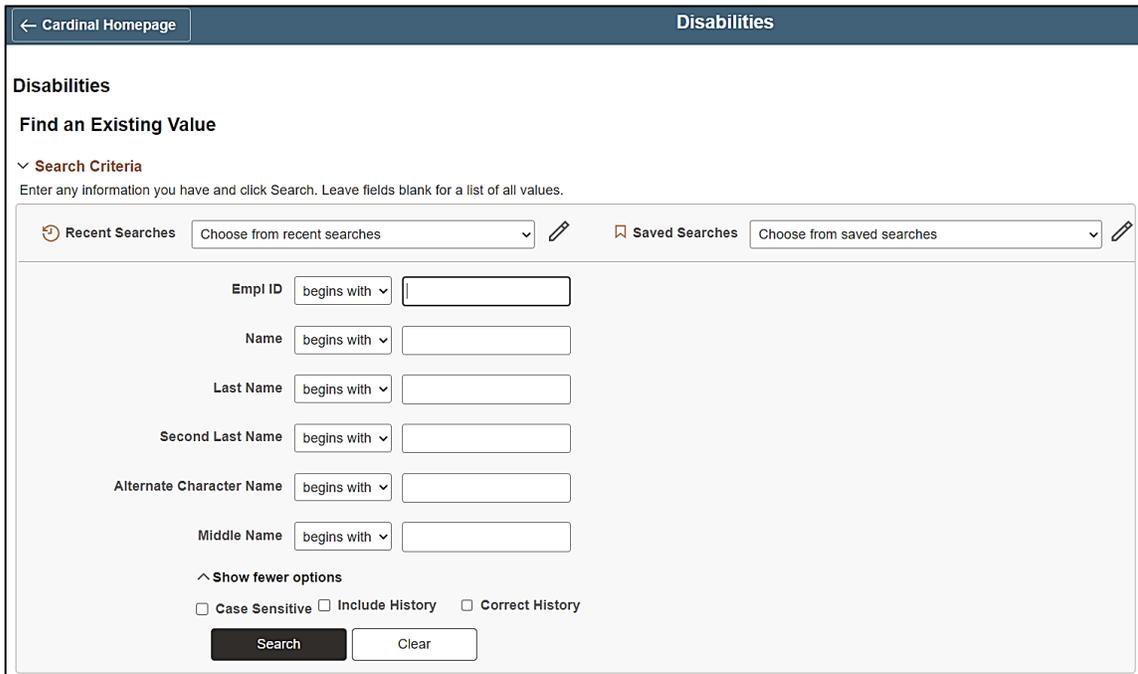
Citizenship Status Values

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

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 Search** page displays.

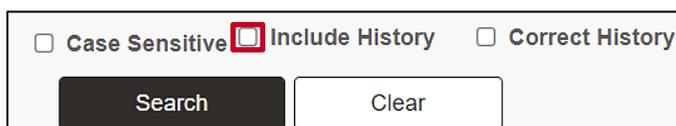



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

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 option.



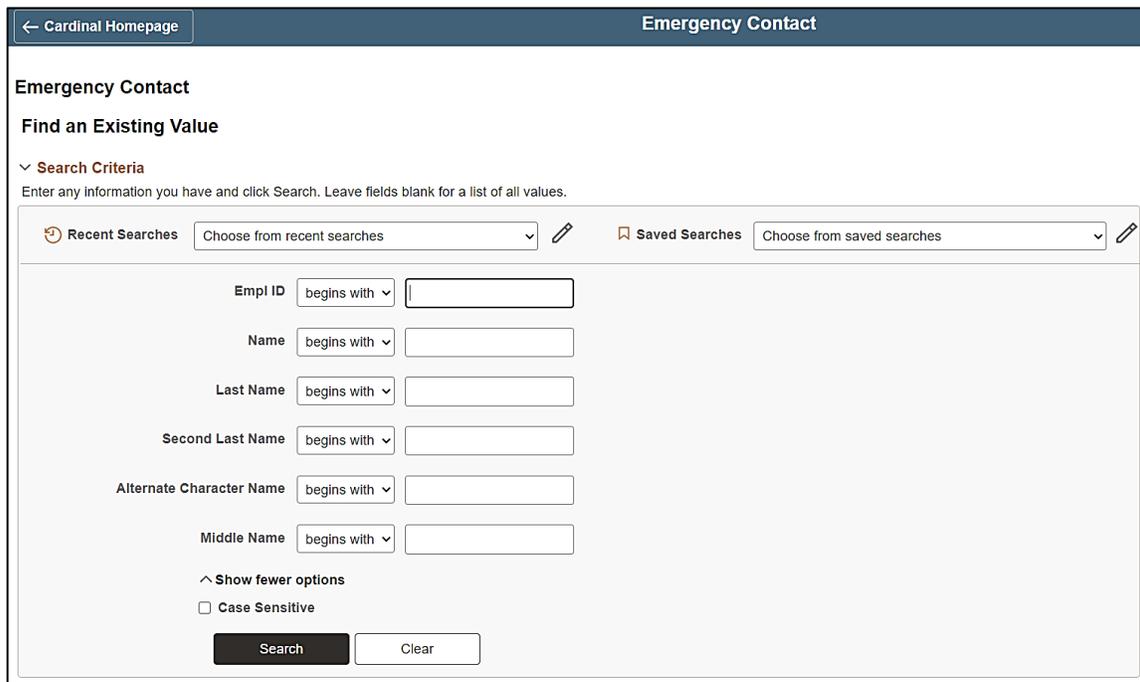
Step	Action
4.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 2px solid red; background-color: black; color: white; padding: 5px 15px; font-weight: bold;">Search</div> <div style="border: 1px solid black; padding: 5px 15px;">Clear</div> </div> </div>
<p>The Disabilities page for the employee displays with the Disability tab displayed by default.</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 black; 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: small; display: flex; justify-content: space-between;"> Disability Accomm Request Accomm Option Accomm Job Task </div> </div>	
i	<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;"> <div style="margin-bottom: 5px;">Disability Status</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <input checked="" type="checkbox"/> Disabled </div> </div>
6.	<p>Click the USA Expand icon to expand the section.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> USA </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Save Return to Search Notify </div> <div style="font-size: small; 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> <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: space-between; margin-bottom: 10px;"> Person ID Person ID </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <p>Disability Status</p> <p><input checked="" type="checkbox"/> Disabled</p> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <p>USA</p> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <p>Section 503</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <p>Disability Status</p> <input style="width: 150px;" type="text"/> </div> <div style="text-align: right;"> <p>View History</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div style="text-align: center;"> <p>Disclosure Date</p> <input style="width: 80px;" type="text"/> </div> <div style="text-align: right;"> </div> </div> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <p>Veteran</p> <p><input type="checkbox"/> Disabled Veteran</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save Return to Search Notify </div> <div style="font-size: small; margin-top: 5px;"> Disability Accomm Request Accomm Option Accomm Job Task </div> </div>
7.	<p>Click the Disability Status dropdown button and select the applicable disability status.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Section 503</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <p>Disability Status</p> <input style="border: 2px solid red; width: 150px;"/> </div> <div style="text-align: right;"> <p>View History</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div style="text-align: center;"> <p>Disclosure Date</p> <input style="width: 80px;" type="text"/> </div> <div style="text-align: right;"> </div> </div> </div>
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> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Veteran</p> <p><input style="border: 2px solid red;" type="checkbox"/> Disabled Veteran</p> </div>
9.	<p>Click the Save button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Save Return to Search Notify </div> </div>

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 Search** page displays.

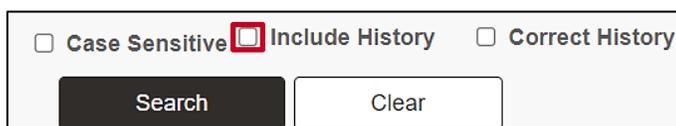



For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

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 option.



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; margin-top: 5px;"> <div style="border: 2px solid red; background-color: black; color: white; padding: 5px 15px; font-weight: bold;">Search</div> <div style="border: 1px solid black; padding: 5px 15px;">Clear</div> </div> </div>
<p>The Emergency Contact page for the employee displays with the Contact Address/Phone tab displayed by default.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; border-bottom: 1px solid black;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">Contact Address/Phone</div> <div style="border: 1px solid black; padding: 2px 5px; margin-left: 5px;">Other Phone Numbers</div> </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #cccccc; padding: 2px 10px;">Person ID</div> <div style="background-color: #cccccc; padding: 2px 10px;"></div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Emergency Contact Q < 1 of 1 > View All </div> <div style="margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>*Contact Name <input style="width: 80%;" type="text"/></p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Primary Contact <input type="checkbox"/> Same Address as Employee <input type="checkbox"/> Same Phone as Employee </div> </div> <div style="flex: 1;"> <p>*Relationship to Employee Other</p> </div> </div> </div> </div> </div> </div>	
5.	<p>Enter the emergency contact's first and last name in the Contact Name field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>*Contact Name <input style="width: 80%; border: 2px solid red;" type="text"/></p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Primary Contact <input type="checkbox"/> Same Address as Employee <input type="checkbox"/> Same Phone as Employee </div> </div> <div style="flex: 1;"> <p>*Relationship to Employee Other</p> </div> </div> </div>
6.	<p>If this is the employee's primary contact, check the Primary Contact checkbox option. Otherwise leave unchecked.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>*Contact Name <input style="width: 80%;" type="text"/></p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input style="border: 2px solid red;" type="checkbox"/> Primary Contact <input type="checkbox"/> Same Address as Employee <input type="checkbox"/> Same Phone as Employee </div> </div> <div style="flex: 1;"> <p>*Relationship to Employee Other</p> </div> </div> </div>
7.	<p>Click the Relationship to Employee dropdown button and select the applicable value.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>*Contact Name <input style="width: 80%;" type="text"/></p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Primary Contact <input type="checkbox"/> Same Address as Employee <input type="checkbox"/> Same Phone as Employee </div> </div> <div style="flex: 1;"> <p>*Relationship to Employee Other</p> </div> </div> </div>

Step	Action
8.	<p>If the emergency contact's address and/or phone number is the same as the employee, click the Same Address as Employee and/or Same Phone as Employee checkbox options.</p> <div data-bbox="293 411 1377 548" style="border: 1px solid black; padding: 5px;"> <p>*Contact Name <input 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>
<div data-bbox="170 1045 235 1108" style="border: 1px solid blue; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> i </div>	<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 this 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 data-bbox="293 806 1432 1608" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; border-bottom: 1px solid black;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">Contact Address/Phone</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">Other Phone Numbers</div> </div> <div style="text-align: right; margin-bottom: 5px;">Person ID <input type="text"/></div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <p>Emergency Contact Q < > 1 of 1 View All</p> </div> <div style="padding: 5px;"> <p>*Contact Name <input type="text"/> + -</p> <p><input checked="" type="checkbox"/> Primary Contact *Relationship to Employee <input type="text" value="Spouse"/></p> <div style="border: 2px solid red; padding: 2px;"> <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> <div style="border: 2px solid red; padding: 5px; margin-top: 5px;"> <p>Employee's Current Address</p> <p>Country USA United States</p> <p>Address 123 Pine St Richmond, VA 23219</p> </div> <div style="margin-top: 10px;"> <p>Employee's Phone</p> <p>Phone 555/555-5555</p> </div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div style="border: 1px solid blue; padding: 2px 5px;">Save</div> <div style="border: 1px solid blue; padding: 2px 5px;">Return to Search</div> <div style="border: 1px solid blue; padding: 2px 5px;">Notify</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 data-bbox="293 1730 1406 1843" style="border: 1px solid black; padding: 5px;"> <p>Contact Address</p> <p>Country <input type="text" value="USA"/> United States</p> <p>Address Edit Address</p> </div>

Step	Action
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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

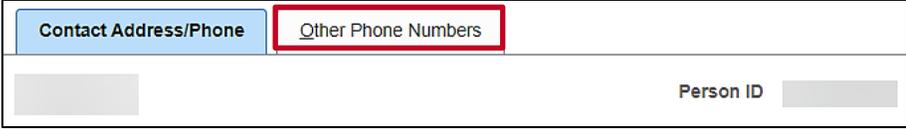
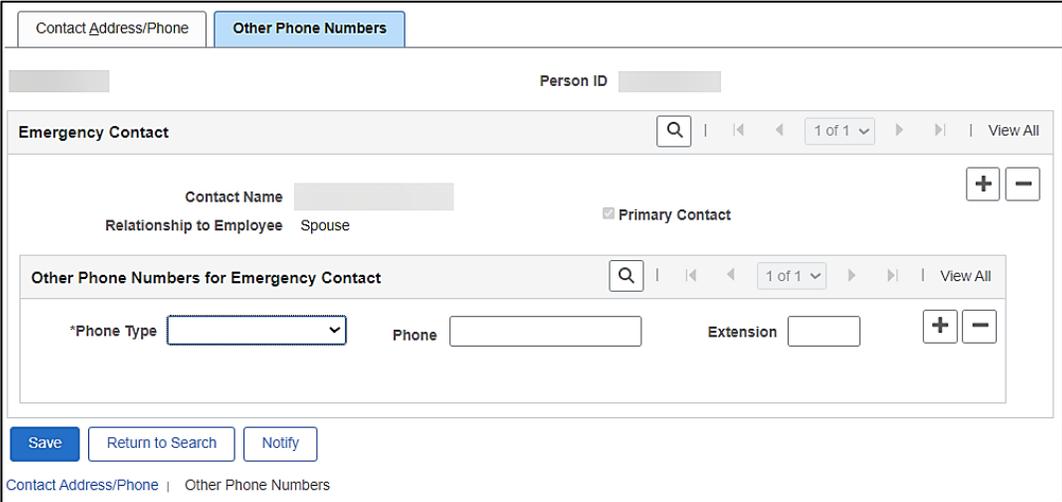
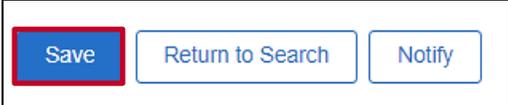
Country USA Q United States

Address Edit Address

11. Enter the emergency contact's phone number in the **Phone** field within the **Contact Phone** section.

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 tab displays.</p>  <p>The screenshot shows the 'Other Phone Numbers' tab selected. It displays an 'Emergency Contact' section with a search bar, a 'Contact Name' field, a 'Relationship to Employee' dropdown (set to 'Spouse'), and a checked 'Primary Contact' checkbox. Below this is the 'Other Phone Numbers for Emergency Contact' section, which has a search bar and a table with columns for '*Phone Type', 'Phone', and 'Extension'. There are '+ -' buttons for adding and removing rows. 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 is a close-up of the 'Other Phone Numbers for Emergency Contact' section. It shows a search bar, a table with columns for '*Phone Type', 'Phone', and 'Extension', and '+ -' buttons for adding and removing rows. The entire section is highlighted with a red border.</p>
14.	<p>Click the Save button.</p>  <p>The screenshot shows three buttons: 'Save', 'Return to Search', and 'Notify'. The 'Save' button is highlighted with a red border.</p>