

Employee Self-Service **Updating Personal Information**

Overview:

Understanding How to Update Personal Information

In this topic, you will find detailed information on how to update your personal information within OMNI.

Personal information found on this page includes:

- Home/Mailing Addresses
- Phone Number
- Emergency Contacts
- Email Address
- Marital Status
- Ethnic Group

Name changes must be submitted to HR with a copy of your social security card and completed [Name Change Request Form](#).

Procedure

Scenario:

In this topic, you will learn how to update your personal information within OMNI.

Key Information:

The following personal information is available to change online:

Home/Mailing Addresses
Phone Number
Emergency Contacts
Email Address
Marital Status
Ethnic Group

Training Guide
Updating Personal Information

Step	Action
1.	From the myFSU portal, expand the Human Resources link. Click the Personal Information link. Note: You must enter your Social Security Number to access.
2.	Review your personal information as it is currently stored in OMNI. To make changes, click the “ Change... ” buttons in each sub-section.
3.	Name changes must be submitted to HR along with a copy of your social security card and the Name Change Request Form found on the HR Forms page.
4.	All employees’ personal information is considered confidential. Access to this information is strictly limited to those with official business needs ONLY.

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ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Main Menu > OMNI Central > HR / Payroll > My Personal Information > Personal Information Summary

Personal Information

Susie Seminole

Name

Susie Seminole

To change your name in OMNI, you must submit a new copy of your social security card and a name change form found on the Human Resources website to Human Resources/DOF.

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	07/28/2010	USA	123 Campus Walk Tallahassee, FL 32306 Leon
Mailing	Current	08/25/2009	USA	100 Stadium Drive Tallahassee, FL 32306 Leon

Change home/mailling addresses

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Campus	850/644-1234		<input checked="" type="checkbox"/>
Mobile	850/555-0001		<input type="checkbox"/>
TEXT ALERT	850/555-0001		<input type="checkbox"/>

Change phone numbers

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Oliver Osceola	Parent	<input type="checkbox"/>
Olivia Osceola	Parent	<input checked="" type="checkbox"/>

Step	Action
5.	<p>For the purpose of this example, change your Home Address.</p> <p>To do this, click the Change home/mailling addresses button.</p> <p>Change home/mailling addresses</p>

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Home and Mailing Address

Susie Seminole

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	07/28/2010	USA	123 Campus Walk Tallahassee, FL 32306 Leon Edit
Mailing	Current	08/25/2009	USA	100 Stadium Drive Tallahassee, FL 32306 Leon Edit

[Return to Personal Information](#)

Step	Action
6.	Click the Edit button on the row of the address that you wish to update.
7.	Changing your address in OMNI does not affect your address as maintained in the Registrar's Office.

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Edit Home Address

Country: United States [Change Country](#)

Address 1:


Address 2:

Address 3:


City: State: Postal:

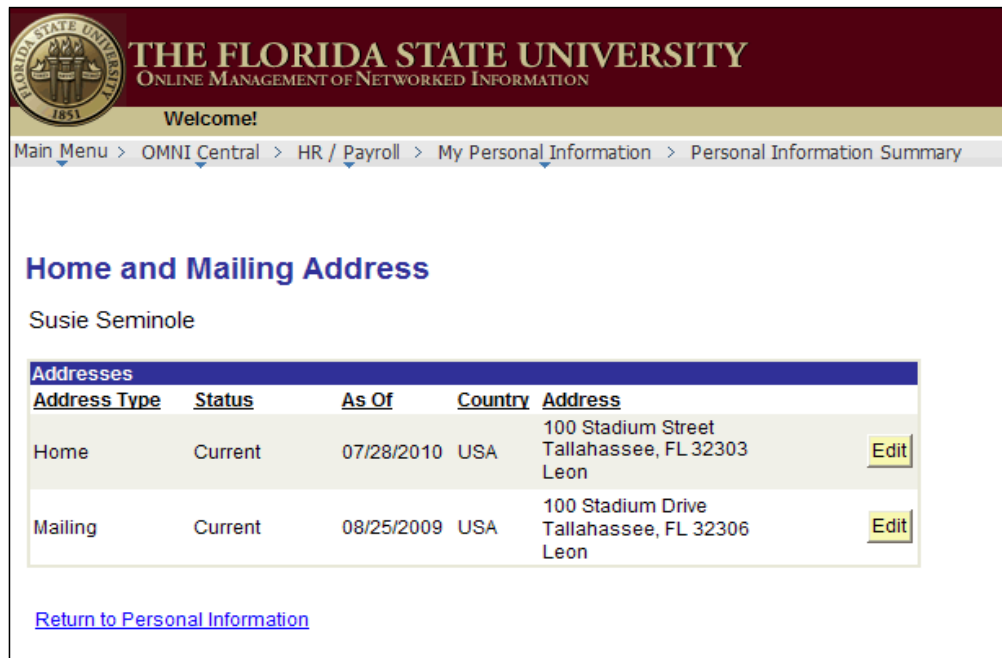
County:

Date Change Will Take Effect:
On this date: (example: 01/31/2000)

Step	Action
8.	Update your address as needed.
9.	Click the Save button. 



Step	Action
10.	Click the OK button. 



Step	Action
11.	Click the Return to Personal Information link. Return to Personal Information

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Personal Information

Susie Seminole

Name

Susie Seminole

To change your name in OMNI, you must submit a new copy of your social security card and a name change form found on the Human Resources website to Human Resources/DOF.

Addresses

Address Type	Status	As Of	Country	Address	
Home	Current	07/28/2010	USA	100 Stadium Street Tallahassee, FL 32303 Leon	Edit
Mailing	Current	08/25/2009	USA	100 Stadium Drive Tallahassee, FL 32306 Leon	Edit

[Change home/mailling addresses](#)

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Campus	850/644-1234		<input checked="" type="checkbox"/>
Mobile	850/555-0001		<input type="checkbox"/>
TEXT ALERT	850/555-0001		<input type="checkbox"/>

[Change phone numbers](#)

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Oliver Osceola	Parent	<input type="checkbox"/>
Olivia Osceola	Parent	<input checked="" type="checkbox"/>

Step	Action
12.	For the purpose of this example, also update your phone number. To do this, click the Change phone numbers button. Change phone numbers

Step	Action
13.	<p>The TEXT ALERT Phone Type setting will allow your device to receive FSU Alert emergency notifications via SMS text message.</p> <p>Your cell phone must be capable of receiving SMS text messages in order to be eligible to receive these alerts.</p> <p>For more information regarding FSU Alert Text Messages, please visit the FSU Emergency Management website.</p>

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Phone Numbers

Susie Seminole

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	Delete
Campus	850/644-1234		<input checked="" type="checkbox"/>	Delete
Mobile	850/555-0001		<input type="checkbox"/>	Delete
TEXT ALERT	850/555-0001		<input type="checkbox"/>	Delete

[Add a Phone Number](#)

* Required Field

[Save](#)

[Return to Personal Information](#)

Step	Action
14.	<p>Use this page to add, review, or edit your home, business, mobile, or other phone numbers.</p> <p>Click the Add a Phone Number button to include a new phone number.</p> <p>Add a Phone Number</p>
15.	<p>Click the Phone Type list.</p> <p><input type="text" value=""/></p>

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Phone Numbers

Susie Seminole

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Campus	850/644-1234		<input checked="" type="checkbox"/>	Delete
Mobile	850/555-0001		<input type="checkbox"/>	Delete
TEXT ALERT	850/555-0001		<input type="checkbox"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Delete

- Buisness 2
- Business
- Campus
- FAX
- Home
- Main
- Mobile
- Other
- Pager 1
- TEXT ALERT
- Work

Step	Action
16.	Select the appropriate Phone Type .
17.	Enter the new phone number into the Telephone field.
18.	One phone number must be set as the preferred calling number. To do this, check the Preferred box for the desired number.
19.	Click the Save button.

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Phone Numbers

Save Confirmation

✓ The Save was successful.

OK

Step	Action
20.	Click the OK button. OK

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Phone Numbers

Susie Seminole

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Campus	850/644-1234		<input checked="" type="checkbox"/>	Delete
Mobile	850/555-0001		<input type="checkbox"/>	Delete
Home	850/555-1234		<input type="checkbox"/>	Delete
TEXT ALERT	850/555-0001		<input type="checkbox"/>	Delete

Add a Phone Number

* Required Field

Save

[Return to Personal Information](#)

Step	Action
21.	Click the Return to Personal Information link. Return to Personal Information

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Personal Information

Susie Seminole

Name

Susie Seminole

To change your name in OMNI, you must submit a new copy of your social security card and a name change form found on the Human Resources website to Human Resources/DOF.

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	07/28/2010	USA	100 Stadium Street Tallahassee, FL 32303 Leon
Mailing	Current	08/25/2009	USA	100 Stadium Drive Tallahassee, FL 32306 Leon

Change home/mailling addresses

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Campus	850/645-1473		<input checked="" type="checkbox"/>
Mobile	850/555-0001		<input type="checkbox"/>
Home	850/555-1234		<input type="checkbox"/>
TEXT ALERT	850/555-0001		<input type="checkbox"/>

Change phone numbers

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Oliver Osceola	Parent	<input type="checkbox"/>

Step	Action
22.	Scroll down the Personal Information page to review all information as currently stored in OMNI.

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Emergency Contacts

Name	Relationship to Employee	Primary Contact
Oliver Osceola	Parent	<input type="checkbox"/>
Olivia Osceola	Parent	<input checked="" type="checkbox"/>

Change emergency contacts

Email Addresses

Email Type	Email Address	Preferred
Business	sseminole@admin.fsu.edu	<input checked="" type="checkbox"/>
Campus	ss03@admin.fsu.edu	<input type="checkbox"/>

Change email addresses

Marital Status

Marital Status: Single As of: 06/14/2005

Change marital status

Ethnic Groups

Description	Primary
White	<input checked="" type="checkbox"/>

Change ethnic groups

Employee Information

Gender: Female

Date of Birth:

Done

Step	Action
23.	<p>When updating email addresses, be aware OMNI does not allow two of the same email type, i.e., Business, Campus, Home, Other.</p> <p>One email account must be specified as the 'Preferred' email address.</p> <p>When the email addresses are saved, the appropriate areas in the OMNI HR and Financials systems will be updated so that email notifications will be sent to the email address marked as preferred.</p>

Step	Action
24.	To make official marital status changes for the purpose of changing benefits, visit the People First website . Backup documentation may be required by People First, but there is no backup documentation required in FSU HR for W-4 changes.
25.	Continue to scroll down to review the Employee Information sub-section at the bottom of the page.



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Marital Status: Single **As of:** 06/14/2005

Change marital status

Ethnic Groups

Description	Primary
White	<input checked="" type="checkbox"/>

Change ethnic groups

Employee Information

Gender: Female

Date of Birth: 01/10/1980

Birth Country:

Birth State:

Social Security Number: 123-44-5678

Smoker:


Date Entitled to Medicare:

Military Status: Not a Veteran

Original Start Date: 06/14/2005

Highest Education Level: C-HS Graduate or Equivalent

Contact the Human Resources department if any of your Employee Information is incorrect.

Step	Action
26.	To update information in the Employee Information section, please contact the Office of Human Resources at 850-644-6034.. These changes cannot be made online.
27.	Click the Home link. 
28.	Congratulations! You have completed this topic. End of Procedure.