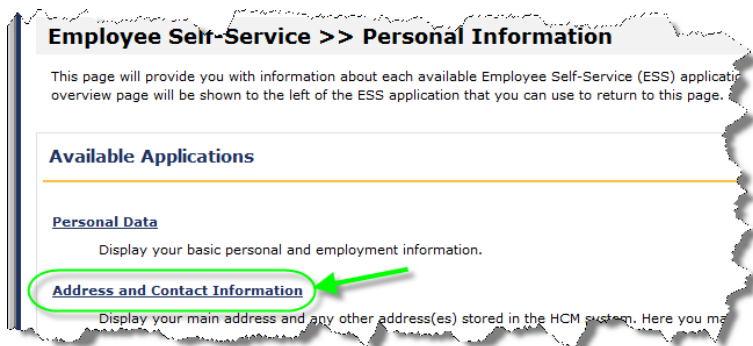


ESS - Personal Information – Address and Contact Information

1. **Address and Contact Information** - The *Address and Contact Information* screen under *Personal Information* allows employees to view their main address/permanent residence and any other address on file with PASSHE. The *Address and Contact Information* screen also provides employees the ability to view/maintain their primary contact number(s), emergency contact address and phone number(s), campus address and phone number(s), as well as mailing address.

1.1. To begin, select the *Address and Contact Information* link from the *Personal Information* menu in ESS.



1.2. The employee's current permanent address, emergency contact, campus address, and mailing address information on file with PASSHE will automatically be displayed.

The screenshot shows the 'Address and Contact Information' screen for an employee named 'User, Test' with Employee Number '1234'. The screen is divided into four main sections:

- Permanent Address:** Includes fields for Country (USA), Street Address (Permanent), City (MECHANICSBURG), State (Pennsylvania), County (CUMBERLAND), and ZIP Code (170503801). It also has checkboxes for Primary Contact (checked) and Unlisted Number (checked), and phone fields for Home, Mobile, and Work.
- Campus Address:** Includes fields for Department (Campus Address), Building, Floor, Room, and Box. It also has phone fields for Work Phone, Work Fax, and Work Mobile.
- Emergency Contact:** Includes fields for Name (Emergency Contact), Country (USA), Street Address (Test Street), City (Mechanicsburg), State (Pennsylvania), County (CUMBERLAND), and ZIP Code (17050). It also has checkboxes for Primary Contact (checked) and Unlisted Number (checked), and phone fields for Home, Mobile, and Work.
- Mailing Address:** Includes fields for Country (USA), Street Address (Address Line 1 Test), City (Mechanicsburg), State (Pennsylvania), County (CUMBERLAND), and ZIP Code (170501234).

Permanent Address Maintenance

1. Under *Permanent Address*, employees have the option to update the following:

- Home phone (Option to make number unlisted)
- Mobile phone
- Work phone
- Primary contact number

NOTE: ESS does not allow employees to update their permanent address. Employees must contact the Human Resource Office in order to update their permanent address. The *Permanent Address* on file will be used for sending mail to the employee. If a different address is to be used for mail, employees may supply a *Mailing Address*. [Click here for instructions on providing a Mailing Address.](#)

2. To begin making changes under *Permanent Address*, click *Change Phone Number(s)*.

	Primary Contact	Unlisted Number
Home Phone: 717-555-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile Phone: 717-657-1234	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: 717-703-1234 ext. 1234	<input type="checkbox"/>	<input type="checkbox"/>

3. The *Update Phone Numbers* window will appear allowing employees to make changes.

➤ The following guidelines should be used for entering data. (NOTE: If data is entered in an erroneous format, additional guidance will be provided on screen when *Save Changes* is attempted.)

- At least one phone number must be provided.
- Only one number can be chosen as the primary contact number.
- Phone numbers must be in the format of 123-456-7890.
- Employees may choose to make the *Home Phone* an *Unlisted Number*.
- *Home Phone* and *Mobile Phone* can be the same number.

3.1. When finished making updates, click *Save Changes*.

Update Phone Numbers

You may make all changes to your phone numbers below. You must enter at least one number and have one number checked as your primary contact.
Please enter all numbers in the format 123-456-7890.

		Primary Contact	Unlisted Number
Home Phone:	717-555-1234	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile Phone:	717-657-1234	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone:	[] ext. []	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: To cancel updates, click on *Cancel Update* and changes will be discarded.

4. The following message will appear confirming changes have been saved.

Your contact information has been updated successfully.

Permanent Address

Country: USA
Street Address: Permanent

Emergency Contact Maintenance

1. Under *Emergency Contact*, employees have the option to update the following:

- Emergency contact name
- Emergency contact address
- Emergency contact home phone (Option to make number unlisted)
- Emergency contact mobile phone
- Emergency contact work phone
- Emergency contact primary contact number

2. To begin making changes under *Emergency Contact*, click *Change Contact Data*.

The screenshot shows a web form titled "Emergency Contact". At the top left, there is a button labeled "Change Contact Data" which is circled in green with a green arrow pointing to it. Below the button, the form contains the following fields and options:

Name:	Emergency Contact		
Country:	USA		
Street Address:	Test Street		
City:	Mechanicsburg		
State:	Pennsylvania		
ZIP Code:	17050		
		Primary Contact	Unlisted Number
Home Phone:	717-555-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile Phone:	717-452-1234	<input type="checkbox"/>	
Work Phone:	717-352-1234 ext 34	<input type="checkbox"/>	

3. The *Update Emergency Contact Information* window will appear allowing employees to make changes.

- The following guidelines should be used for entering data. (NOTE: If data is entered by the user in an erroneous format, additional guidance will be provided on screen when *Save Changes* is attempted.)
 - All address fields are required.
 - At least one phone number must be provided.
 - Only one number can be chosen as the primary contact number.
 - Phone numbers must be in the format of 123-456-7890.
 - Employees may choose to make the *Home Phone* an *Unlisted Number*.
 - *Home Phone* and *Mobile Phone* can be the same number

3.1. When finished making updates, click *Save Changes*.

Update Emergency Contact Information

Make all changes to your emergency contact data below. An emergency contact name and primary phone number are required before you may save your update.

Name:

Country:

Street Address:

City:

State:

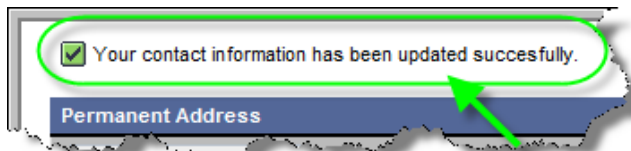
ZIP Code:

Please enter all numbers in the format 123-456-7890.

	Primary Contact	Unlisted Number
Home Phone: <input type="text" value="717-555-4567"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile Phone: <input type="text" value="717-452-4567"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone: <input type="text" value="717-352-1234"/> ext. <input type="text" value="4567"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: To cancel updates, click on *Cancel Update* and changes will be discarded.

4. The following message will appear confirming changes have been saved.

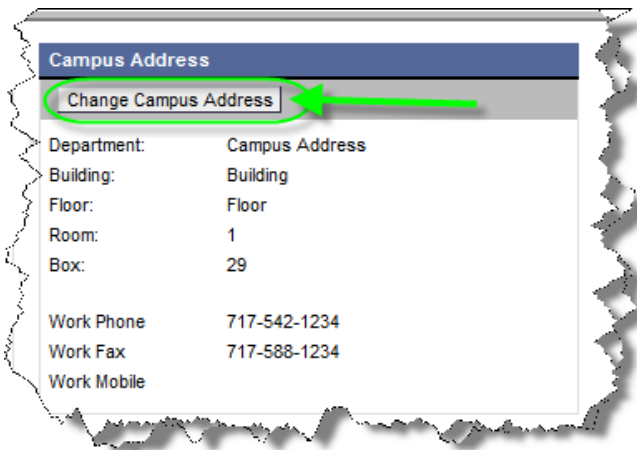


Campus Address Maintenance

1. Under *Campus Address*, employees have the option to update the following:

- Department (required)
- Building (required)
- Floor
- Room number
- Box
- Work phone
- Work fax
- Work mobile

2. To begin making changes under *Campus Address*, click *Change Campus Address*.



3. The *Update Campus Address* window will appear allowing employees to make changes.

➤ The following guidelines should be used for entering data. (NOTE: If data is entered by the user in an erroneous format, additional guidance will be provided on screen when *Save Changes* is attempted.)

- Only *Department* and *Building* are required fields.
- If phone numbers are provided, they must be in the format of 123-456-7890.

3.1. When finished making changes, click *Save Changes*.

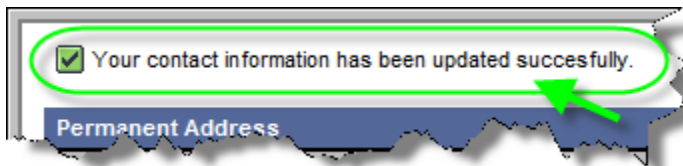
The screenshot shows a web form titled "Update Campus Address". The form contains the following fields and values:

- Department: * Department changes
- Building * Eagles Floor: Floor
- Room Number: 36
- Box: 33
- Work Phone: 717-542-1234 ext. 1111
- Work Fax: (empty)
- Work Mobile: 717-577-1234

Below the form, there are two buttons: "Save Changes" and "Cancel Update". A green arrow points to the "Save Changes" button, which is also circled in green.

NOTE: To cancel updates, click on *Cancel Update* and changes will be discarded.

4. The following message will appear confirming changes have been saved.

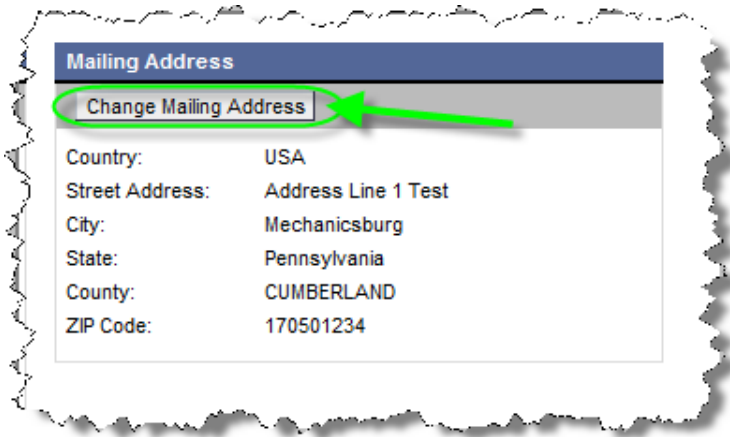


Mailing Address Maintenance

1. Under *Mailing Address*, employees have the option of providing/updating a mailing address.

NOTE: The *Permanent Address* on file will be used for sending mail to the employee. *Mailing Address* should only be provided by the employee if they desire mail to be sent to an address other than *Permanent Address*.

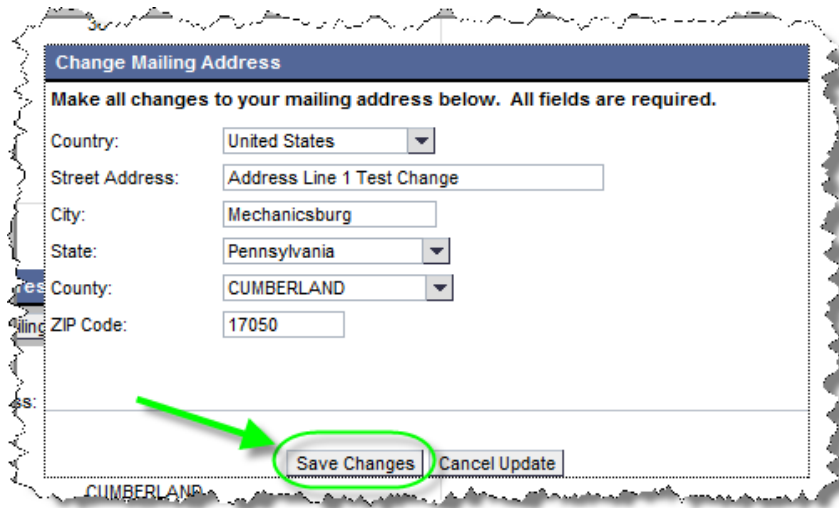
2. To begin making changes under *Mailing Address*, click *Change Mailing Address*.



3. The *Change Mailing Address* window will appear allowing employees to make changes. All fields are required.

NOTE: If data is entered by the user in an erroneous format, additional guidance will be provided on screen when *Save Changes* is attempted.)

3.1. When finished making changes, click *Save Changes*.



The screenshot shows a web form titled "Change Mailing Address" with a blue header. Below the header, a message reads: "Make all changes to your mailing address below. All fields are required." The form contains several fields: "Country" (dropdown menu set to "United States"), "Street Address" (text input field containing "Address Line 1 Test Change"), "City" (text input field containing "Mechanicsburg"), "State" (dropdown menu set to "Pennsylvania"), "County" (dropdown menu set to "CUMBERLAND"), and "ZIP Code" (text input field containing "17050"). At the bottom of the form, there are two buttons: "Save Changes" and "Cancel Update". A green arrow points from the left towards the "Save Changes" button, which is also circled in green.

NOTE: To cancel updates, click on *Cancel Update* and changes will be discarded.

4. The following message will appear confirming changes have been saved.

