

Updating The Campus Directory

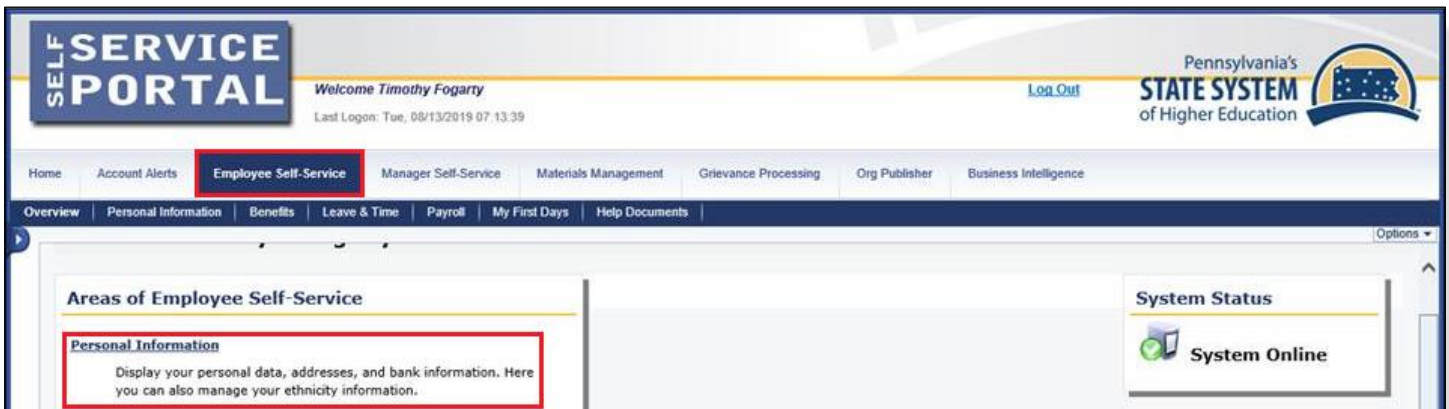
In order to make sure our Campus Directory is up to date we are asking if you would take a few minutes to log into the Employee Self Service System, which feeds into our online Campus Directory, to review and update your campus address as needed.

Below are instructions.

Thank you for taking the time to review the Campus Address on file and update it as needed.

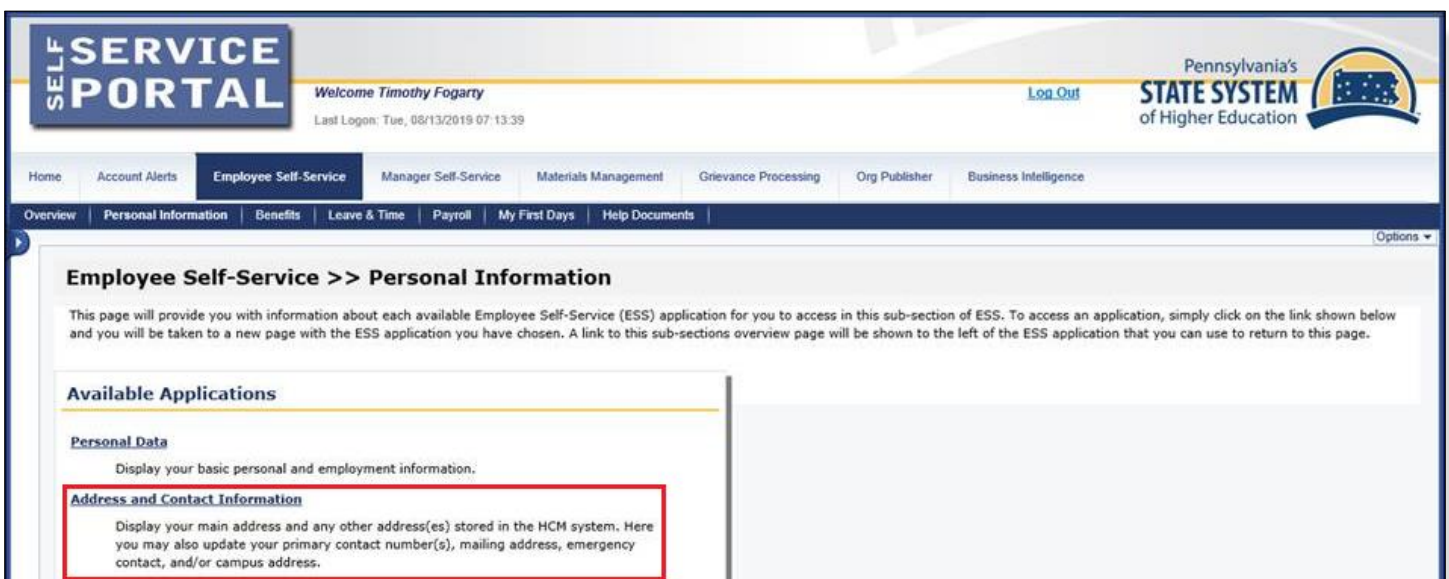
Log Into ESS via the following link: <https://portal.passhe.edu/irj/portal>

- **Step One Log Into ESS**
- **Step Two, on the main ESS Screen select “Personal Information” in the left hand column**



The screenshot shows the Employee Self-Service Portal interface. At the top left, it says 'SELF SERVICE PORTAL'. The user is logged in as Timothy Fogarty, with a 'Log Out' link. The navigation bar includes 'Home', 'Account Alerts', 'Employee Self-Service' (highlighted in red), 'Manager Self-Service', 'Materials Management', 'Grievance Processing', 'Org Publisher', and 'Business Intelligence'. Below this, a secondary menu has 'Overview', 'Personal Information' (highlighted in red), 'Benefits', 'Leave & Time', 'Payroll', 'My First Days', and 'Help Documents'. The main content area is titled 'Areas of Employee Self-Service' and contains a 'Personal Information' section (highlighted in red) with the text: 'Display your personal data, addresses, and bank information. Here you can also manage your ethnicity information.' To the right, there is a 'System Status' box indicating 'System Online'.

- **Step Three, on the Personal Information Screen select “Address and Contact Information” in the left hand column**



The screenshot shows the 'Employee Self-Service >> Personal Information' screen. The user is still logged in as Timothy Fogarty. The navigation bar is the same as in the previous screenshot. The secondary menu has 'Overview', 'Personal Information' (selected), 'Benefits', 'Leave & Time', 'Payroll', 'My First Days', and 'Help Documents'. The main content area is titled 'Employee Self-Service >> Personal Information' and contains a paragraph: 'This page will provide you with information about each available Employee Self-Service (ESS) application for you to access in this sub-section of ESS. To access an application, simply click on the link shown below and you will be taken to a new page with the ESS application you have chosen. A link to this sub-sections overview page will be shown to the left of the ESS application that you can use to return to this page.' Below this, there is an 'Available Applications' section with two options: 'Personal Data' (with text: 'Display your basic personal and employment information.') and 'Address and Contact Information' (highlighted in red, with text: 'Display your main address and any other address(es) stored in the HCM system. Here you may also update your primary contact number(s), mailing address, emergency contact, and/or campus address.').

- **Step Four, on the Display Address and Contact Information Screen review the Campus Address that appears on the right hand side of the screen**

SELF SERVICE PORTAL Welcome Timothy Fogarty
 Last Login: Tue, 08/13/2019 07:13:39 [Log Out](#) Pennsylvania's STATE SYSTEM of Higher Education

Home Account Alerts **Employee Self-Service** Manager Self-Service Materials Management Grievance Processing Org Publisher Business Intelligence

Overview Personal Information Benefits Leave & Time Payroll My First Days Help Documents Options

Display Address and Contact Information.

Employee Name:
Employee Number:

The permanent address/phone information displayed is effective as of 12/10/2003. Due to local tax requirements, employees must contact their campus HR office to make any changes to their permanent address.

Permanent Address
 Change Contact Information

Country:
Street Address:
City:
State:
County:
ZIP Code:

Home Phone: Primary Contact Unlisted Number
 Mobile Phone:
 Work Phone:

Campus Address
 Change Campus Address

Department: Human Resources
 Building: Carrier
 Floor:
 Room: B-29
 Box:
 Work Phone: 814-393-1939
 Work Fax:
 Work Mobile:

- **If your campus address is correct no additional action is required**
- **Step Five, If your campus address needs to be updated select "Change Campus Address" at the top of the Campus Address Screen**
- **Step Six, on Update Campus Address dialog box make the necessary change to your campus address and select Save Changes as the bottom of the box**

Display Address and Contact Information.

Employee Name:
Employee Number:

The permanent address/phone information displayed is effective as of 12/10/2003. Due to local tax requirements, employees must contact their campus HR office to make any changes to their permanent address.

Permanent Address
 Change Contact Information

Country:
Street Address:
City:
State:
County:
ZIP Code:

Home Phone: Primary Contact Unlisted Number
 Mobile Phone:
 Work Phone:
 Personal E-Mail:

Update Campus Address

Make all changes to your campus address below. Department name and building are required to save your address changes.

Department: Human Resources
 Building: CA Carrier
 Floor:
 Room Number: B-29
 Box:
 Work Phone: 814-393-1939 ext.
 Work Fax:
 Work Mobile: Add

Save Changes Cancel Update

Emergency Contact Mailing Address