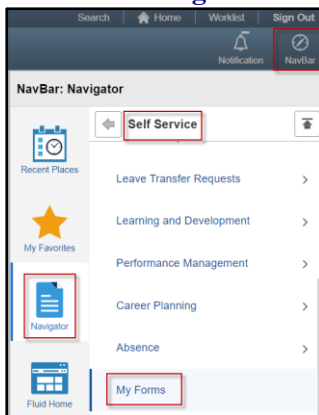## Create a Personal Data Change

Active LSUNO employees with access to self-service will now be able to make personal data changes electronically. *A department designee* will also be able to initiate personal data changes if *requested* by the *employee*. The following changes may be initiated:
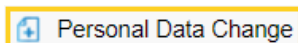
- Primary/Legal Name
- Marital Status
- Phone/Email (including work phone number)
- Home Address
- Mailing Address (if applicable)

1. To get to the forms screen navigate by clicking

   NavBar > **Navigator > Self Service > My Forms**

2. You click on the *Personal Data Change* menu item to start a new data change form.

   Update My Form allows a change to be made to a pending form and resubmit prior to approval. **View My Form** lets you view existing forms.

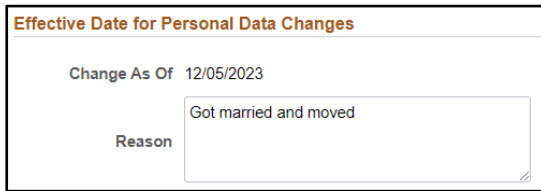   Users may select one or more of the personal data changes listed.

   Users may select a change to a field by clicking the ***toggle button*** to change it from *'No'* to *'Yes'* for the item they would like to update. When an item is changed to *'Yes'* an additional section will open for the necessary changes to be added.
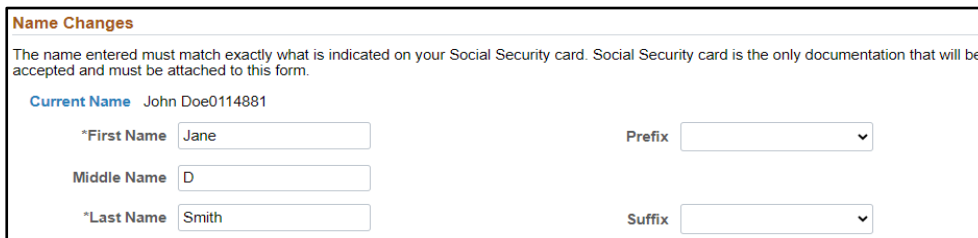
3. *Change As Of* date defaults to the *current date* and is *display only*. You may enter a reason for the change into the **Reason** field.
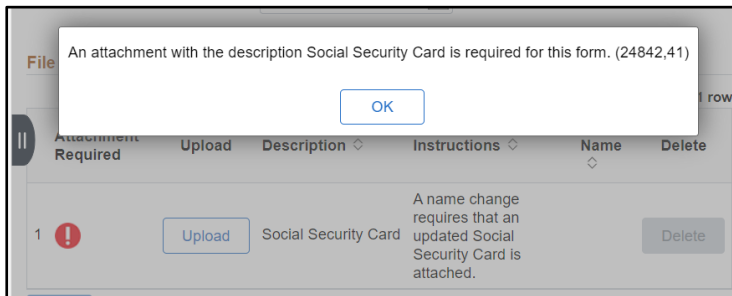
> **Effective Date for Personal Data Changes**
>
> Change As Of 12/05/2023
>
> Reason   Got married and moved

4. When making changes to a primary name, the name entered **must** match **exactly** to what is indicated on the person's *Social Security Card*. Thus, a copy of the new Social Security Card is required for name changes.
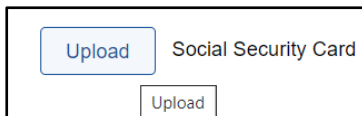
> **Name Changes**
>
> The name entered must match exactly what is indicated on your Social Security card. Social Security card is the only documentation that will be accepted and must be attached to this form.
>
> Current Name   John Doe0114881
>
> *First Name   Jane   Prefix
>
> Middle Name   D
>
> *Last Name   Smith   Suffix

5. If a copy of a Social Security Card is not submitted for the name change a warning message will appear and you will not be able to submit the data change:

> An attachment with the description Social Security Card is required for this form. (24842,41)
>
> OK
>
> | Attachment Required | Upload | Description | Instructions | Name | Delete |
> |---|---|---|---|---|---|
> | 1 ❗ | Upload | Social Security Card | A name change requires that an updated Social Security Card is attached. | | Delete |

To add the Social Security Card, click *Upload*

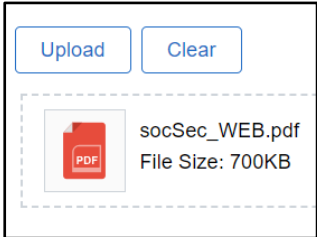> Upload   Social Security Card
>
> Upload

Choose From My Device,
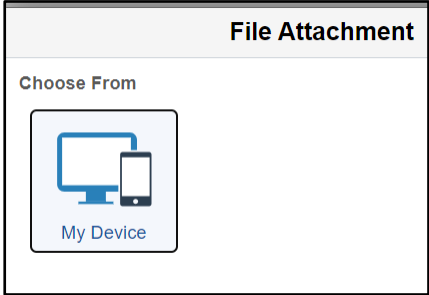
Click *Upload*

When the upload completes, click *Done.*
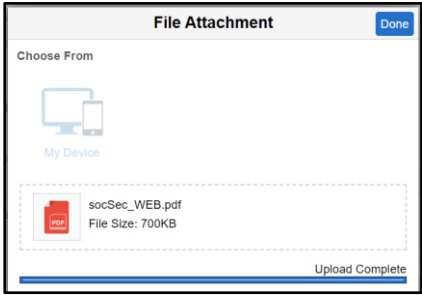
6. A green check mark under *'Attachment Uploaded'* will appear and you can Click *Submit*.
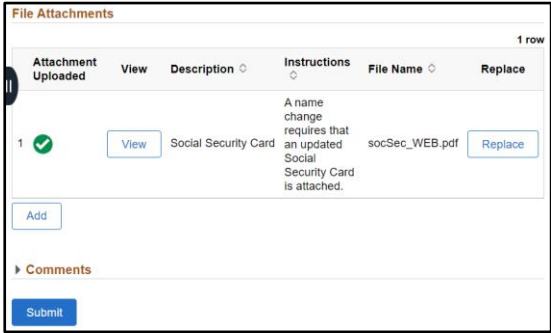
Job Aid

7. A confirmation message displays stating your form has been submitted. It also states the form has been routed to the next approval step.

8. All forms are routed to the Office of Human Resource Management for review/approval. If you have any questions, you can email nohrm@lsuhsc.edu.

ADDITIONAL INFORMATION

Address Changes Information

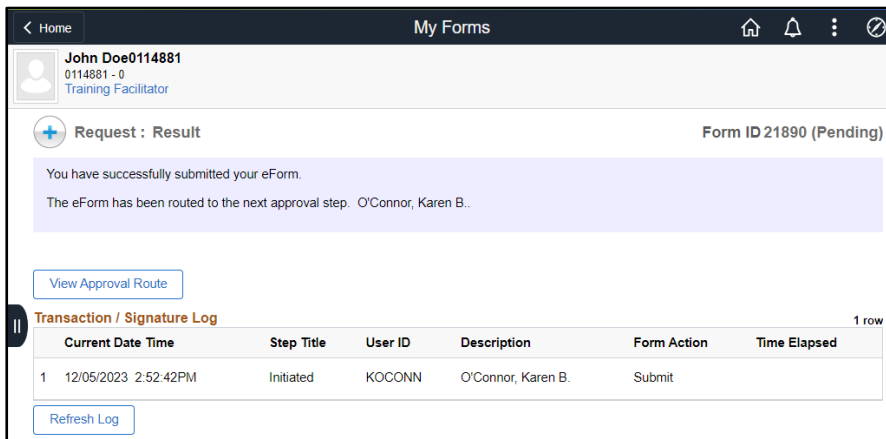The system will automatically check the address entered for validity when you have completed data entry and clicked the Submit button. An **invalid address** will produce an **error message** stating the address could not be verified.

Address suggestions and a **'Skip Verification'** button will display below the Postal field if the invalid address message is received. If you are certain the address entered is correct, click the toggle for the Skip Verification button to turn display from **'No'** to **'Yes'**.

NOTE: If the Mailing Address currently exists for the specified employee, it will automatically sync with the Home Address when changes are saved.

NOTE: When an International address is entered, it does <u>NOT</u> trigger Address Verification so it will be used as entered.

Phone Number Changes Information

Phone numbers are auto formatted and require validation similar to Address validation. If the phone number is **incorrect**, you will receive an error message after clicking **Submit**.

Workflow Processing

NOTE: You can only have one change request in the queue at a time. A new change request cannot be added until the original form is approved. You can, however, update the original form prior to the form being approved.

The system will prevent you from adding a personal data change if a pending request exists. You will receive a message asking if you wish to update the existing request or wait for the existing form to be approved.

An email will be sent to the user stating the data change has been successfully submitted. An email will also be sent to Human Resources for approval.

Once changes are approved by Human Resources, the system will automatically route the changes to Benefits so appropriate changes can be made.

NOTE: The form is not tied to Payroll or Tax Filing Status. The system will not route data change information for these functions.