

# ESS: Viewing and Making Changes to your Personal Information

Job Aid

To view your personal information in ESS Desktop, select the Personal tab.


Field	Value
Assignments	
Home Workgroup	◦ Glenwood Gardens-Assisted Living-1st Floor-Server-Day-Non...
Pay Class	◦ Hourly 40 eff. 08/05/18
Clock Group	◦ Eastern TZ
Schedule Pattern	◦ None
Communications	
General Notifications	✎ Text Messages use Primary Phone Number (576) 555-8729
General	
Last Name	◦ Landon
First Name	◦ Sierra
Middle Initial	◦ W
ID Number	◦ 312
Badge Number	◦ 312
Personal	
Primary Phone	✎ (576) 555-8729
Secondary Phone	✎ 000-0000
Email Address	✎ JClark@example.com

A list of your current information in ESS is displayed in the Personal page. The information that can be changed has a pencil icon ✎ next to it in the Value column.

The ability to make changes to your personal information depends on how your system is set up. Typically changes in address, phone numbers and address need to go through your HR or Payroll department. Information you can change in your Personal information page will have a Pencil icon displayed next to the Value column.

For example, to change your notification preferences:

1. Click the pencil icon to make a change.

Calendar	Time Card	Leave Req.	Messages	Schedules	Personal	Time Off Balances	Archive
Field					Value		
[-] Assignments							
Home Workgroup					o Glenwood Gardens-Assisted Living-1st Floor-Server-Day-Non...		
Pay Class					o Hourly 40 eff. 08/05/18		
Clock Group					o Eastern TZ		
Schedule Pattern					o None		
[-] Communications							
General Notifications					Text Messages use Primary Phone Number (576) 555-8729		
[-] General							
Last Name					o Landon		
First Name					o Sierra		

Click the pencil icon

A window with the information will be displayed. Enable the checkboxes to indicate how you want to receive notifications and select the phone numbers you want the system to use to send notifications.

**Adjust Contact Information** ✕

**Notification Preferences**

Enable notifications via voice phone calls:

Phone Number:

Enable notifications via SMS texts:

Phone Number:

Enable notifications via Mobile App:

Enable notifications via Email:

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