



To view and change your address:

1. After logging into PeopleSoft Staffing Self Service, navigate to **Home and Mailing Address: Main Menu -> Self Service -> Personal Information -> Home and Mailing Address.**
2. The **Home and Mailing Address** window will open where you can view the address details that are currently saved in the system. You can add additional mailing addresses (eg. Postal address if different to your Home address). To edit addresses already listed click on the **Edit** (Pencil) Icon.

Address Type	Status	As Of	Country	Address	Edit
Home	Current	04/05/2016	AUS	1 Sunshine Street Sunville, WA, 6000	

*Address Type: Add

* Required Field

3. An **Edit Home Address** window will open where you can update the information within the fields provided. Once finished click on **Save**, and then click on **OK**.

Change As Of: 04/05/2016

Country: Australia

Address 1: 1 Mouat Street

Address 2:

City: Fremantle State: WA Western Australia

Postcode: 6160

4. A **Save Confirmation** window will appear confirming tht your address has been updated. Click on **OK**.

Home and Mailing Address

Save Confirmation

The Save was successful.

To view and change your phone number:

1. After logging into PeopleSoft Staffing Self Service, navigate to **Phone Numbers**:
Main Menu -> Self Service -> Personal Information -> Phone Numbers.
2. The **Phone Numbers** window will appear where you can view phone numbers saved in the system. These can include Mobile, Home, and Business etc. You can select your preferred phone number using the check box. Within this window you can add or delete phone numbers. After making any changes click on **Save**.

The screenshot shows the 'Phone Numbers' window for Jane Smith. It includes a table with columns for Phone Type, Telephone, Extension, Preferred, and Delete. There are two rows: 'Business' with number 61894330805 and 'Mobile' with number 0410 100 100. The 'Business' row has a checked 'Preferred' checkbox. Below the table are buttons for 'Add Phone Number' and 'Save'. Callouts point to the 'Preferred' checkbox, the 'Delete' column, the 'Save' button, and the 'Add Phone Number' button.

Phone Type	*Telephone	Extension	Preferred	Delete
Business	61894330805		<input checked="" type="checkbox"/>	
Mobile	0410 100 100		<input type="checkbox"/>	

3. A **Save Confirmation** window will appear. Click on **OK**.

The screenshot shows a 'Save Confirmation' window with a blue checkmark icon and the text 'The Save was successful.' Below this is an 'OK' button.

To view and change your Email Address:

4. After logging into PeopleSoft Staffing Self Service, navigate to **Email Addresses**:
Main Menu -> Self Service -> Personal Information -> Email Addresses.
5. The **Email Addresses** window will appear where you can view email addresses saved in the system. These can include Business, Campus, Home, and Other. You can select your preferred email address using the check box. Within this window you can add or delete email addresses. After making any changes click on **Save**.

The screenshot shows the 'Email Addresses' window for Jane Smith. It contains a table with columns for 'Email Type', 'Email Address', 'Preferred', and 'Delete'. Below the table are buttons for 'Add Email Address' and 'Save'. Callouts point to these buttons and the 'Preferred' and 'Delete' columns.

*Email Type	Email Address	Preferred	Delete
Business	test@test.com	<input checked="" type="checkbox"/>	
Campus	test@test.com	<input type="checkbox"/>	
Home	test@test.com	<input type="checkbox"/>	
Other	example@example.com	<input type="checkbox"/>	

Buttons: Add Email Address, Save

* Required Field

Callouts:
- 'Click here to select your preferred email address' points to the 'Preferred' column.
- 'Click here to delete an email address' points to the 'Delete' column.
- 'Click here to add an email address' points to the 'Add Email Address' button.
- 'Click here to Save changes made' points to the 'Save' button.

6. A **Save Confirmation** window will appear. Click on **OK**.

The screenshot shows a 'Save Confirmation' window with a blue checkmark and the text 'The Save was successful.' Below this is an 'OK' button.

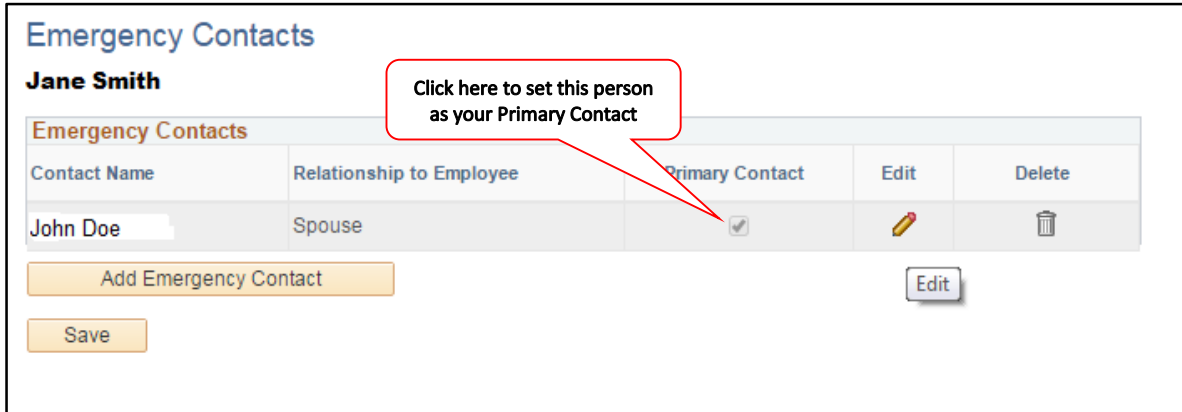
Save Confirmation

The Save was successful.

OK

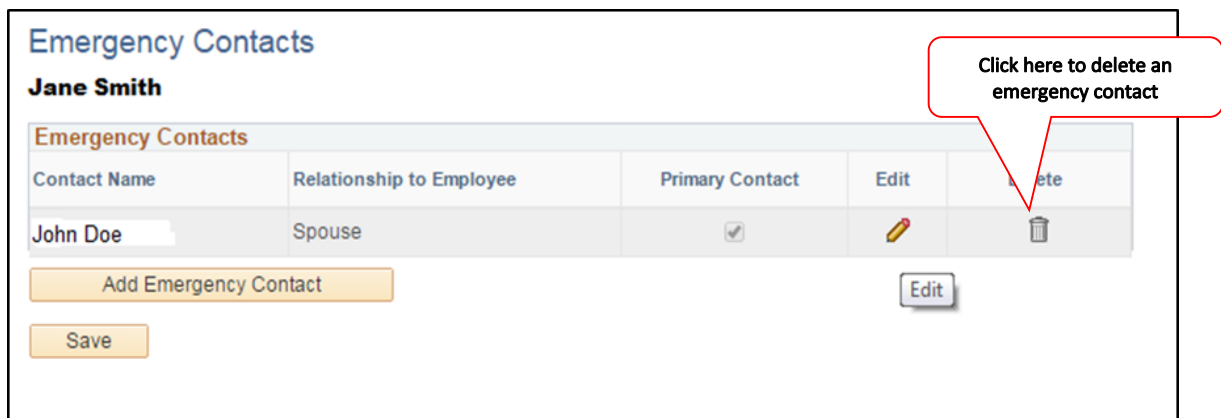
To view and change your Emergency Contacts:

1. After logging into PeopleSoft Staffing Self Service, navigate to **Emergency Contacts:**
Main Menu -> Self Service -> Personal Information -> Emergency Contacts.
2. The **Emergency Contacts** window will appear where you can view your emergency contacts saved in the system. You can select your **Primary Contact** by clicking on the **Primary Contact check box**.



To delete a Contact:

1. Within the **Emergency Contacts** window click on the **Delete (Trash Can) Icon**.



2. A **Delete Confirmation** window will appear. Click on **OK**.

To Edit an Emergency Contact:

1. Within the **Emergency Contacts** window click on the **Edit (Pencil) Icon**.

Emergency Contacts
Jane Smith

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
John Doe	Spouse	<input checked="" type="checkbox"/>		

[Add Emergency Contact](#)

[Save](#)

Click here to edit an emergency contact

2. An **Emergency Contact Details** window will open.

Emergency Contacts
Emergency Contact Detail
Jane Smith

Address and Telephone

*Contact Name

*Relationship to Employee

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country [Change Country](#)

Address [Edit Address](#)

Phone

Telephone Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Delete

[Add Phone Number](#)

[Save](#)

* Required Field
[Return to Emergency Contacts](#)

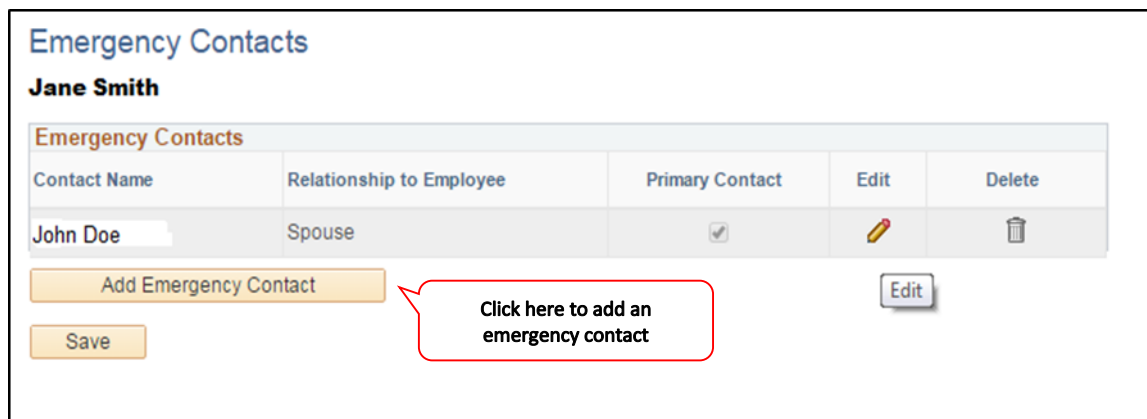
3. When all the information has been entered/updated into the **Emergency Contact Detail** form: **Contact Name, Relationship to Employee, Address, and Phone** click on **Save**.

4. The **Save Confirmation** window will appear. Click on **OK**.



To add an Emergency Contact:

1. Within the **Emergency Contacts** window click on the **Add Emergency Contact** button.



2. An **Emergency Contact Details** window will open.
-

Emergency Contacts

Emergency Contact Detail

Jane Smith

Address and Telephone

*Contact Name

*Relationship to Employee

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country Australia [Change Country](#)

Address

Phone

Telephone Extension

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Delete

* Required Field

[Return to Emergency Contacts](#)

- When all the information has been entered into the **Emergency Contact Detail** form: **Contact Name, Relationship to Employee, Address, and Phone** click on **Save**.
- The **Save Confirmation** window will appear. Click on **OK**.

Emergency Contacts

Save Confirmation

The Save was successful.

To view and change your Ethnic Group:

1. After logging into PeopleSoft Staffing Self Service, navigate to **Ethnic Groups**:
Main Menu -> Self Service -> Personal Information -> Ethnic Groups.
2. The **Ethnic Groups** window will open where you can view and edit your ethnicity information should you wish to provide this to the University. Please note that this field is voluntary and will be kept confidential.

Ethnic Groups

Jane Smith

Under the Higher Education Support Act 2003, the University is subject to certain reporting requirements. In order to comply with Element 316, 'Aboriginal and Torres Strait Islander code', the University invites staff members to voluntarily self-identify their ethnicity. Submission of this information is voluntary. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws and regulations, including those that require the information to be summarized and reported to the Federal Government. When reported, data will not identify any specific individual.

Description	Delete
Not Aboriginal and Torres Strait Islander	

Add an Ethnic Group **Save**

Click here to delete your ethnic group information

Click here to add an ethnic group

3. To edit your ethnicity click on the **Add an Ethnic Group** button. A drop down bow will appear. Click on this drop down box to select an Ethnic Group. Once selected click on **Save**.

Ethnic Groups

Jane Smith

Under the Higher Education Support Act 2003, the University is subject to certain reporting requirements. In order to comply with Element 316, 'Aboriginal and Torres Strait Islander code', the University invites staff members to voluntarily self-identify their ethnicity. Submission of this information is voluntary. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws and regulations, including those that require the information to be summarized and reported to the Federal Government. When reported, data will not identify any specific individual.

Description	Delete
Not Aboriginal and Torres Strait Islander	
<input type="text"/>	

Add an Ethnic Group **Save**

4. The **Save Confirmation** window will appear. Click on **OK**.



Related Documentation

- The University of Notre Dame Australia Staff Enterprise Agreement
- Privacy Policy
- Staff Code of Conduct

Contact

- People and Culture on p&c@nd.edu.au