



Mini-Manual

PERSONAL INFORMATION IN PEOPLESFT

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail hrsinfo@uvm.edu.

TABLE OF CONTENTS

- Background.....2**
- Add, Edit or Delete Emergency Contact2**
 - Step-by-Step Instructions: Adding an Emergency Contact 2
 - Step-by-Step Instructions: Editing an Emergency Contact..... 4
 - Step-by-Step Instructions: Deleting an Emergency Contact 5
- Addresses7**
- Add or Change Phone Numbers.....9**
 - Step-by-Step Instructions: Adding Phone Numbers 9
 - Step-by-Step Instructions: Changing Phone Number 11
 - Step-by Step Instructions: Add CatAlert Emergency Contacts..... 13
- Review or Update Ethnic Groups14**
- Review or Update Disability.....15**
- Review or Update Veteran Status.....16**
- View Benefits18**
- Review or Update Dependent SSN.....19**
- Complete UVMMG Consent Form20**
- Add, Edit or Delete Degrees and Schools21**
 - Step-by-Step Instructions: Adding Degrees and Schools..... 21
 - Step-by-Step Instructions: Editing Degrees and Schools..... 22
 - Step-by-Step Instructions: Deleting Degrees and Schools..... 23
- Frequently Asked Questions24**
- Helpful Links24**



Mini-Manual

Background

Employee Self Service functions in PeopleSoft allows quick, easy changes to personal information.

Self Service functions currently available in PeopleSoft:

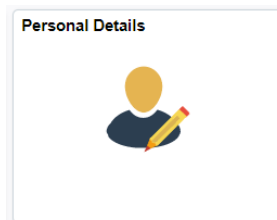
- Add, Edit or Delete Emergency Contact
- Edit Home Address
- Add or Change Phone Numbers
- View Benefits
- Updating or reviewing Ethnicity
- Update or review Disability Status
- Update or review Veteran Status
- Review Additional Information_

Add, Edit or Delete Emergency Contact

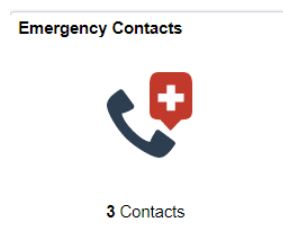
Use this process to add a new or make changes to existing emergency contacts. These directions apply to personal emergency contacts. To add CatAlert, the UVM emergency system, see [Add CatAlert Emergency Contacts](#)

Step-by-Step Instructions: Adding an Emergency Contact

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles):
 - **UVM Employee > Personal Details**



- **UVM Employee > Personal Details > Emergency Contacts**






Mini-Manual

3. The Emergency Contacts page will open, displaying current information.

Emergency Contact Details

Contact Name	Relationship	Preferr
Daffy Smith	Sibling	✓ >
Donald Smith	Parent	>
Minnie Smith	Parent	>

4. Click the plus  icon to ADD an Emergency Contact

5. The **Emergency Contact Detail** page will appear. Enter the contact name and relationship. Click **Add Address** to add an address, click **Add Phone Number** to add a phone number, and **Save**

Emergency Contact

*Contact Name

*Relationship

Preferred

Address

No data exists.

Phone Numbers

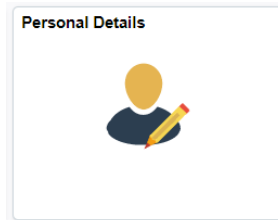
No data exists. At least one phone number is required.



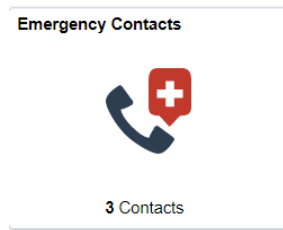
Mini-Manual

Step-by-Step Instructions: Editing an Emergency Contact

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles):
 - **UVM Employee > Personal Details**



- **UVM Employee > Personal Details > Emergency Contacts**



3. The Emergency Contacts page will open, displaying current information.

Emergency Contact Details

Contact Name	Relationship	Prefer
Daffy Smith	Sibling	✓ >
Donald Smith	Parent	>
Minnie Smith	Parent	>



Mini-Manual

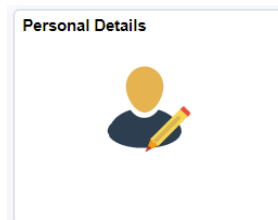
4. Click the arrow/edit icon to EDIT an Emergency Contact
5. The **Emergency Contact Detail** page will appear. Update or delete information as appropriate and **Save**.

The screenshot shows a web form titled "Emergency Contact". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains the following fields and sections:

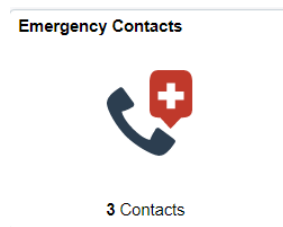
- *Contact Name: A text input field.
- *Relationship: A dropdown menu.
- Preferred: A checkbox.
- Address: A section with the text "No data exists." and an "Add Address" button.
- Phone Numbers: A section with the text "No data exists. At least one phone number is required." and an "Add Phone Number" button.

Step-by-Step Instructions: Deleting an Emergency Contact

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles):
 - **UVM Employee > Personal Details**



- **UVM Employee > Personal Details > Emergency Contacts**





Mini-Manual

3. The Emergency Contact page will open, displaying current information.

Emergency Contact Details

Contact Name	Relationship	Prefer
Daffy Smith	Sibling	✓ >
Donald Smith	Parent	>
Minnie Smith	Parent	>

4. Click the arrow/edit > icon to EDIT and/or DELETE an Emergency Contact

5. The **Emergency Contact Detail** page will appear. Click **Delete** then **Save**.

Cancel
Emergency Contact
Save

*Contact Name

*Relationship ▾

Preferred

Address

25 South Main St
Saint Albans, VT

Phone Numbers

Phone	Extension	Type
802/555-1234		Home

Delete



Mini-Manual

6. The confirmation screen will appear. Click **Yes**

Are you sure you want to delete Emergency Contact (Daffy Smith)?



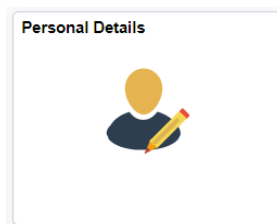
Addresses

The home and mailing addresses can be edited in PeopleSoft. This process can be used for temporary moves or permanent moves.

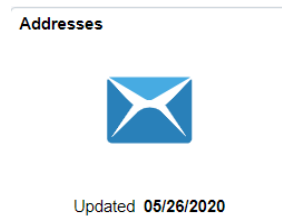
Note: This process cannot be used for work or department address changes. These changes must happen at the department level. Contact the business manager for help with work address changes.

Step-by-Step Instructions: Editing Home/Mailing Address

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles):
 - **UVM Employee > Personal Details**



- **UVM Employee > Personal Details > Addresses**





Mini-Manual

3. The screen will open, displaying current information:

Home Address

1 University Way Burlington, VT 05401	Current	>
--	---------	---

Mailing Address

1 University Way Burlington, VT 05401	Current	>
--	---------	---

4. Click the arrow/edit icon to EDIT

5. The **Edit Home Address** page will appear. Make changes as appropriate then click **Save**

Cancel
Address
Save

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of

Address Type Home

Country

Address 1

Address 2

Address 3

City

State

Postal

County

6. An e-mail verifying changes have been made will be sent automatically.



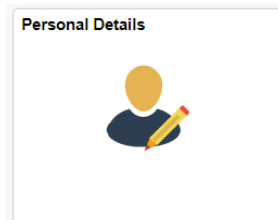
Mini-Manual

Add or Change Phone Numbers

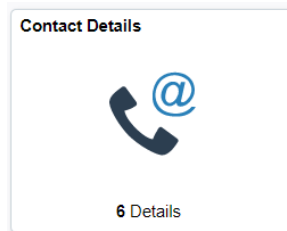
Use this page to view, add, update, and delete personal phone number information. In PeopleSoft multiple phone numbers can be registered: cell, pager, fax, and more.

Step-by-Step Instructions: Add a Phone Number

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles):
 - **UVM Employee > Personal Details**



- **UVM Employee > Personal Details > Contact Details**




3. The Phone Numbers page will open, displaying current information:

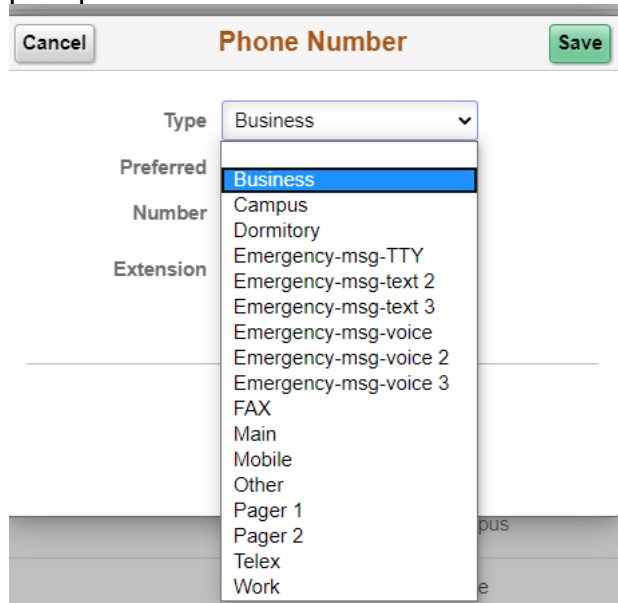
Phone

Number	Extension	Type	Preferred
802/656-3109		Business	✓ >
802/999-9999		Emergency-msg-text	>
802/999-9999		Home	>

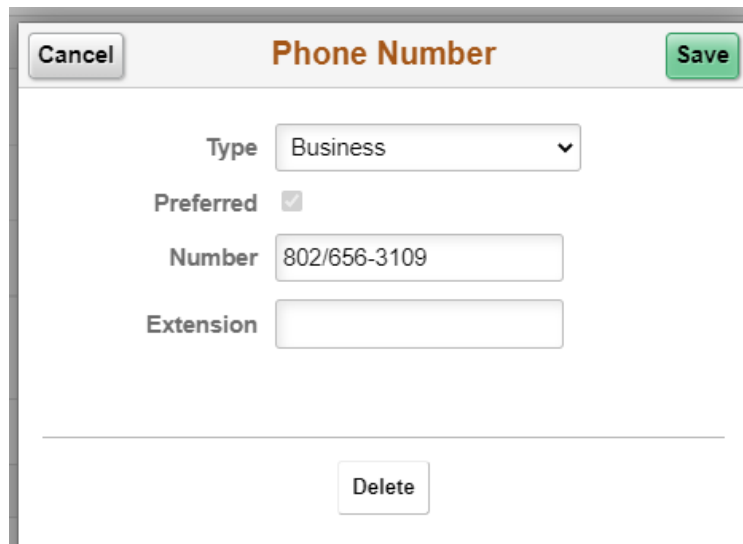


Mini-Manual

4. Click the plus  icon to **Add** a phone number
5. The **Phone Number Detail** page will appear. Click the **Phone Type** list from the drop down box and select from multiple options.



6. Once Type is selected, fill in all Required Fields and click **Save**

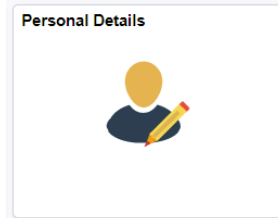




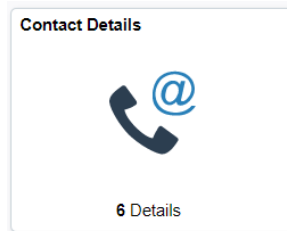
Mini-Manual

Step-by-Step Instructions: Changing Phone Number

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles):
 - o **UVM Employee > Personal Details**



- o **UVM Employee > Personal Details > Contact Details**



3. The Phone Numbers page will open, displaying current information:

Phone			
Number	Extension	Type	Preferred
802/656-3109		Business	✓ >
802/999-9999		Emergency-msg-text	>
802/999-9999		Home	>

4. Click the arrow/edit icon to EDIT



Mini-Manual

5. The **Phone Number Details** page will appear.

A screenshot of a web form titled "Phone Number". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains the following fields:

- Type:** A dropdown menu with "Business" selected.
- Preferred:** A checkbox that is checked.
- Number:** A text input field containing "802/656-3109".
- Extension:** An empty text input field.

6. Click the **Phone Type** list from the drop down box and select from multiple options.

A screenshot of the same "Phone Number" form, but with the "Type" dropdown menu open. The dropdown list contains the following options:

- Business (highlighted in blue)
- Campus
- Dormitory
- Emergency-msg-TTY
- Emergency-msg-text 2
- Emergency-msg-text 3
- Emergency-msg-voice
- Emergency-msg-voice 2
- Emergency-msg-voice 3
- FAX
- Main
- Mobile
- Other
- Pager 1
- Pager 2
- Telex
- Work

7. Make changes and click **Save**



Mini-Manual

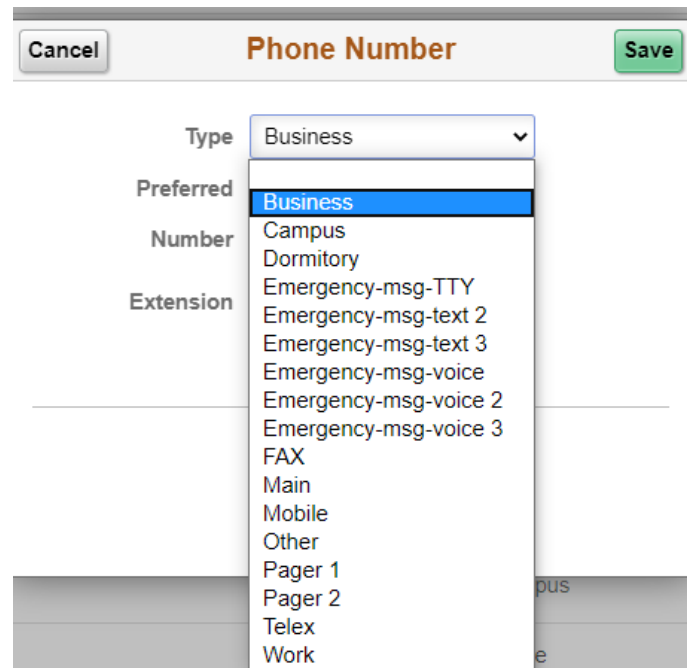
Step-by Step Instructions: Add CatAlert Emergency Contacts

- o The University has an automatic campus alert system, CatAlert. CatAlert is designed to keep UVM as informed and safe as possible if an emergency situation were to arise.
- o Everyone with a UVM e-mail address gets CatAlert e-mails automatically. To receive emergency messages via another method, preferred methods must be designated.
- o Remember to update contact information as necessary so that these important messages will continue to be received.

To add an emergency broadcast number, follow the [Add or Change Phone](#) Number step-by-step instructions and in the **Phone of Type** column choose types with the word “emergency.” These numbers will only be used by the automatic CatAlert system.

Note:

- o Choosing to list the same phone number more than once, in more than one capacity is an option. For example, cell phone voice-mail and a text message can both be added.
- o Receive emergency broadcast messages on a "Cellular" phone.
- o Only phones of type **Emergency-msg-text**, **Emergency-msg-voice** and **Emergency-msg-TTY** will receive emergency broadcast messages.



- o Phone numbers with **Emergency** designations will not show up in the UVM online directory.
- o Phone numbers designated as **Mobile** are treated as business phones and will show up in the online directory.



Mini-Manual

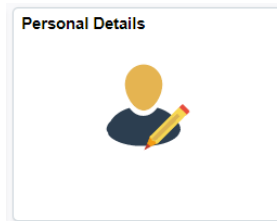
Review or Update Ethnic Group

The University of Vermont is an Equal Opportunity/Affirmative Action Employer with a strong commitment to diversity in the student body, the faculty and staff, and the curriculum. The information requested in this section of PeopleSoft is used to assist us in our compliance with Federal and State equal opportunity record keeping and reporting.

The questions are voluntary and will not affect your employment with the University. However, if you choose not to provide this information, please be aware that the University may instead use visual identification to comply with its Federal and State record keeping and reporting obligations.

Step-by-Step Instructions: Review or Update Ethnic Group

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles):
 - **UVM Employee > Personal Details**



- **UVM Employee > Personal Details > Ethnic Groups**



3. The Voluntary Self-Identification form will appear

1) Are you Hispanic or Latino?

Yes
 No

2) What is your race? Select one or more.

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 White



Mini-Manual

4. Complete form by selecting one or more option. Then click Save



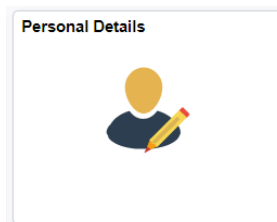
Review or Update Disability

UVM is a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

Step-by-Step Instructions: Review or Update Disability

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles):
 - **UVM Employee > Personal Details**



- **UVM Employee > Personal Details > Disability**





Mini-Manual

3. The Voluntary Self-Identification form will appear (please read carefully)

Please check one of the boxes below:

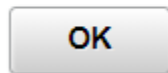
- Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
- No, I Don't Have A Disability, Or A History/Record Of Having A Disability
- I Don't Wish To Answer

4. Complete form by making a selection. Then click **Submit**



5. Confirm submission by clicking **OK**

Are you sure you want to submit this information?



Review or Update Veteran Status

UVM is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Step-by-Step Instructions: Review or Update Veteran Status

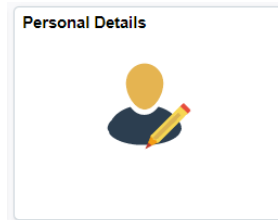
1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).



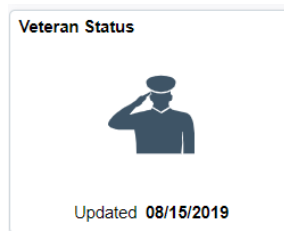
Mini-Manual

2. Navigation (Click on tiles):

- **UVM Employee > Personal Details**



- **UVM Employee > Personal Details > Veteran Status**



3. The Voluntary Self-Identification form will appear (please read carefully)

- I belong to the following classifications of protected veterans (choose all that apply):
 - Disabled Veteran
 - Recently Separated Veteran
 - Active Duty Wartime or Campaign Badge Veteran
 - Armed Forces Service Medal Veteran
- I am a protected veteran, but I choose not to self-identify the classifications to which I belong.
- I am NOT a protected veteran.
- I am NOT a veteran.

Military Discharge Date

4. Complete form by making a selection. Then click **Submit**





Mini-Manual

5. Confirm submission by clicking **OK**

Are you sure you want to submit this information?

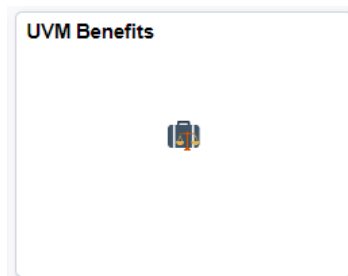
OK

Cancel

View Benefits

Step-by-Step Instructions: Viewing Benefits

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles):
 - **UVM Employee > UVM Benefits**



3. Click the Benefits Summary tile and the current **Benefits Summary** will appear.



Mini-Manual

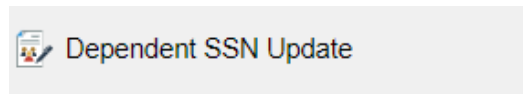
Review or Update Dependent SSN

Step-by-Step Instructions: Updating Medical Dependent Social Security Numbers

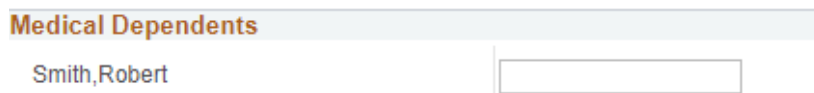
1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles) :
 - o **UVM Employee > UVM Benefits**



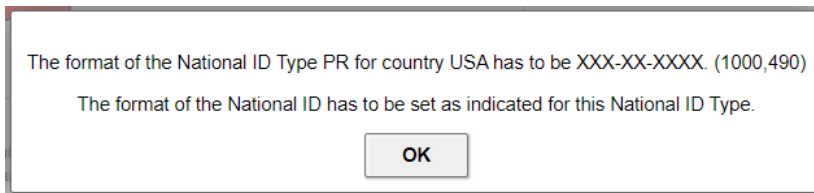
- o **UVM Employee > UVM Benefits > Dependent SSN Update**



3. Click **Dependent SSN Update** icon. Note: Only dependents covered by your UVM medical insurance will be listed here.
4. Enter **Dependent SSN** in field next to name



5. Click **OK** to save. Note: If you have entered the SSN in an incorrect format you will receive the popup shown below. Reenter SSN to complete.





Mini-Manual

6. Confirm submission by clicking **OK**

Are you sure you want to submit this information?

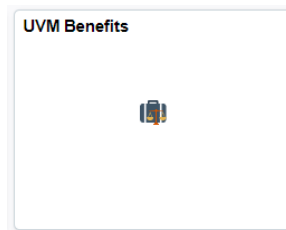


UVMMG Faculty Consent Form

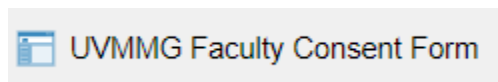
This form is a consent for disclosure of protected personal data between The University of Vermont and State Agricultural College and The University of Vermont Medical Center Inc.

Step-by-Step Instructions: Complete the UVMMG Faculty Consent Form

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles) :
 - o **UVM Employee > UVM Benefits**



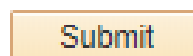
- o **UVM Employee > UVM Benefits > UVMMG Consent Form**



3. Click UVMMG Faculty Consent Form icon. And the Form will appear (read carefully and entirely).
4. Make selection, Yes or No

- Yes, I consent to the disclosure of the Information
- No, I do not consent to the disclosure of the Information

5. Once you have made a selection, click Submit





Mini-Manual

Add, Edit, and Delete Degrees and Schools

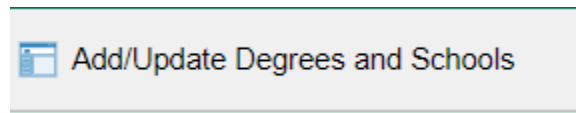
Step-by-Step Instructions: Add Degrees and Schools

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles) :

- o **UVM Employee > UVM Learning + Degrees**



- o **UVM Employee > UVM Learning + Degrees > Add/Update Degrees and Schools**



3. Click Add/Update Degrees and Schools icon icon.
4. The Training/Degree Information page will appear. Click Add New Degrees to add a degree



5. The **Add New Degree Details** page will appear

Add New Degrees

Sandy Smith

Add item details. Select OK to apply changes and return. Select [Return to Previous Page](#) to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Degree

*Degree Seq (1st,2nd,3rd...)

Country

*School Code



Major Code

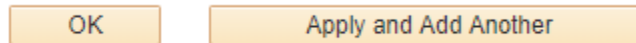
*Year degree acquired

Terminal Degree



Mini-Manual

6. Click the  next to each required field to assist you with your selections. If you are unable to locate your School Code using the  button, please submit a ticket to [PeopleSoft Footprints](mailto:PeopleSoft.Footprints) or email HRInfo@uvm.edu
7. Once you have completed the required fields (*) click **OK** or **Apply and Add Another**

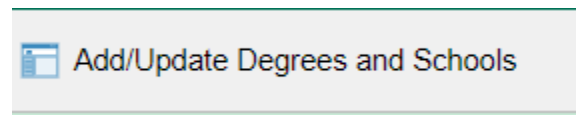



Step-by-Step Instructions: Edit Degrees and Schools

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles) :
 - o **UVM Employee > UVM Learning + Degrees**



- o **UVM Employee > UVM Learning + Degrees > Add/Update Degrees and Schools**



3. Click Add/Update Degrees and Schools icon.
4. The Training/Degree Information page will appear listing your previously entered Degrees.
5. Click the  icon next to the degree/school you would like to edit.



Mini-Manual

6. The Degree Details page will appear

[Add New Degrees](#)

Sandy Smith

Add item details. Select OK to apply changes and return. Select [Return to Previous Page](#) to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

*Degree

*Degree Seq (1st,2nd,3rd...)

Country

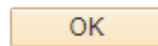
*School Code

Major Code

*Year degree acquired

Terminal Degree

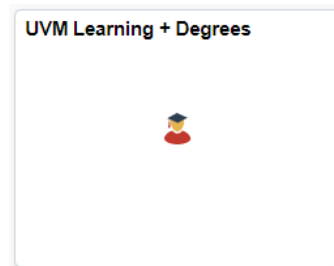
7. Once you have edited the necessary fields click **OK**



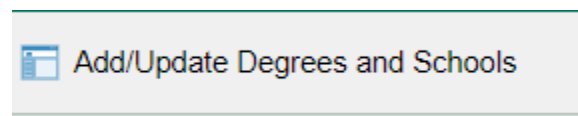
Step-by-Step Instructions: Deleting Degrees and Schools

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles) :

- o **UVM Employee > UVM Learning + Degrees**



- o **UVM Employee > UVM Learning + Degrees > Add/Update Degrees and Schools**



3. Click Add/Update Degrees and Schools icon.
4. The Training/Degree Information page will appear listing your previously entered Degrees.
5. Click the icon next to the degree/school you would like to remove



Mini-Manual

6. Confirm deletion by clicking Yes-Delete. Click No – Do Not Delete to return to Training/Degree Information Page.

Yes - Delete

No - Do Not Delete

Frequently Asked Questions

Can I view the UVM contribution to my 403b in PeopleSoft?

It can be viewed on the paycheck.

What is the \$1.96 Life Credit in the earnings box on my paycheck?

This is UVM's contribution to the cost of the basic life insurance policy.

Why is my Long-Term Disability insurance cost different?

If you have Long-Term Disability insurance through UVM, it may be apparent that the net pay is different due to changes in the way we calculate the cost of this insurance. Previously, insurance cost was calculated based on the mid-point of a pay scale. Now it is calculated based on the actual covered earnings.

What does the extension field mean in the home phone number entry?

When adding or changing a home phone number, do not use the extension field to put in the UVM extension (6-XXXX). This field would only be used if the home phone number included an extension (group housing, for example).

Helpful Links

Relevant UVM Departments

- [Human Resource Services](#)
- [UVM Emergency Management CatAlert](#)

Related Policy

- [Staff Handbook](#)

Suggestions? Updates? Send an e-mail to HRsinfo@uvm.edu

This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.