JDE Employee Self Service VAUGHAN Request an update to your Personal Information

Overview

The following instructions step you through how to request an update to your home address, phone numbers and emergency contact information.



For name changes, please contact HRRequests@Vaughan.ca.



You must sign in to JDE before you can request an update to your Personal Information.

Please refer to the JDE Portal: How to Sign In & Sign Out job aid for instructions.

Request an Update to your Personal Information

- 1. From the Employee Self-Service page, click Personal Information.
- → The Self-Service Director window opens.
- 2. Click Next



It may take up to 10 business days before address changes are reflected in Canada Life (Benefits). OMERS (Pension) will not reflect any changes made through the Self-Service Director. You can contact them directly at 1-800-387-0813 or log into myOMERS on the ESS home page.



➔ The Employee Personal Information window opens.



Tf you click Exit at any time, your request will not be submitted to Human Resources.

- 3. Type in the appropriate field to change the information.
- 4. Click Next.

mployee Address			
Jane Doe			<u>_</u>
Address Line 1	1000 Million Dollar		
City	Happy Place		
Province	Ontario 3	~	
Postal Code	M5N 2M6		
Country	Canada	~	
Exit	<< P1	revio 4 Next	>>

Type of Phone Number

-- Select One

-- Select One -

-- Select One

<< Previous

Hom Car or Mobile

Update Personal Information - Employee Phone Numbers

Jane Doe

Prefix

647

416

Exit

Number

555-1212

555-1211

- → The Employee Phone Numbers window opens.
- 5. Type over the existing phone number to update your phone number.
- ➔ Use the dropdown arrow to select Type of Phone Number.
- 6. Click Next.
- ➔ The Employee Emergency Contacts window opens.
- 7. Click Add A Contact to add an emergency contact.



VPL stores Emergency Contact Information outside of JDE.

- The Emergency Contact Information window opens.
- 8. Type the relevant information.
- 9. Click Next.

Update Personal Informa	tion - Employee Emerge	ncy Contacts		
Jane Doe			<u>_</u>	
EMERGENCY CONTACT INFOR	MATION SUBMITTED WILL BE	VISIBLE TO YOUR PEOPLE LEA	der 🖌	
Records 1 - 1		土丽		
Name	Contact Relationship	Phone Number		
Henry Jones	Friend	888 555-1212 Ca	r or Mobile	
Add A Contact Delet	e A Contact Exit	<< Previous	Next >>	

ane Doe				8		
Mailing Name	Fred Ast	tair				
Contact Relationship	Brother	Brother				
Remark 1 8						
Prefix, Phone Number, Type	416	555-8888	Car or Mobile	~		
Prefix, Phone Number, Type			Select One			
Exit			<< Previous	9 Next >>		

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- VAUGHAN
 - The Employee Emergency Contacts window redisplays.



Click Delete A Contact if you would like to remove an emergency contact.



Click Add A Contact if you would like to add another emergency contact.

10. Click Next once you have added all your Emergency Contact information.



Do you authorize Human Resources to update your records with the changes you

I accept

11

<< Back

have made

Update Personal Information - Authorization

Cancel

- ➔ The Authorization window opens.
- 11. Click *I accept* to move forward with the request.



If you click Cancel, your request will not be submitted to Human Resources.

- → The Confirmation Number window opens.
- 12. Click Finish.
- ➔ The Employee Self Service page re-displays.

An email is automatically sent to <u>HRRequests@Vaughan.ca</u> on your behalf.



HR will review the requests every business day.

If the request is approved, you will receive an automatic email from <u>idedwards@vgn.cty</u> indicating that your changes have been accepted. The changes take effect overnight.

If the request is denied, you will receive an automatic email from <u>idedwards@vgn.cty</u> indicating your request was denied. You will need to resubmit the request with the accurate information.



Always Sign Out of JDE when you are finished.

Always Log Off the computer if you are using a kiosk or shared workspace.