

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.

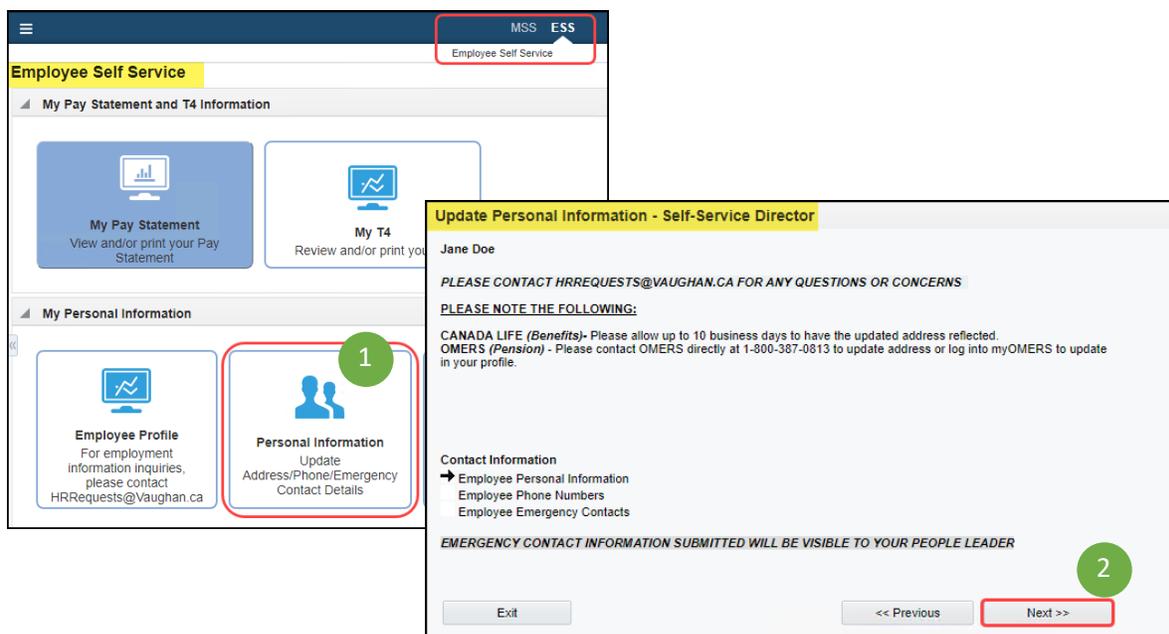
For name changes, please contact HRRequests@Vaughan.ca.

→ This information is only available to you, your People Leader and Human Resources.

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

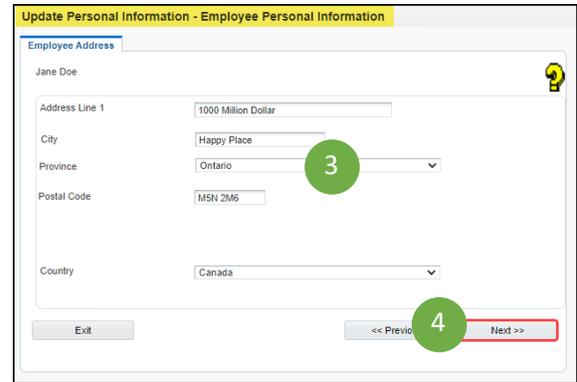


It may take up to 10 business days before address changes are reflected in Canada Life (Benefits). OMERS (Pension) will not reflect any changes made through the Self-Service Director. You can contact them directly at 1-800-387-0813 or log into myOMERS on the ESS home page.

→ The Employee Personal Information window opens.

 If 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.



→ The Employee Phone Numbers window opens.

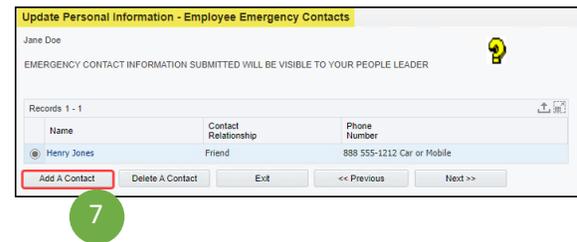
5. Type over the existing phone number to update your phone number.
- Use the dropdown arrow to select Type of Phone Number.
6. Click Next.



→ The Employee Emergency Contacts window opens.

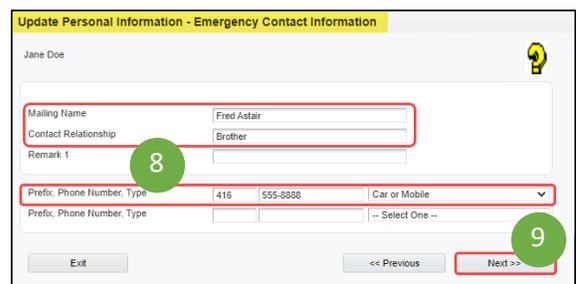
7. Click Add A Contact to add an emergency contact.

 VPL stores Emergency Contact Information outside of JDE.



→ The Emergency Contact Information window opens.

8. Type the relevant information.
9. Click Next.



→ The Employee Emergency Contacts window re-displays.

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.

→ 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.



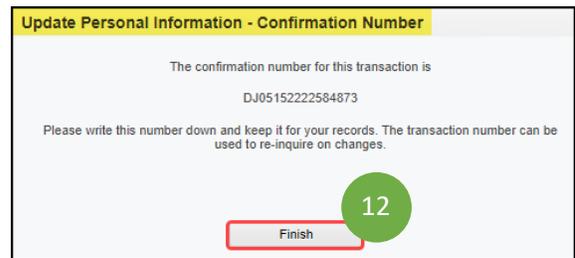
→ The Confirmation Number window opens.

12. Click Finish.

→ The Employee Self Service page re-displays.

An email is automatically sent to HRRequests@Vaughan.ca on your behalf.

HR will review the requests every business day.



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

If the request is denied, you will receive an automatic email from jdedwards@vgn.cty 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.