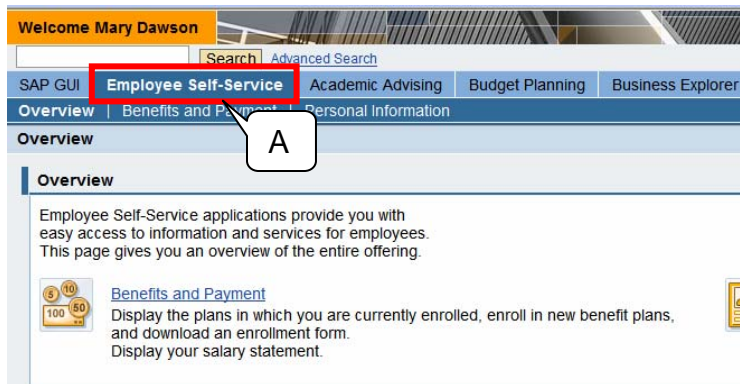


## ESS – Maintain Personal Information

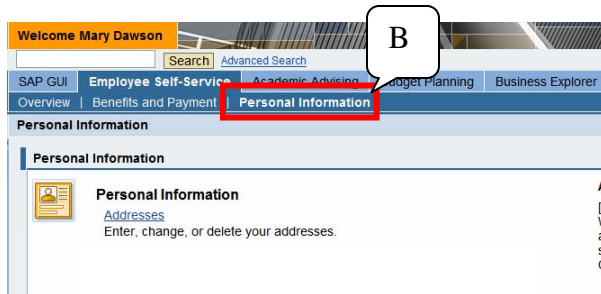
**Employee Self Service (ESS)** is available to all faculty, staff, and student employees. Tasks available in ESS include view benefits participation, view pay statement, and maintain personal information. The information contained in this document is for maintaining personal information. An employee's permanent or mailing address can be maintained within personal information which can be very important during tax season.

**Virtual Private Network (VPN)** is not necessary to access ESS.

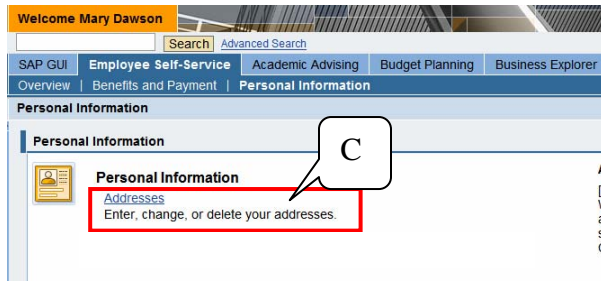
- Once logged into <https://myнку.edu/iri/portal>, click the Employee Self Service tab (A).



- Click the Personal Information tab (B).

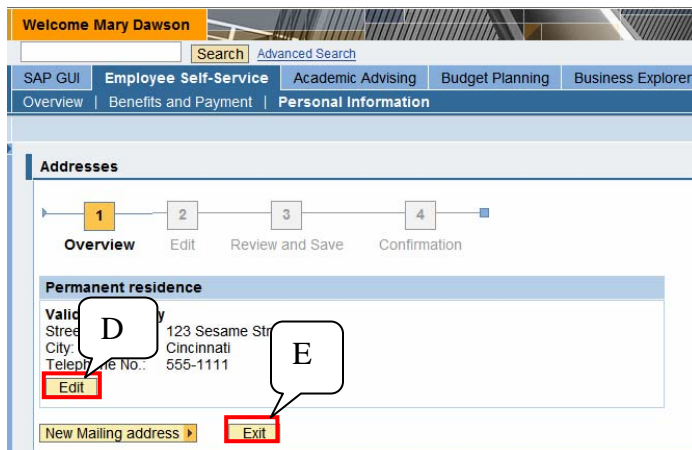


- Click Addresses to enter, change, or delete address information (C).



### Edit Permanent Address:

- Click Edit to maintain the permanent residence address (D).
- Click Exit to return to the Personal Information screen (E).



- Edit the Permanent residence.
- Click Valid as of Today or Valid as of Future Date (F).
- Click Review (G).

Welcome Mary Dawson

Search Advanced Search

SAP GUI Employee Self-Service Academic Advising Budget Planning

Overview Benefits and Payment Personal Information

Overview **Edit** Review and Save Confirmation

**Permanent residence**

Country: \* USA

c/o:

House Number and Street: \* 123 Sesame Street

Address Line 2:

City: \* Cincinnati

County:

State: \* Ohio

Postal Code: \* 45244

Telephone: 3 555-1111

Valid as of Today

Valid as of Future Date

Previous Step **Review** Exit

- Click Save (H).

Welcome Mary Dawson

Search Advanced Search

SAP GUI Employee Self-Service Academic Advising Budget Planning

Overview Benefits and Payment Personal Information

1 2 **3** 4

Overview Edit **Review and Save** Confirmation

**Verify the Address data below**

**Permanent residence**

Country: USA

c/o:

House Number and Street: 123 Sesame Street

Address Line 2:

City: Cincinnati

County:

State: Ohio

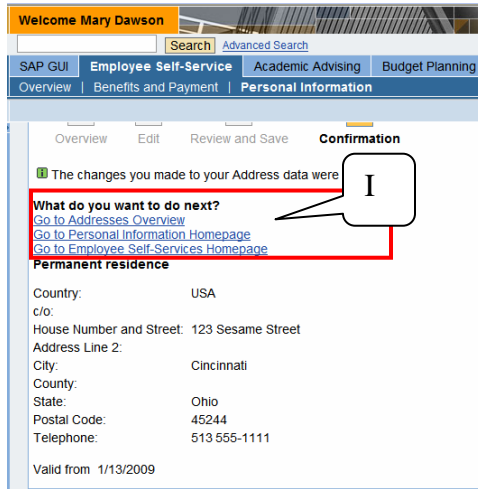
Postal Code: 45244

Telephone: 513 555-1111

Valid from 1/13/2009

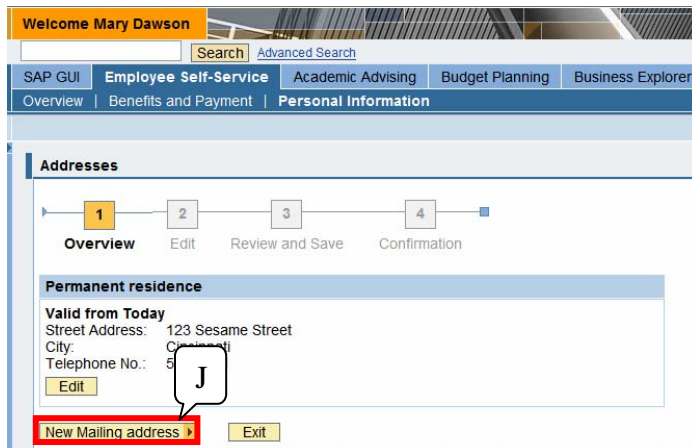
Previous Step **Save** Exit

- Click the appropriate link to return to Address Overview, etc. (I).



New Mailing address:

- Click New Mailing address to add a mailing address (J).



- Edit the Mailing address.
- Click Valid as of Today, Valid as of Future Date, or Validity Period (K).
- Click Review (L).

Welcome Mary Dawson  
 Search Advanced Search  
 SAP GUI Employee Self-Service Academic Advising Budget Planning  
 Overview Benefits and Payment Personal Information

**Mailing address**

Country: \* USA

c/o:

House Number and Street: \* P.O. Box 100

Address Line 2:

City: \* Batavia

County: Clermont

State: \* Ohio

Postal Code: \*

Telephone: 555-1111

Valid as of Today  
 Valid as of Future Date  
 Validity Period

Previous Step Review Exit

- Click Save (M).

Welcome Mary Dawson  
 Search Advanced Search  
 SAP GUI Employee Self-Service Academic Advising Budget Planning  
 Overview Benefits and Payment Personal Information

1 Overview 2 Edit 3 Review and Save 4 Confirmation

**Verify the Address data below**

**Mailing address**

Country: USA

c/o:

House Number and Street: P.O. Box 100

Address Line 2:

City: Batavia

County: Clermont

State: Ohio

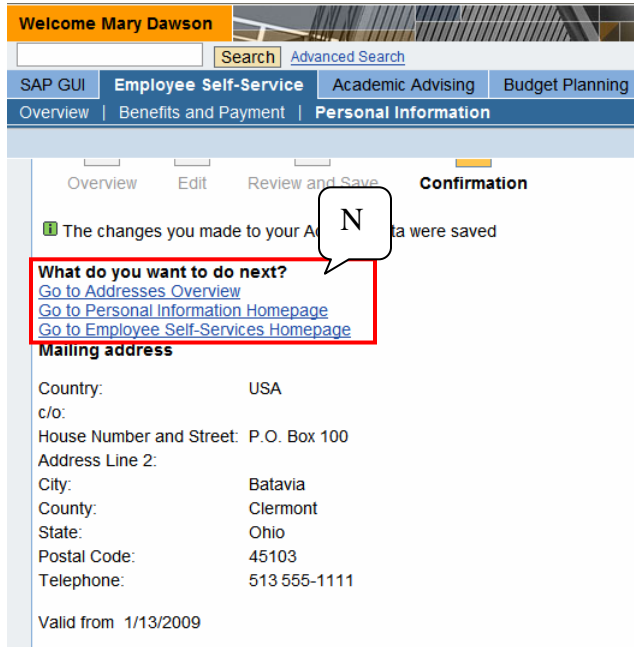
Postal Code:

Telephone: 555-1111

Valid from 1/13/2009

Previous Step Save Exit

- Click the appropriate link to return to Address Overview, etc. (N).



The screenshot shows the SAP Employee Self-Service interface. At the top, there is a navigation bar with 'SAP GUI', 'Employee Self-Service', 'Academic Advising', and 'Budget Planning'. Below this is a sub-menu with 'Overview', 'Benefits and Payment', and 'Personal Information'. The main content area has tabs for 'Overview', 'Edit', 'Review and Save', and 'Confirmation'. A confirmation message states: 'The changes you made to your Address data were saved'. A red box highlights the 'What do you want to do next?' section, which contains three links: 'Go to Addresses Overview', 'Go to Personal Information Homepage', and 'Go to Employee Self-Services Homepage'. A speech bubble with the letter 'N' points to the first link. Below the links is the 'Mailing address' section with the following details: Country: USA, c/o: P.O. Box 100, Address Line 2: Batavia, City: Clermont, State: Ohio, Postal Code: 45103, Telephone: 513 555-1111. The page is valid from 1/13/2009.