**SSO Employee – Personal Information**

**Navigation:** Employee Home -> Personal Info -> Personal Information Summary

**View Personal Details:**

1. Navigate to the Personal Information Summary screen.
2. Verify your personal information.
3. **Change Name** allows you to notify Human Resources that paperwork confirming your name change is being forwarded.
4. Update your address, telephone numbers or emergency contacts by clicking the appropriate button.

**Personal Information Summary**

- **Name**
- **Home/Mailing Addresses**
  - **Address Type:**
    - Home: Current, 04/11/1999, AUS, Somerton Park SA 5044
    - Mailing: Current, 05/06/2015, AUS, Somerton Park ADELAIDE SA 5044
- **Phone Numbers**
  - **Phone Type:**
    - Mobile, Home, Work
  - **Phone Number**
  - **Extension**
  - **Preferred**
- **Emergency Contacts**
  - **Name**
  - **Relationship to Employee**
  - **Primary Contact**
- **Employee Information**
  - **Gender**
  - **Date of Birth**
  - **Birth Country**
  - **Original Start Date**
  - **Highest Education Level**

- You can enter a future address if you know you are moving.
- Please enter your phone number/s using the following formatting:
  - Local: 99 9999 9999
  - Mobile: 9999 999 999
  - International: +99 9999999...
- This information cannot be edited. Contact the HR Service Centre if this information is incorrect.
SSO Employee – Emergency Contacts

Navigation: Employee Home -> Personal Info -> Emergency Contacts

Add/Change an Emergency Contact:

1. Navigate to the Update Emergency Contacts screen.
2. Click on the Edit pencil icon to change an existing contact or on Add Emergency Contact for a new contact person.
3. Enter the name of your emergency contact.
4. Select the relationship your contact has to you, e.g. spouse, neighbour, sibling etc. from the drop-down menu.
5. If address and/or phone number details are the same as yours, tick the appropriate boxes. The form will update and address and/or phone number will be filled in automatically. To add an emergency contact address click the Edit Address link and complete fields.
6. To add an emergency contact telephone number, enter the telephone number in Telephone field. To add more than one number click Add Phone Number.
7. Click Save.