

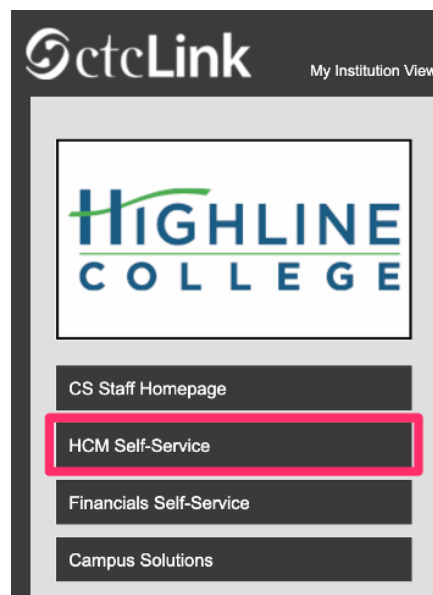


How to Review and Update Employee Personal Details

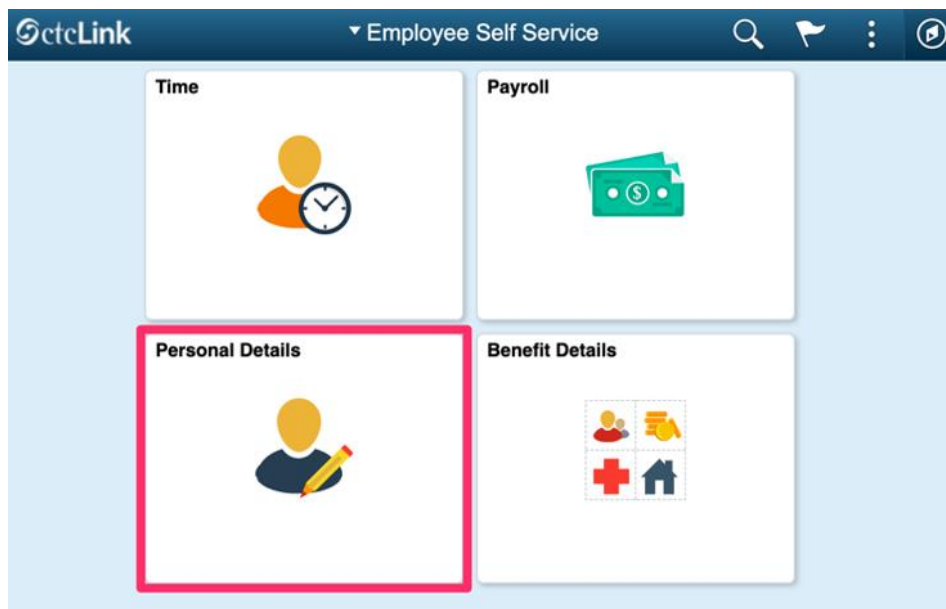
This guide will show you how to review and update your employee personal details. Contact the [Highline ITS Help Desk](#) if you have problems with sign-in credentials, usernames or passwords.

Directions

1. Once you have logged in to [ctcLink](#), click **HCM Self-Service** from the menu on the left-hand side.



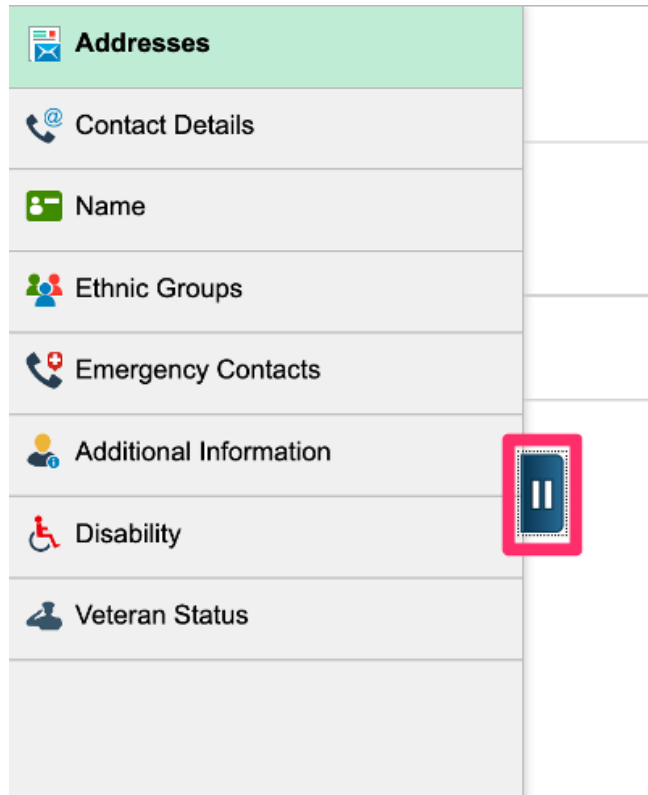
2. The **Employee Self Service** page will display. Click the **Personal Details** tile.



3. The **Personal Details** page will display. Click on any of the tiles to review or update your personal information.



4. Clicking on any of the tiles will bring up a menu on the left-hand side. If the menu is not shown, it can be displayed by clicking the menu tab highlighted here.




5. Review all personal details for accuracy, making additions or changes as necessary.
6. To edit any of your personal information, select the row you would like to edit. In this example, the **Home** phone number row is selected.
7. To add other details, such as a mobile phone number, click the **Plus Sign** icon to add a row.

Contact Details

Phone

+

Number	Extension	Type	Preferred	
206/592-XXXX		Business	✓	>
253/761-XXXX		Home		>



8. By default, ctcLink will display an employee's legal name. If you have a preferred professional name, enter it in the name tile. To set your preferred name, click on the name marked **Current**.

<
Personal Details
⋮

XXXXXXXXXX

XXXXXXXXXX

Name

XXXXXXXXXX
Current
>

9. A **Name** dialog box will display.
10. In the **Name Format** drop-down, choose **Preferred Name**. Enter your **Preferred First Name** and/or **Preferred Last Name**. The **Display Name** will now show how your name will display. If your **Display Name** appears correctly, click **Save** to submit your request.

Cancel
Name
Save

Change As Of

Name Format Preferred Name v

Name Prefix

*First Name

Preferred First Name Delta

Middle Name

*Last Name

Preferred Last Name Dog

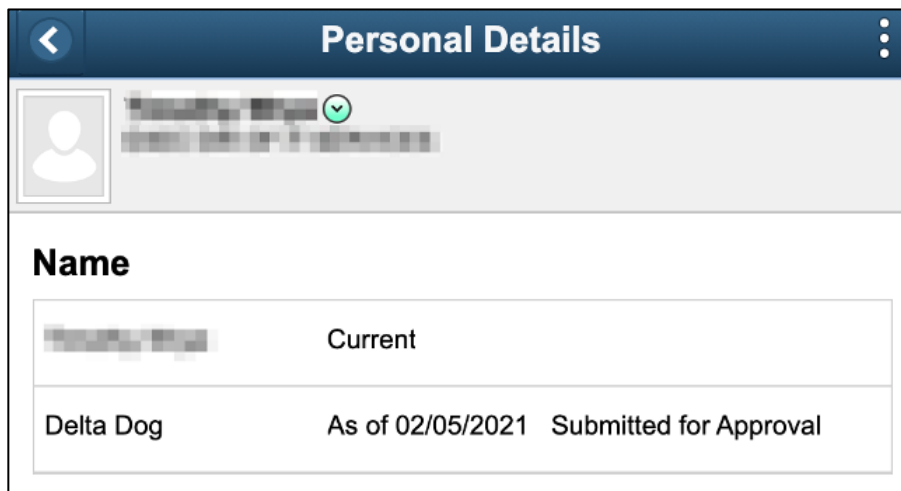
Name Suffix

Display Name **Delta Dog**

Formal Name

Name

11. Your **Preferred Name** will now show as **Submitted for Approval**. Once approved by Human Resources, it will display as your name throughout ctcLink.



Name	
[Redacted]	Current
Delta Dog	As of 02/05/2021 Submitted for Approval

12. Note the following guidelines and restrictions:

- Address changes will be automatically verified against U.S. Postal Service data for validity.
- You may enter multiple phone numbers and email addresses, but should not change the campus email address.
- Name changes, including preferred name, must be approved by Human Resources before they will take effect.
- Completing the **Ethnic Groups**, **Disability** and **Veteran Status** details are all optional but encouraged. If you identify with multiple ethnic groups, you may add all groups that you identify with.
- All **Emergency Contacts** will have converted as **OTHER**. You may edit the relationship as appropriate (e.g., Spouse, Child, Parent).
- Changes to **Additional Information** fields must be requested from, and made by, Human Resources staff.
- **Note:** In **Additional Information**, the **Smoker** field is populated by default, per health insurance attestation rules. If you have answered **No** on your attestation, it will be blank. If you have answered yes, it will say **Yes**.

