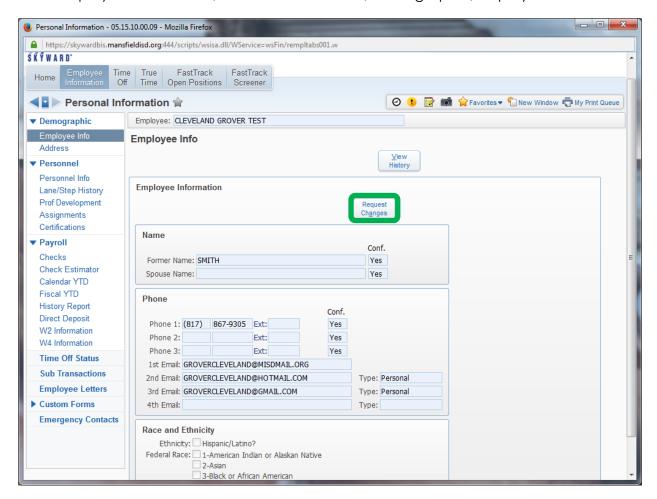
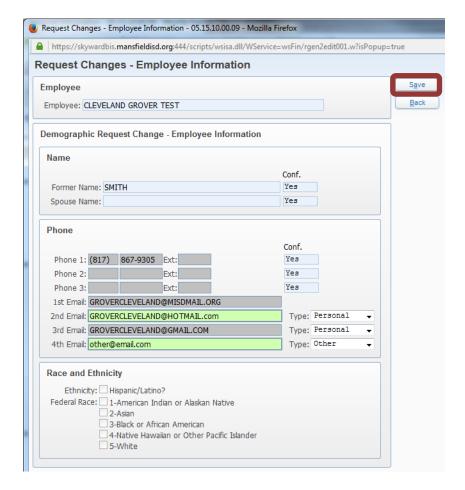
## **Employee Information**

## **Update Phone Number and Email**

Click Employee Information/Personal Information/Demographic/Employee Information



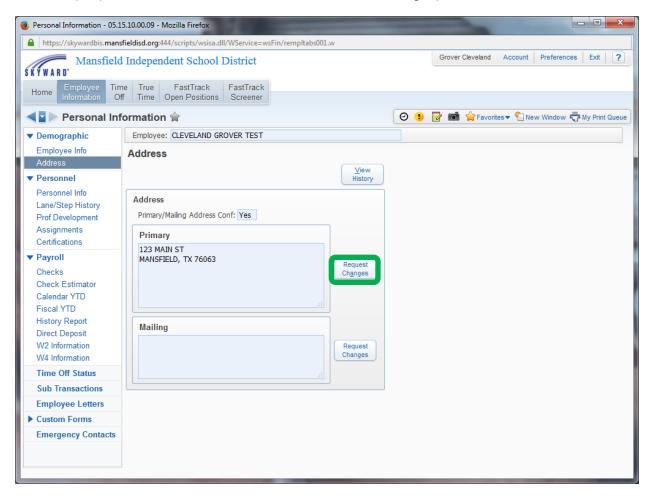
Click Request Changes to submit updates to the Department of Human Resources



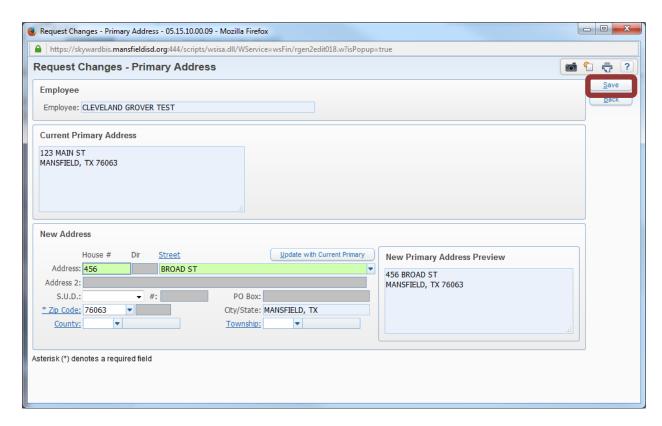
Enter information to be updated then click the **Save** button.

## **Update Address**

Click Employee Information/Personal Information/Demographic/Address



Click Request Changes to submit updates to the Department of Human Resources



Enter information to be updated then click the **Save** button.