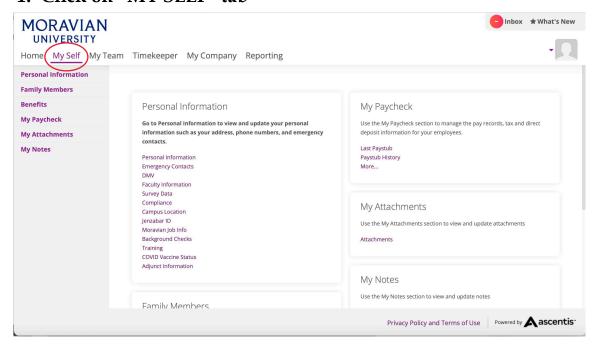
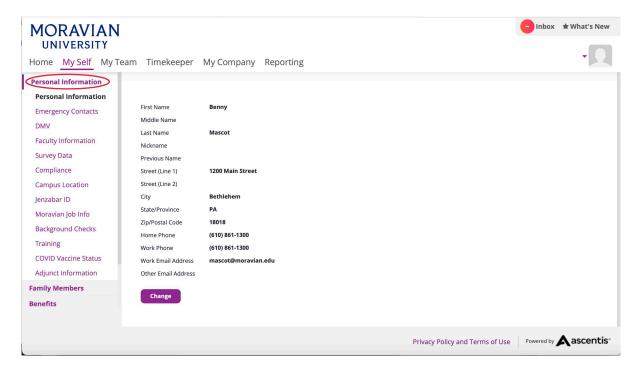


## HOW TO CHANGE PERSONAL INFORMATION

## 1. Click on "MY SELF" tab

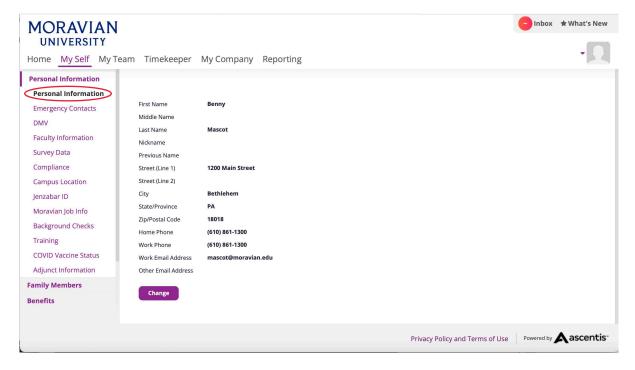


## 2. Click on "Personal Information"

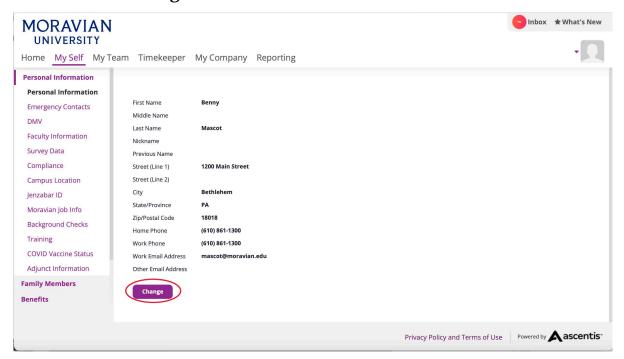




3. Click on "Personal Information" under the personal information tab



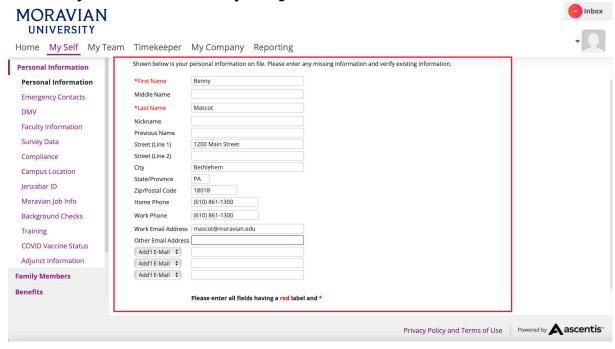
4. Click on "Change"



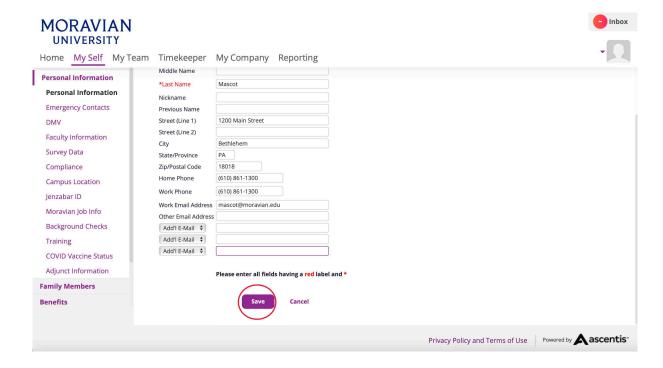
Should you require assistance using these instructions or employee self-service in general, please contact <a href="https://example.com/HR@moravian.edu">HR@moravian.edu</a> or call 610-861-1527.



5. Here you can edit all of your personal information



## 6. Click "Save" when you have edited your information





- 7. Your changes will be submitted to Human Resources and/ or Payroll for approval. (Documentation may be required to make a change, such as social security card to change name, a new W-4 to change the address, etc. HR and/ or Payroll representatives will follow up with you where necessary.)
- 8. Once approved, your newly inputted information will appear.

