

# Personal Information Summary in Employee Self Service/HRIS

As necessary, you may update your address, phone number(s), emergency contacts, marital status and ethnic group. Select appropriate yellow push button to update information. After updating information, select SAVE.

To access your Personal Information Summary, follow these steps:

1. Access the HRIS web site at: <http://www.as.ksu.edu/HRIS>
2. Login using your eID and password.
3. Path: Employee Self Service > Personal Information > Personal Information Summary

## Personal Information

Wildcat, Willie A  
W000000000

Preferred Name:

Addresses				
Address Type	Status	As Of	Country	Address
Home	Current	01/23/2009	USA	421 Somelane MANHATTAN, KS 66502 RL

Print Address and Phone in KSU Campus Phone Book: Yes

Change Home Address

Phone Numbers			
Phone Type	Phone Number	Extension	Preferred
Home	785/539-3933		<input type="checkbox"/>
Main	785/539-0000		<input checked="" type="checkbox"/>

Change phone numbers

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Mom Wildcat	Parent	<input checked="" type="checkbox"/>

Change emergency contacts

Email Addresses		
Email Type	Email Address	Preferred
Campus	williewildcat@ksu.edu	<input checked="" type="checkbox"/>

**Marital Status**

Marital Status: Single As of:

Change marital status

**Ethnic Groups**

Description
White

Change ethnic groups