



Job Aid: HR-22 Employee Self-Service - Update Demographics

Last Update: 05/26/22



Document Version History

Date	Version #	Comments
05/26/2022	1.0	Initial Version

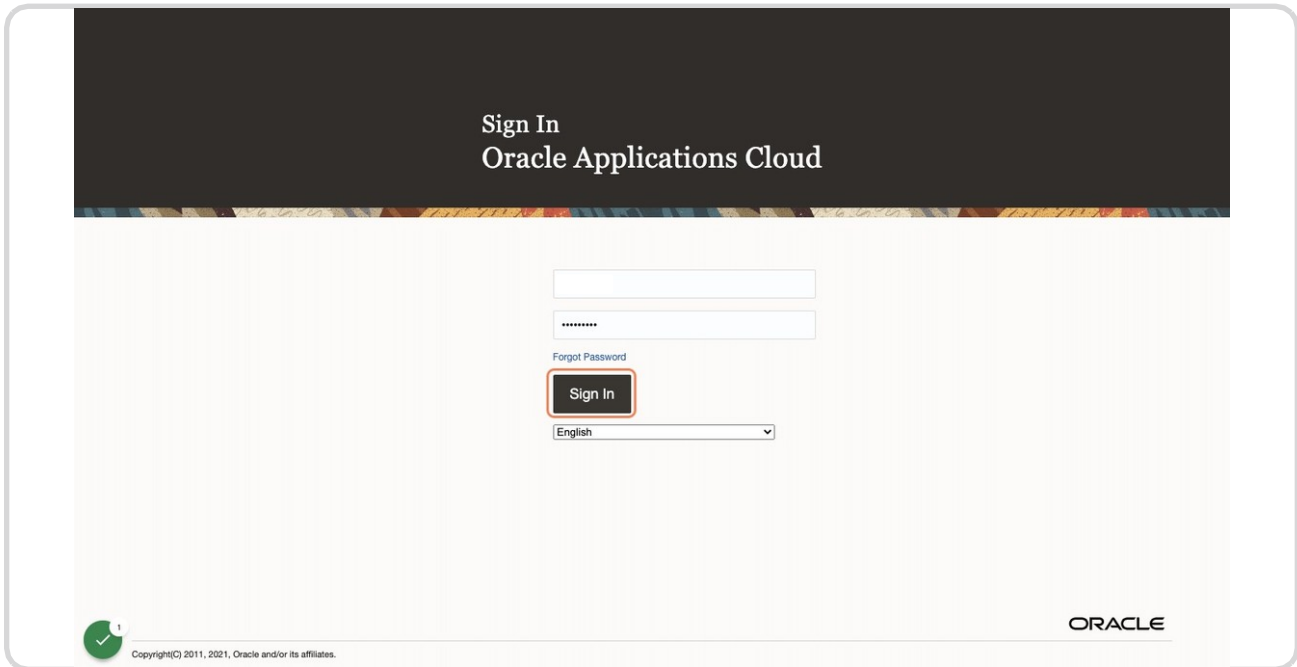
Pre-Requisites/ Job Descriptions

This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Description
1	Employee

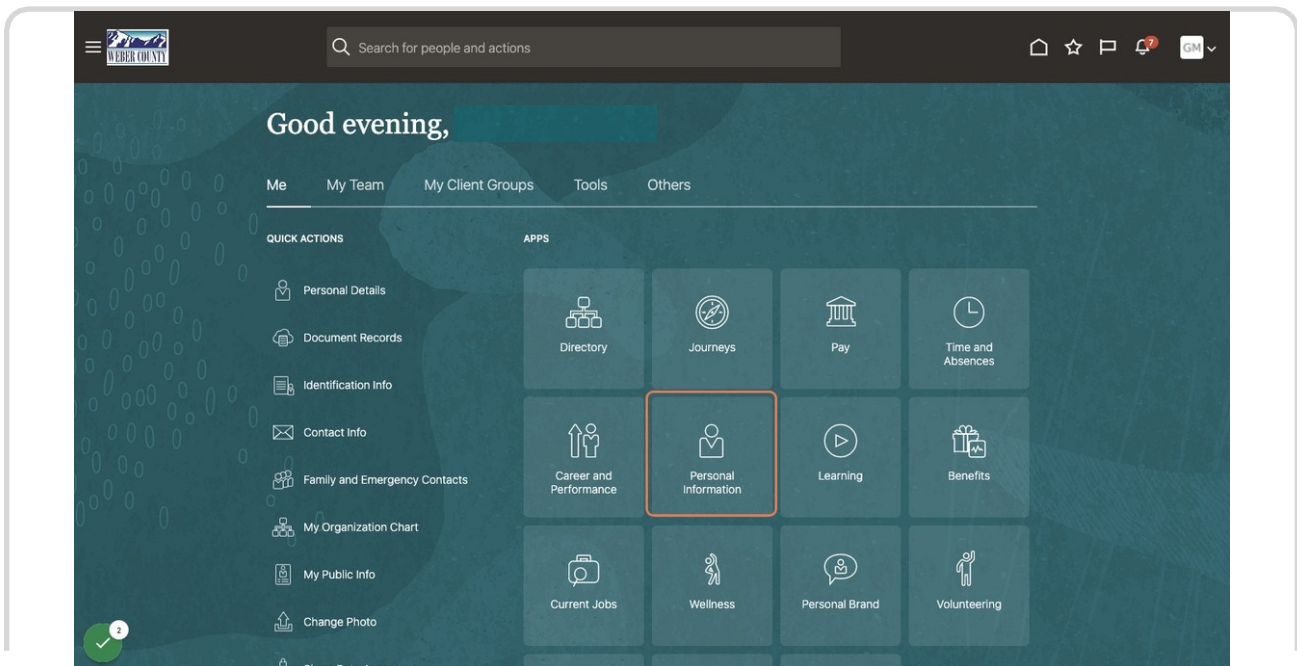
STEP 1

Click on Sign In



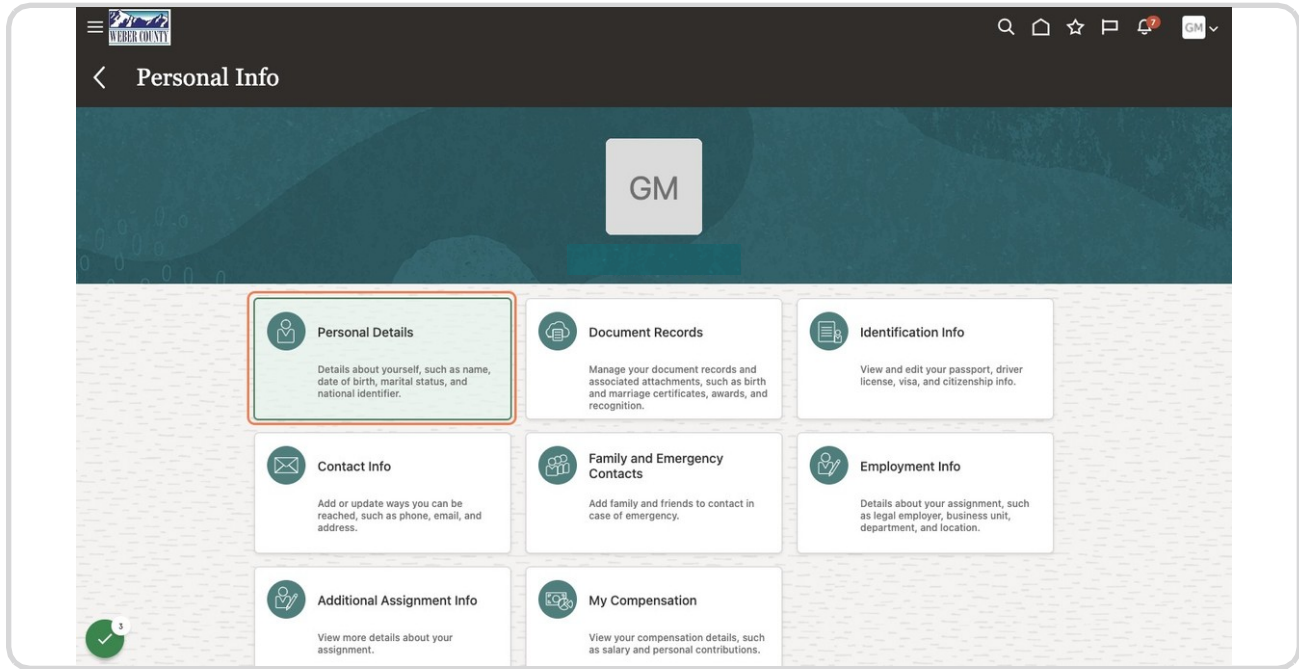
STEP 2

Click on Personal Information tile



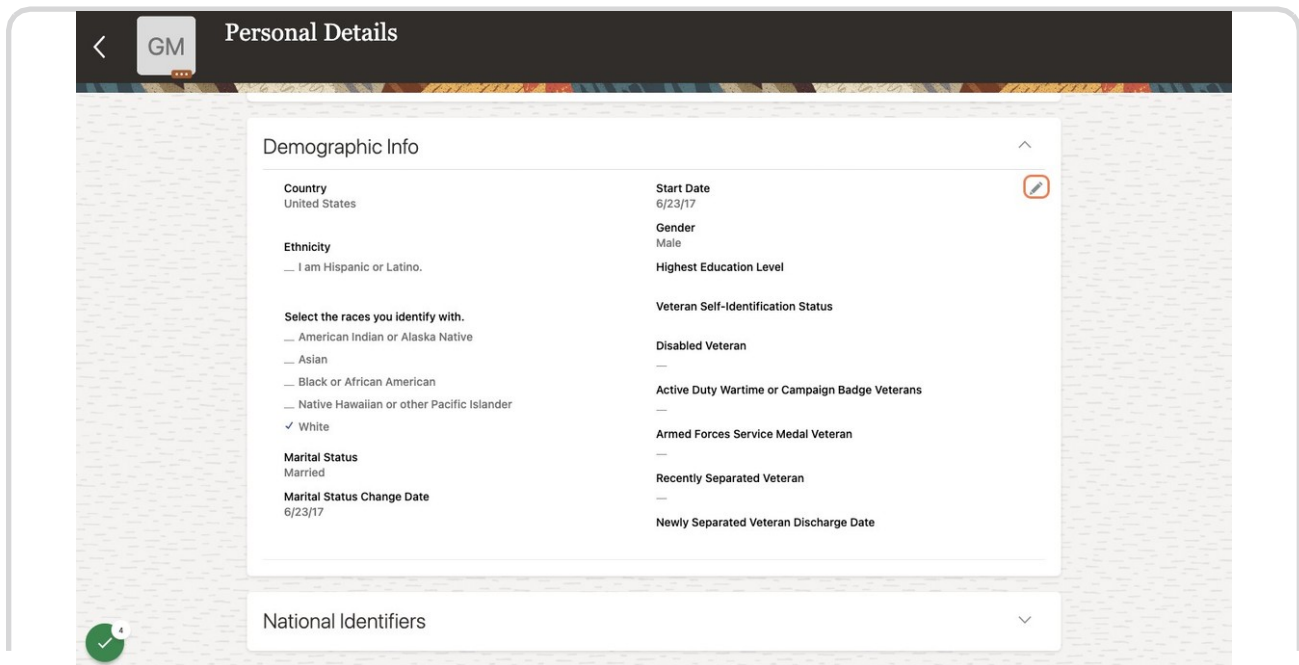
STEP 3

Find Personal Details and Click on Personal Details.



STEP 4

Click the pencil icon in the demographics section to edit.



STEP 5

Update demographic info where needed and Click Submit.

The screenshot shows the 'Personal Details' form with the 'Demographic Info' section. The 'Submit' button is highlighted with a red circle. The form contains the following fields and options:

- Country:** United States
- Ethnicity:** I am Hispanic or Latino.
- Select the races you identify with:**
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or other Pacific Islander
 - White
- Marital Status:** Married
- Marital Status Change Date:** 6/23/17
- Gender:** Male
- Highest Education Level:** Select a value
- Veteran Self-Identification Status:**
- Disabled Veteran:**
- Active Duty Wartime or Campaign Badge Veterans:**
- Armed Forces Service Medal Veteran:**
- Recently Separated Veteran:**
- Newly Separated Veteran Discharge Date:** m/d/yy

STEP 6

Click on Home icon to return to the main screen

The screenshot shows the 'Personal Details' form with the 'Name' and 'Demographic Info' sections. The 'Home' icon in the top navigation bar is highlighted. The form contains the following fields and options:

- Name:**
 - Start Date:** 6/23/17
 - Last Name:**
 - First Name:**
 - Middle Name:** ROSS
- Demographic Info:** (Same as in Step 5)

STEP 7

