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**

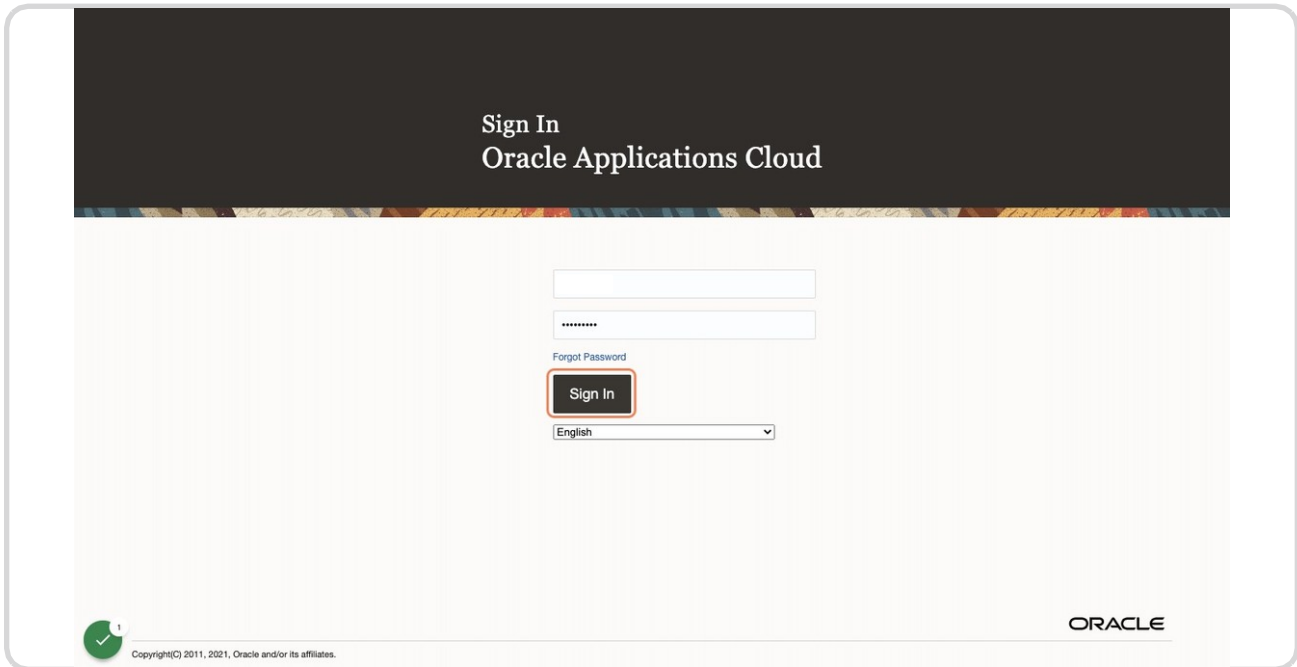## Pre-Requisites/ Job Descriptions

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

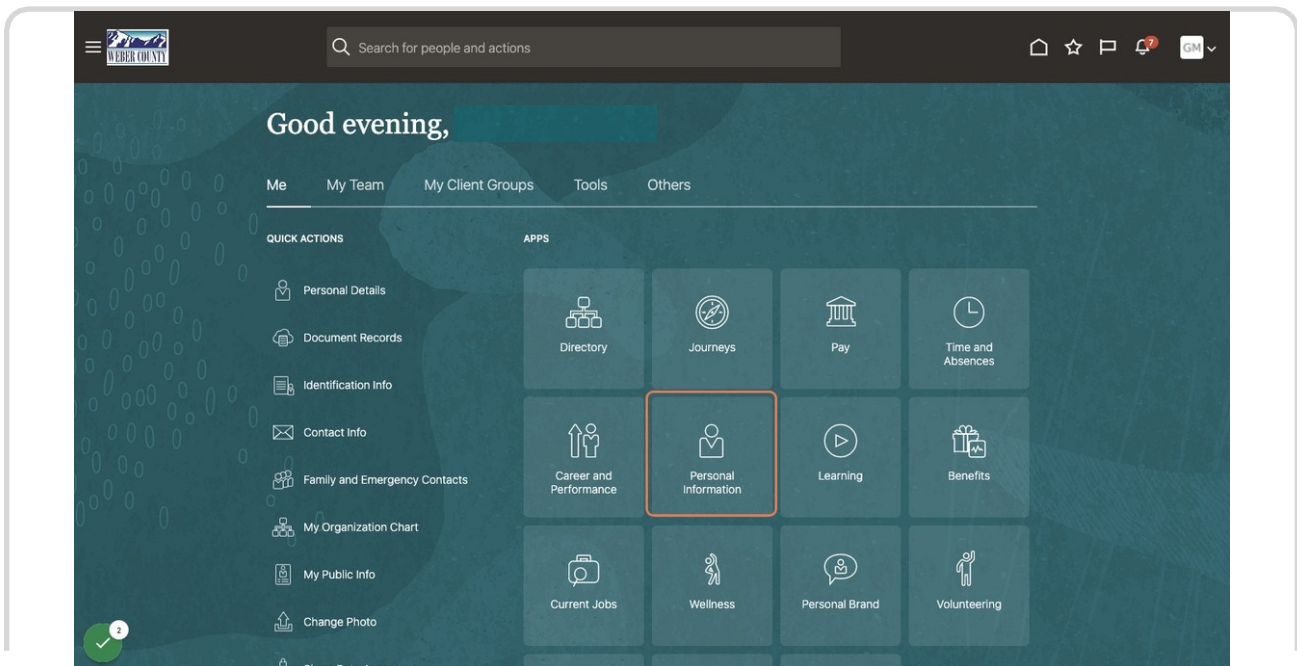| ID	Description
1	Employee

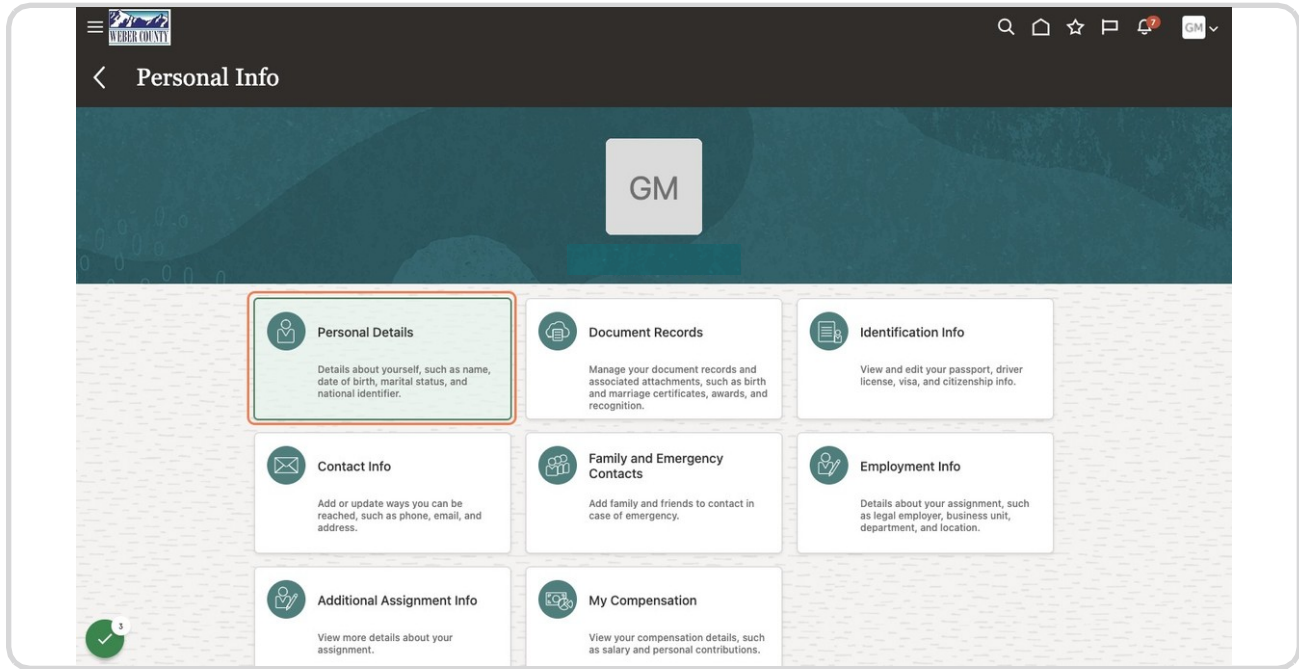STEP 1

Click on Sign In

STEP 2

Click on Personal Information tile
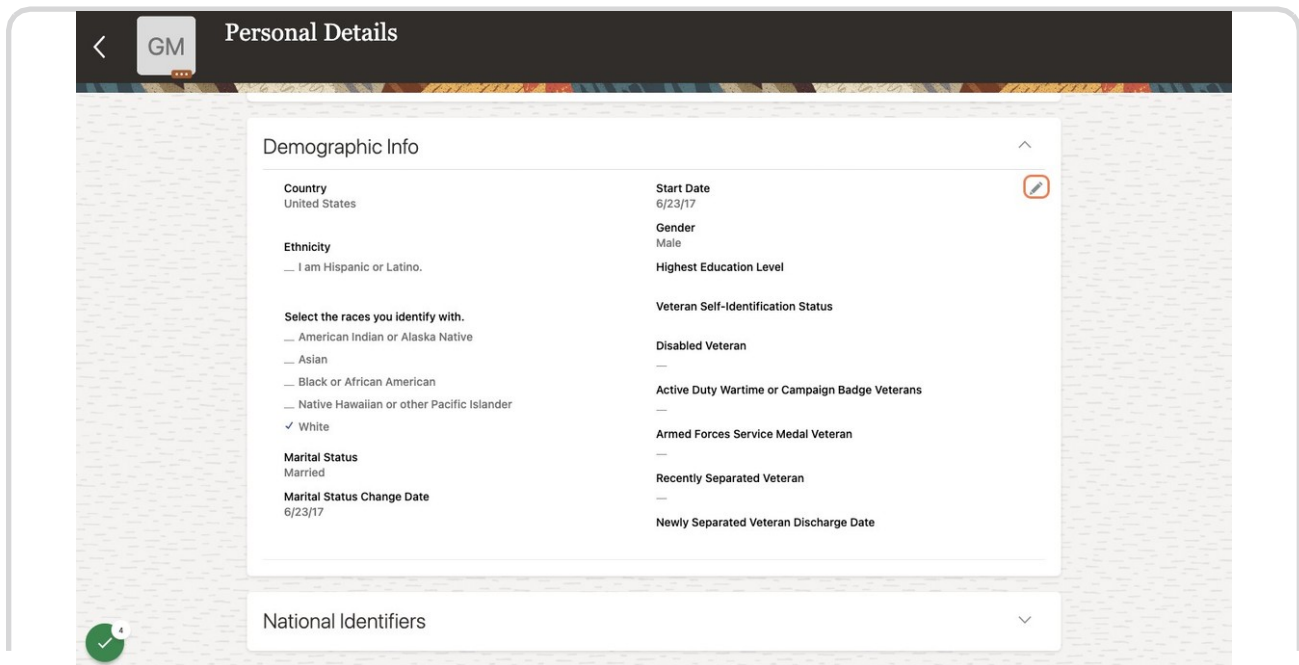
STEP 3

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.

STEP 6

Click on Home icon to return to the main screen

STEP 7