






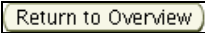




Update Basic Details

1.	<p>Click on the EMPLOYEE DIRECT ACCESS responsibility.</p> <p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > PERSONAL INFORMATION.</p>
2.	<p>Click the Employee Direct Access link.</p> 
3.	<p>Click the Personal Information link.</p> 
4.	<p>Click on UPDATE in the <i>Basic Details</i> region.</p> 
5.	<p>There are 2 options when you enter on this page.</p> <ol style="list-style-type: none"> 1. Select the CORRECT or COMPLETE to change incorrect information. 2. Enter new information button. (for example, change in Marital Status) <p>Changes override any previous entry. Update must be done after hire date.</p> <p>In this topic, we will choose the 2nd option.</p> 
6.	<p>Click the Next button.</p> 
7.	<p>The available basic details display. Change any of the fields, as needed. This example changes marital status.</p> <p>Click on the MARITAL STATUS field's pull-down menu arrow.</p>
8.	<p>Select a value.</p> <p>Click on Widowed.</p>
9.	<p>Click on NEXT to get to the Review page.</p> 
10.	<p>Review your changes.</p> <p>There are 2 columns that appear and compare the old information and the new Proposed information.</p> <p>Blue circles appear next to the items that have changed.</p> <p>Click on SUBMIT button if OK.</p> <p>Click on BACK button to start again.</p> 

11.	<p>A <i>Confirmation</i> message displays to let you know your changes have been applied to the system.</p> <p>Click on RETURN TO OVERVIEW to return to the <i>Personal Information</i> window.</p> 
12.	<p>Click the Home link.</p> 
13.	<p>Click the Logout link.</p> 
14.	<p>In this lesson, you learned how to update any Basic Details in the STEP system.</p>