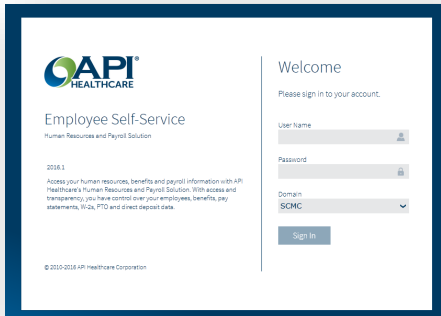


Step 1

Go to scrstaff.org and click on "Employee Self Service" tab

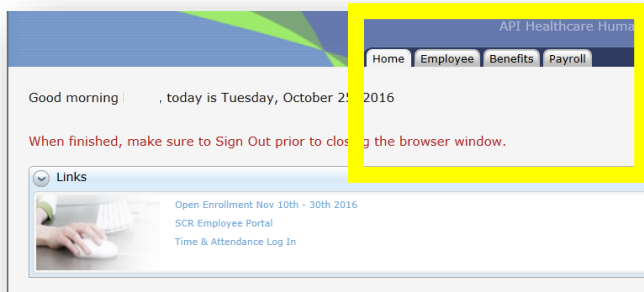
(Only works in Internet Explorer )



Step 2

Sign in using your User Name (ex: xx12345) And Password

(Same as the User Name and Password you use for logging into any SCR computer.)



Step 3

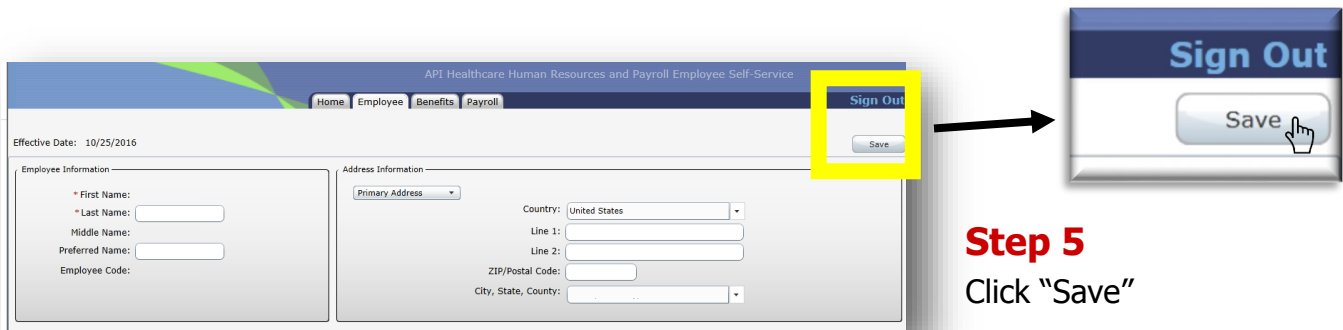
Click on the "Employee" tab and click on "Personal Information"

Step 4

Make changes as necessary in the correct fields

Continued on next page...

Employee Self Service: How to Update Personal Information (cont.)



API Healthcare Human Resources and Payroll Employee Self-Service

Home Employee Benefits Payroll Sign Out

Effective Date: 10/25/2016

Employee Information

* First Name:
* Last Name:
Middle Name:
Preferred Name:
Employee Code:

Address Information

Primary Address

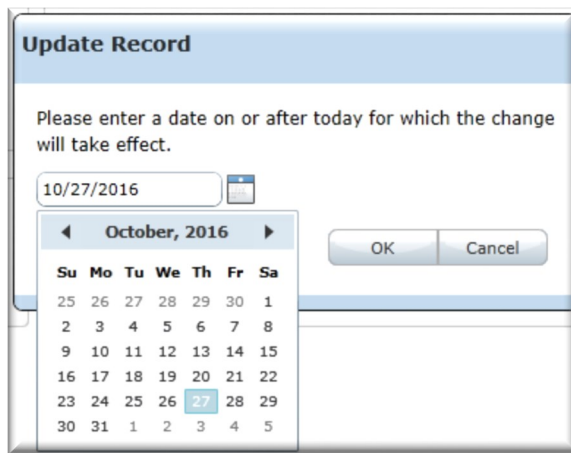
Country: United States
Line 1:
Line 2:
ZIP/Postal Code:
City, State, Country:

Save

Sign Out

Save

Step 5
Click "Save"



Update Record

Please enter a date on or after today for which the change will take effect.

10/27/2016

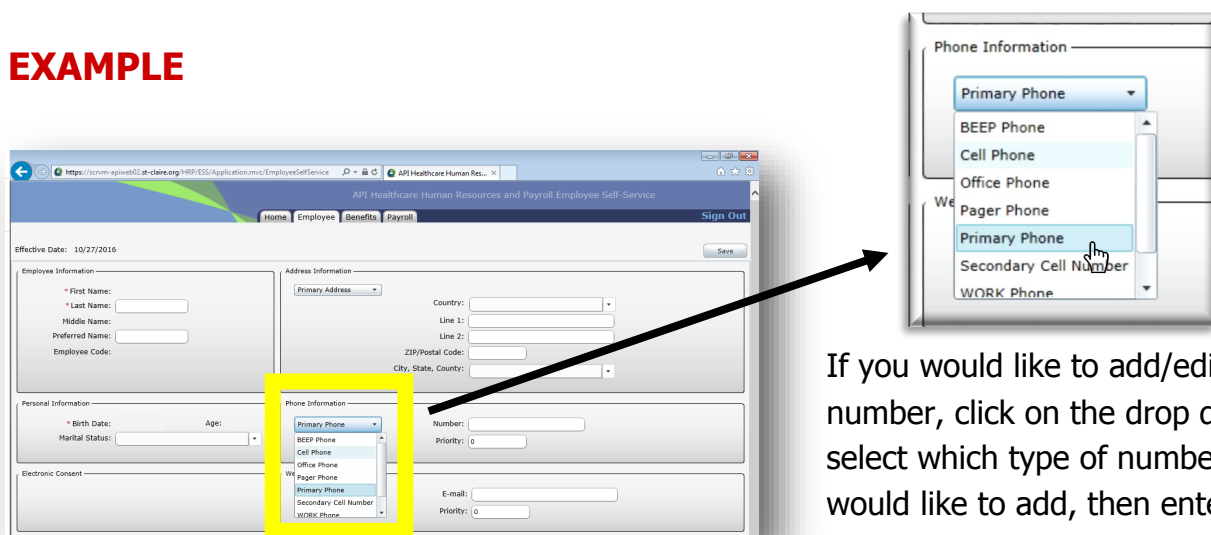
October, 2016

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

OK Cancel

Step 6
Click the drop down box to choose an effective date for the changes you have made, then click "OK"

EXAMPLE



API Healthcare Human Resources and Payroll Employee Self-Service

Home Employee Benefits Payroll Sign Out

Effective Date: 10/27/2016

Employee Information

* First Name:
* Last Name:
Middle Name:
Preferred Name:
Employee Code:

Address Information

Primary Address

Country:
Line 1:
Line 2:
ZIP/Postal Code:
City, State, Country:

Save

Phone Information

Primary Phone Number:
Priority: 0

BEEP Phone
Cell Phone
Office Phone
Pager Phone
Primary Phone
Secondary Cell Number
WORK Phone

Personal Information

Birth Date: Age:
Marital Status:

Electronic Consent

E-mail:
Priority: 0

EXAMPLE

If you would like to add/edit a phone number, click on the drop down box, select which type of number you would like to add, then enter the number to the right.

Note: Last Name changes will be submitted as a request and will be approved through Human Resources once proper documentation has been provided.