

# **Step-by-Step Instructions**

### Update Identification Info

#### Performed By: Employee

1. From the Me dashboard, navigate to the Personal Information tile, and select Identification Info.

Personal [	Details					
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ldentificat	ion Info	Pay	Time and Care	eer and	Personal	Learning
🔀 Contact Ir	ifo		Absences Perfo	ormance	Information	
🔐 Emergenc	y Contacts	٢				
Employme	ent Info	Web Clock	Roles and Delegations	+-		
Additiona	I Assignment Info					
	Personal Details	such as name,	Document Records		dentification Info	river
	date of birth, marital st identifier.	atus, and national a	ssociated attachments, such as birth nd marriage certificates, awards, and ecognition.		icense, visa, and citizenship in	to.
			mergency Contacts		Employment Info	
	Contact Info					
	Add or update ways yo such as phone, email, a	u can be reached, A data and address.	dd family and friends to contact in cas f emergency.	se d	Details about your assignment egal employer, business unit, department, and location.	, such as

2. Review the details of your existing Citizenship, Passport, Visa, and License information.

#### Note:

- Oracle does not have the functionality to send notifications when identification information is expired.
- *Citizenship* information is in **read only format**.

Citizenship		^
<b>Citizenship</b> American	From Date 9/14/20	
Citizenship Status Active	<b>To Date</b> 12/31/12	

To update Passport details, navigate to the **Passports** section and click on **+Add**. Populate the following fields: *Issuing Country (mandatory), Type, Number, Issuing Authority, Issue Date, Expiration Date, Issuing Location, Profession.* Once completed, select **Submit**. The passport details are then saved to your profile.

## ESS: Identification Info

Oracle Cloud HCM – Employee Self-Service Quick Reference Guide



		+ Add
🛒 The	re's nothing here so far.	
	Issue Date	Sub <u>m</u> it <u>C</u> ance
~	m/d/yy	(i)
	Expiration Date	
~	m/d/yy	Č.
	Issuing Location	
	The	Issue Date         m/d/yy         Expiration Date         m/d/yy         Issuing Location

4. To update **Visa and Permit** details, navigate to the *Visas and Permits* section and click **+Add**. Populate the following Visa/Permit details: *Issuing Country (mandatory), Start Date (mandatory), Type, Category, Number, Status, Issuing Authority, Issue Date, Expiration Date.* Click **Submit**.

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isas and Permits			
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*Issuing Country		Status	
United States	~	Select a value	~
*Start Date		Issuing Authority	
1/6/23	tio		
Trees		Issue Date	
Type			
Select a value	~	m/d/yy	100 D
Select a value Category	~	m/d/yy Expiration Date	ũ.

5. To manually update **Driver's License**, navigate to the *Driver's Licenses information* section and click on **+Add**. Populate the following Driver's License details: *Issuing Country (mandatory), License Number, Issue Date, State* and click **Submit.** 

*Important Note:* Driver's License information will be updated automatically through an integration.

Issuing Country United States			Issue Date 10/4/21	
	Driver's Licenses			
	*Issuing Country		Issuina Authority	Sub <u>m</u> it <u>C</u> ancel
	United States	~		
	License Number		License Type	
			Select a value	~
	Issue Date		Select a value Place of Issue	V