

## Step-by-Step Instructions

### Zachry Business Use Case

This section will allow the employee to view their **Name**, **Demographic Info**, **National Identifier** (Social Security Number), and **Biographical Info**.

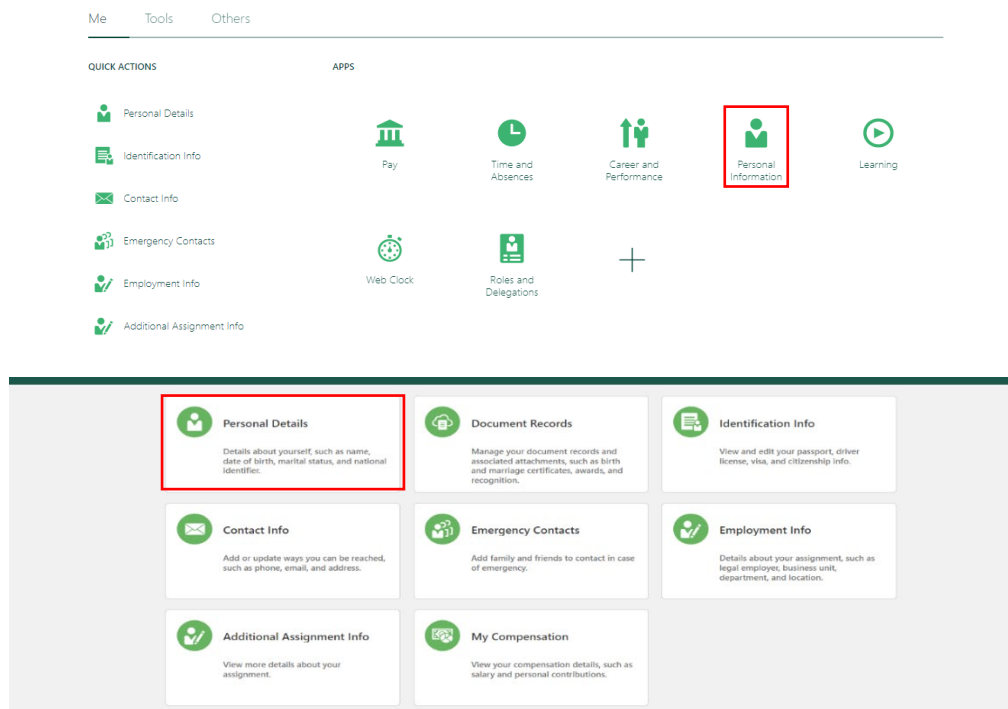
The employee will only be able to make changes to the **Demographic Info** section of the Personal Details page.

To make corrections to Name, Social Security Number (SSN), or Biographical Info please reach out to a Corporate or Field Payroll Business Support Admin and have the proper documentation prepared, if needed.

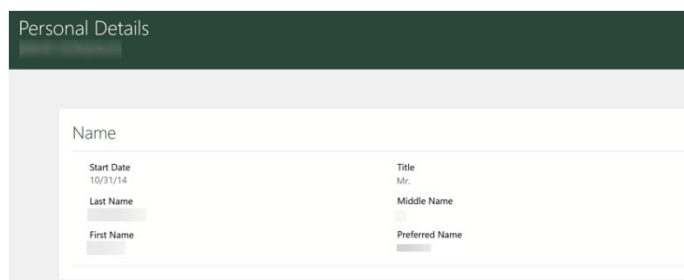
### Personal Details

**Performed By:** Employee

1. From the **Me** dashboard, navigate to the **Personal Information** tile and select the **Personal Details** work area.



2. Under the **Name** section, review the details. If something is incorrect, reach out to your corporate or site payroll team for support with updating.



- Under the **Demographic Info** section, review the details and select the **pencil icon** (on the right) to make edits.

### Demographic Info ^

<p><b>Country</b> United States</p> <p><b>Ethnicity</b> — I am Hispanic or Latino.</p> <p>Select the races you identify with. Select all that apply.</p> <p>— American Indian or Alaska Native</p> <p>— Asian</p> <p>— Black or African American</p> <p>— Native Hawaiian or other Pacific Islander</p> <p>— White</p> <p><b>Start Date</b> 3/27/19</p>	<p><b>Gender</b> Female</p> <p><b>Highest Education Level</b></p> <p><b>Veteran Self-Identification Status</b></p> <p><b>Disabled Veteran</b> —</p> <p><b>Active Duty Wartime or Campaign Badge Veterans</b> —</p> <p><b>Armed Forces Service Medal Veteran</b> —</p> <p><b>Recently Separated Veteran</b> —</p> <p><b>Newly Separated Veteran Discharge Date</b></p>
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- The **Demographic Info** field becomes editable, except for the **Country** and **Gender** fields. Update any of the following fields: *Ethnicity*, *Select the races you identify with – select all that apply*, *Highest Education Level*, *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 Data*.

Note: If you identify with more than one race, click all that apply.

### Demographic Info

<p><b>Country</b> United States</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p><b>Ethnicity</b> — I am Hispanic or Latino.</p> <p>Select the races you identify with. Select all that apply.</p> <p>— American Indian or Alaska Native</p> <p>— Asian</p> <p>— Black or African American</p> <p>— Native Hawaiian or other Pacific Islander</p> <p>— White</p> </div> <p><b>Gender</b> Female</p> <p><b>Comments</b></p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	<div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <div style="text-align: right; margin-bottom: 5px;"> <span style="background-color: #444; color: white; padding: 2px 5px;">Submit</span> <span style="background-color: #ccc; padding: 2px 5px; margin-left: 5px;">Cancel</span> </div> <p><b>Highest Education Level</b> Select a value <span style="float: right;">v</span></p> <p><b>Veteran Self-Identification Status</b> <span style="border: 1px solid #ccc; display: inline-block; width: 100%; height: 20px;"></span></p> <p><b>Disabled Veteran</b> <input type="checkbox"/></p> <p><b>Active Duty Wartime or Campaign Badge Veterans</b> <input type="checkbox"/></p> <p><b>Armed Forces Service Medal Veteran</b> <input type="checkbox"/></p> <p><b>Recently Separated Veteran</b> <input type="checkbox"/></p> <p><b>Newly Separated Veteran Discharge Date</b> m/d/yy <span style="float: right;">📅</span></p> </div>
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- To view **Social Security Number** and **Biographical information**, click the **arrows** on the left-hand side to open and review each section. If something is incorrect, reach out to your corporate or site payroll team for support with updating.

National Identifiers	
Biographical Info	