

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**.

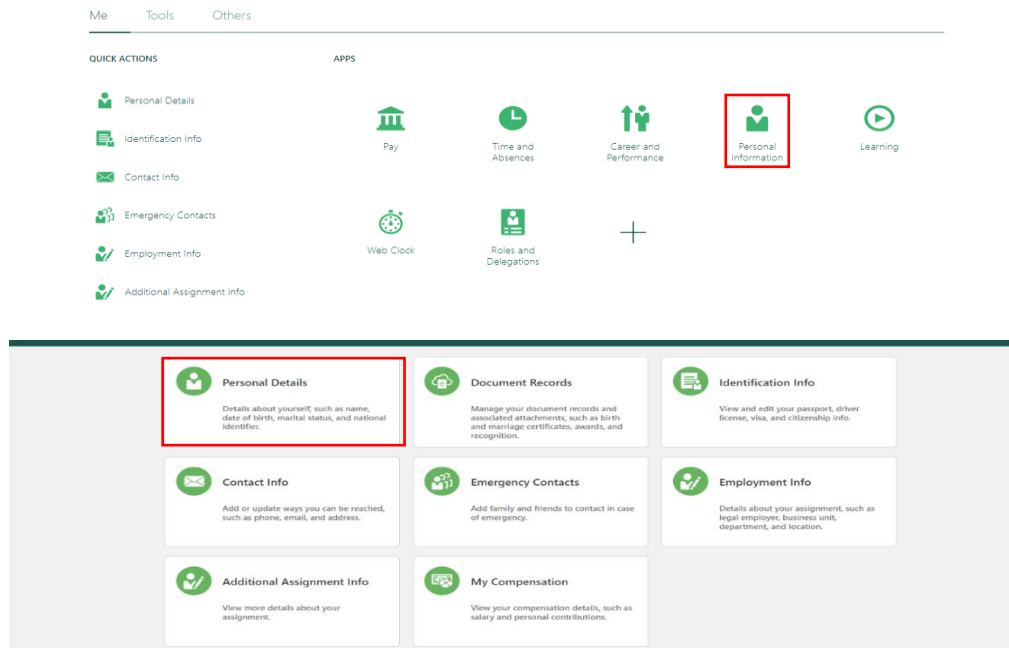
The employee will only be able to make changes to the **Demographic Info** section of the Personal Details page.

To make corrections to Name, Social Security Number (SSN), or Biographical Info please reach out to the User Support help desk via e-mail at UserSupport@zachrygroup.com or by calling 1-888-737-2816 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.

The screenshot shows the 'Personal Details' page with the 'Name' section highlighted. The 'Name' section contains the following fields:

Name	
Start Date 10/31/14	Title Mr.
Last Name	Middle Name
First Name	Preferred Name

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

Demographic Info ^

<p>Country United States</p> <p>Ethnicity — 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>Start Date 3/27/19</p>	<p>Gender Female</p> <p>Highest Education Level</p> <p>Veteran Self-Identification Status</p> <p>Disabled Veteran —</p> <p>Active Duty Wartime or Campaign Badge Veterans —</p> <p>Armed Forces Service Medal Veteran —</p> <p>Recently Separated Veteran —</p> <p>Newly Separated Veteran Discharge Date</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>Country United States</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Ethnicity — 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>Gender Female</p> <p>Comments</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	<div style="border: 2px solid red; padding: 5px;"> <p style="text-align: right;">Submit Cancel</p> <p>Highest Education Level Select a value v</p> <p>Veteran Self-Identification Status </p> <p>Disabled Veteran <input type="checkbox"/></p> <p>Active Duty Wartime or Campaign Badge Veterans <input type="checkbox"/></p> <p>Armed Forces Service Medal Veteran <input type="checkbox"/></p> <p>Recently Separated Veteran <input type="checkbox"/></p> <p>Newly Separated Veteran Discharge Date m/d/yy 📅</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	