Updating Personal Information via ESS–Quick Reference Guide

The *Employee Self-Service* (ESS) tab in the BUworks portal allows employees to add and maintain information about themselves and their families via self-service. This instruction guide explains how employees can create and change data about themselves, their families & dependents, race & ethnicity via the Personal Information link.
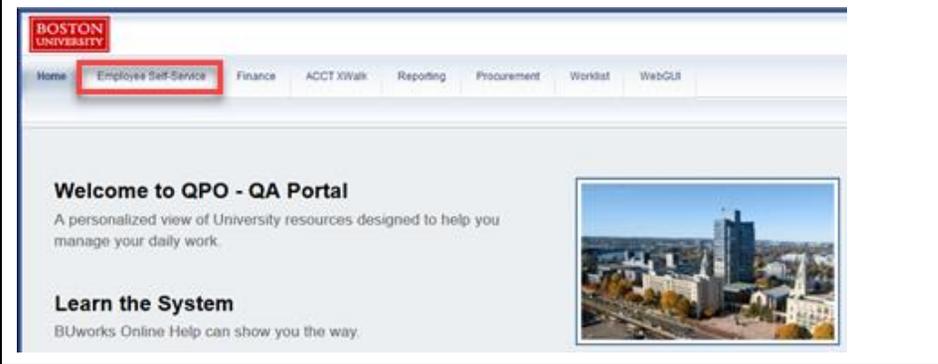
	1. Log on to **BUworks Central** https://ppo.buw.bu.edu 2. Click on the **Employee Self Service (ESS)** tab
	3. Click on **Personal Information** under **ESS** tab. Your personal profile information will be displayed in a new window
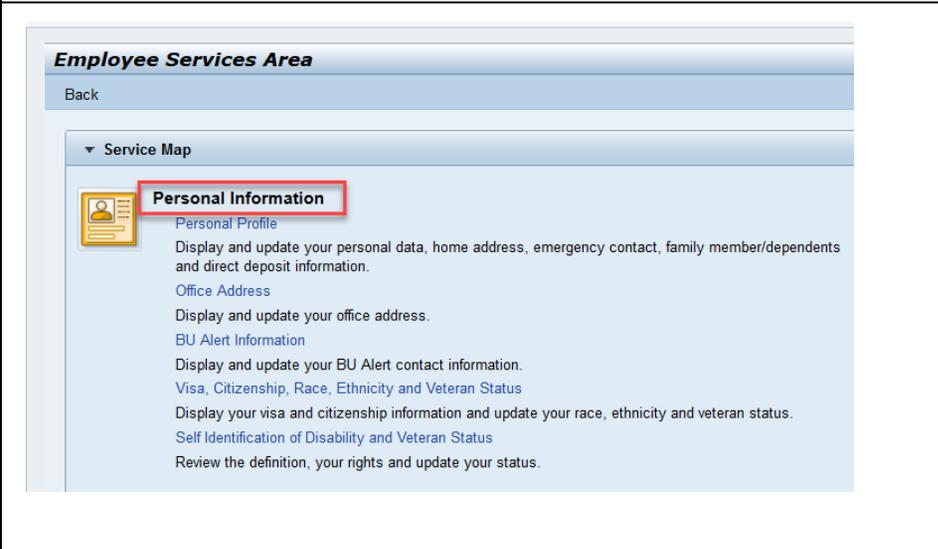
Edit Permanent residence Save and Back · Save · Cancel Country:* USA Phone Numbers Phone 1: CELL 508 999-9999 Phone 2: HOME 781 900-1122 **Address** C/O: Address Line 1:* 1 Main St Address Line 2: City:* Boston State:* Massachusetts Postal Code:* 02067 **Validity** ● Valid as of Today ○ Valid From	4. Employees can edit permanent residence information, phone numbers, and emergency contact related information via this screen. Click on **Save** to save details
▼ Family Members / Dependents ⊕ Add ▲ **Spouse** Name: Date of Birth: 08/30/1963 Name: Houston Minnie Date of Birth: 08/30/1963 **Child** Name: Date of Birth: 09/10/1996 Name: Date of Birth: 09/14/1999	5. Click on **Add** button located next to Family Members / Dependents and enter the details of name and date of birth of new members in your family

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Family Members / Dependents ☐ Add ▲ **Spouse** **Confirm Deletion** ☒ ⚠ Selected data record will be deleted. Do you really want to continue? Yes No Date of Birth: 09/14/1999	6. To delete a family member/dependent click on the **trash can icon** located next to the name of the member you want to delete. An alert for confirming the deletion is displayed. Click on **Yes** to confirm the deletion. If the member is actively enrolled in plans you may receive an error message and not allow you to delete the member. Please contact the HR Service Center. To edit information about a family member/dependent, click on the pencil icon and change the needed information. Click on **Save** to save the information.
← 1 — 2 — 3 — 4 → Overview Edit Review and Save Confirmation **Visa and Citizenship Information** Residence Status: Citizen Citizenship: American Visa Type: Visa Subtype: Most Recent Arrival Date: Date of Issue: Expiration Date:	7. To change information related to ethnicity/race/veteran status, click on Visa/Citizenship/Race/Ethnicity and Veteran status under Personal Information. Visa and Citizenship data is displayed in *non-editable* fields.

Self-Identified Ethnicity/Race
 	
Not Hispanic/Latino   **Ethnicity**
 	
Race
 	
American Indian or Alaskan Native   ☐
Asian   ☑
Black or African American   ☐
Native Hawaiian or Other Pacific Islander   ☐
White   ☐
 	
Self-Identification of Veteran Status
 	
Click Here to review the necessary information prior to completing the section below:
 	
Discharge Date: [_____]
 	
○ Protected Veterans (selecting a checkbox below is optional)
  ☐ Active Wartime or Campaign Badge Veteran
  ☐ Recently separated veteran
  ☐ Armed Forces Service Medal Veteran
  ☐ Disabled Veteran
○ I am NOT a protected veteran
○ I choose not to self-identify
 	
◀ Back   Edit/Create ▶   Exit
	8. Click on **Edit/Create** button at the bottom of the page. Click on the appropriate option for Self-Identified Ethnicity/Race data or Veteran Status

Self-Identification of Veteran Status
 	
Click Here to review the necessary information prior to completing the section below:
 	
Discharge Date: [_____]
 	
○ Protected Veterans (selecting a checkbox below is optional)
  ☐ Active Wartime or Campaign Badge Veteran
  ☐ Recently separated veteran
  ☐ Armed Forces Service Medal Veteran
  ☐ Disabled Veteran
◉ I am NOT a protected veteran
○ I choose not self-identify
 	
◀ Back   Save ▶   Exit
	9. After reviewing changes, click on **Save** button to Save changes. If you need to edit the details, click on the **Back** button