

How to Edit Personal Information in Self Service

- 1. Visit www.clemson.edu/employment.
- 2. Click **HR Self Service** on the tab on the right.

CLEMSON UNIVERSITY	SEARCH:
Employment and Benefits	resources +
No. 3 best university to work for -Forbes	HR SELF SERVICE EMPLOYEE REFERRALS EMPLOYMENT OPPORTUNITIES TIGERS AT WORK PAYROLL/ KRONOS INTERNATIONAL EMPLOYMENT ASK-HR
Prospective Employees Current Employees Former Employees	HR Professionals
ANNOUNCEMENTS Clemson's Employee Referral Program marks its first 1,000 referrals Employee Assistance Program: August 2017 June 2017 Benefits Update 🔎	HR Upgrade Information

- 3. Log in using your usual Clemson ID and password.
- 4. Click 'Personal Information'.

Favorites * Main Menu * > Self Service *	OR	Home Worklist Add to Favorites Sign out
Self Service Self Service Norgate to your self service information and activities		
Review Transactions Review transactions that you submitted for approval	Personal Information Reveal update your personal information Personal information Summary Personal information Summary Personal information Person	Payroll and Compensation Reverse year and compensation history. Update your direct deposit and other doduction or combination information. If Vew Psychock Modulir Psychock Modulir Volumetry Deductions 6 Mice.
Remetrix math, insurance, savings, persion or other benefits information. Review mod update dispendent and beneficiary personal information. Deneeds Summary Doeseds Vision This surance Summary Z More.	Learning and Development Add or were schemation and polices of skills and competencies, interest late, training and development. Training Summery Respect Training Confinent Training Request Status	Recruiting Covers Covers Returnal Status E Covers Returnal Status 5 More
Career Planning Employee Career Planning Self Service EM y/Profile	Anaage Delegation Delegate authorty for self-service transactions, and revew and reveke delegation requests	

5. Click the category you want to edit.

Favorites -	Main Menu 🔻		
ORACL	Search Menu:		Home Worklist Add to
	 Self Service Manager Self Service Recruiting Workforce Administratic Set Up HCM Enterprise Components Worklist Reporting Tools PeopleTools Employee Quick Links Careers 	Personal Information Payroll and Compensat Benefits Learning and Developm Recruiting Career Planning Review Transactions Manage Delegation	 Personal Information Summary Home Address Phone Numbers Email Addresses Emergency Contacts Marital Status Ethnic Groups Veteran Status Disability



For veteran status: if you ARE a veteran but are not a protected veteran, choose "I am NOT a protected veteran."

Favorites 👻	Main Menu 🛩	> Self Service	e⇒ P	Personal Information	on 👻 🗧	Veteran Status	
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Vatara 0							
veteran S	tatus						
Kathryn Wyrick							
👻 Definitio	ns						
This employer amended by th affirmative act wartime or car follows:	This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty waritme or campaign badge veterans; and (4) Armed Forces service medial veterans. These classifications are defined as follows:						
 A "disable 	d veteran" is one of the	following:					
 a veter military 	an of the U.S. military, y retired pay would be e	ground, naval or a entitled to comper	air service sation) und	who is entitled to der laws administe	compensioned by the	ation (or who but for the receipt of e Secretary of Veterans Affairs; or	
 a persi 	on who was discharge	d or released from	n active dut	y because of a ser	rvice-con	nected disability.	
 A "recently discharge 	separated veteran" m or release from active	eans any veteran duty in the U.S. n	during the t illitary, grou	three-year period und, naval, or air s	beginnin service.	g on the date of such veteran's	
 An "active naval or all the laws ac 	duty wartime or campa r service during a war, iministered by the Dep	ign badge vetera , or in a campaign ,artment of Defens	n" means a or expediti ie.	veteran who serve Ion for which a car	ed on act mpalgn b	we duty in the U.S. military, ground, adge has been authorized under	
 An "Armed naval or all awarded pi 	 An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12965. 						
Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toil-free, at 1-866-4-USA-DOL.							
Self-Identific	ation						
As a Governm each year iden belong to any (ent contractor subject tifying the number of o of the categories of pro	to VEVRAA, we a sur employees beli otected veterans I	re required onging to e sted above	d to submit a repo ach specified "pro , please indicate t	rt to the U otected ve by selecti	United States Department of Labor eteran" category. If you believe you ng the appropriate option below.	
	ng to the following o	assifications o	protected	d veterans (cho	ose all tr	nat apply):	
	Nsabled Veteran						
	Recently Separated Veteran						
Active Duty Wartime or Campaign Badge Veteran							
	Armed Porces Service Medal Veteran						
I am NOT a protected veteran							
O I am NOT a veteran.							
Military Discharge Date							