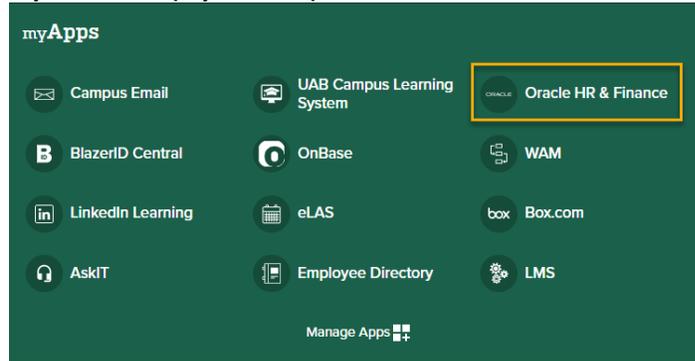


Log in to **Oracle HR & Finance**

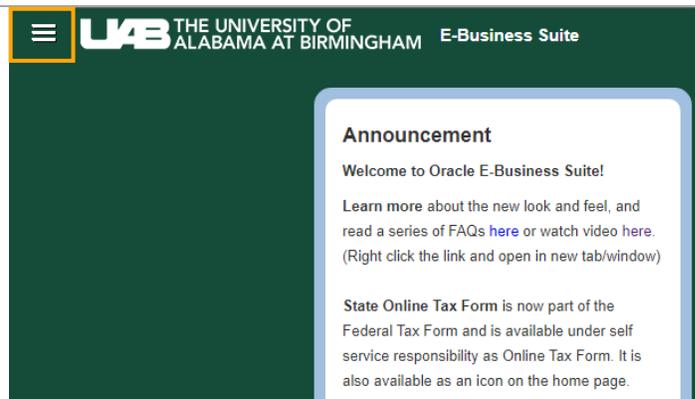
- Navigate to **myUAB**
- Locate and click **Oracle HR & Finance**

myUAB Portal (my.uab.edu)



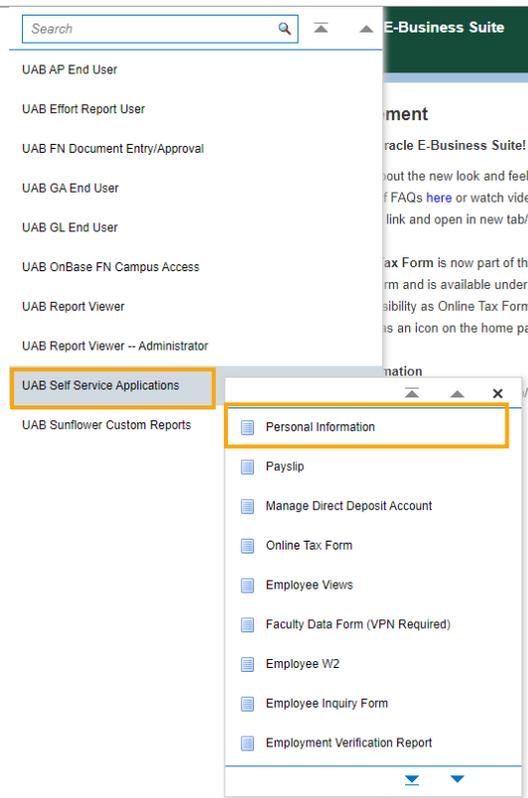
Open the **Oracle Navigator**

- Click on the **3-lined "hamburger" icon** in the top left corner



Navigate to **Personal Information** via UAB Self Service Applications

- Click on **UAB Self Service Applications**
- Select **Personal Information**



Choose which block of information to update

- Click the **Update** button to the right of the information you want to edit

Personal Information Back

Employee Name [Redacted] Employee Number [Redacted]
 Organization Email Address [Redacted] Business Group 11111111A UAB

Basic Details - To change your current Name or Ethnic Origin information please "Click" the UPDATE icon Update

Name [Redacted]
 Date of Birth [Redacted]
 Social Security [Redacted]
 Employee Number [Redacted]
 Organization Email Address [Redacted]

Phone Numbers - To change your current Phone Numbers please "Click" the UPDATE icon Update

Additional phone number types can only be updated by your departmental contact using an ACT form. Please contact this person for these changes.

Campus Primary (205) [Redacted]

Main Address - To change your current Home Address please "Click" the UPDATE icon Update

Address Line 1 [Redacted]
 Address Line 2 [Redacted]
 Address Line 3 [Redacted]
 City Birmingham
 State AL
Alabama
 Zip Code 35235
 County Jefferson
Jefferson
 Type Home

Answer any prompts related to your chosen option

- Click **Next** to proceed to the edit screen

Main Address: Choose Option Cancel Next

Employee Name [Redacted] Employee Number [Redacted]
 Organization Email Address [Redacted] Business Group 11111111A UAB

Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address. An International Address must be entered via the ACT form. Contact your department administrator for assistance.

Correct or amend this address.
 Enter a new address if you have moved.

Enter all required fields

- Fill out each **required field** with the updated information
- Click **Next**

Main Address: Correct Address Cancel Back Next

Employee Name [Redacted] Employee Number [Redacted]
 Organization Email Address [Redacted] Business Group 11111111A UAB

Please enter your correct address information.

Type Home ⓘ

* Address Line 1 123 Sunny St.
 Address Line 2 [Redacted]
 Address Line 3 [Redacted]
 * City Birmingham
 * State AL
Alabama
 * Zip Code 35223
 * County Jefferson
Jefferson

* Indicates required field

Review your changes

- Review the edits you made for accuracy
- Click **Submit** to complete the update

Personal Information: Review Cancel Printable Page Back Submit

Employee Name [Redacted] Employee Number [Redacted]
 Organization Email Address [Redacted] Business Group 11111111A UAB

Review your changes and, if needed, attach supporting documents.
Indicates Changed Items.

Main Address

	Current	Proposed
Country	United States	United States
Address Line 1	[Redacted]	[Redacted]
City	[Redacted]	[Redacted]
State	[Redacted]	[Redacted]
Zip Code	[Redacted]	[Redacted]
County	Jefferson	Jefferson
Type	Home	Home

Add Emergency Contacts

- Click Add

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency

Add

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
No results found.					

Fill out each required field with Emergency Contact's information

Emergency Contact: Create

Employee Name [Redacted]
Organization Email Address [Redacted]

* Indicates required field

General Information

Please enter details for an emergency contact below. Emergency contact information will be kept confidential and will only be used in the event of an emergency.

First Name [Text Field]
Middle Name [Text Field]
* Last Name [Text Field]
Suffix [Text Field] ⓘ
Email Address [Text Field]
 Primary Contact ⓘ
* Relationship [Dropdown]
* Relationship Start Date (21-May-2023) ⓘ

Click on the Next button at the bottom-right or top right-hand side of the screen

HR Page Refresh Submit

Context [Dropdown]

Cancel **Save For Later** **Next**

Review the information

Personal Information: Review

Employee Name [Redacted]
 Organization Email Address [Redacted]

Review your changes and, if needed, attach supporting documents.
 • Indicates Changed Items.

Maintain Contact

Contact

	Proposed
Relationship Type	[Redacted]
First Name	[Redacted]
Middle Name	[Redacted]
Last Name	[Redacted]
Primary Contact	[Redacted]
Relationship Began On	[Redacted]
Emergency Contact	[Redacted]
Resides With Me	[Redacted]

Phone

	Proposed
Mobile	[Redacted]

Main Address

	Proposed
Effective Date	[Redacted]
Country	[Redacted]
Address Line 1	[Redacted]
Address Line 2	[Redacted]
Address Line 3	[Redacted]
City	[Redacted]
State	[Redacted]
Zip Code	[Redacted]
County	[Redacted]
Type	[Redacted]

Click on the **Submit** button on the upper-right hand corner of the screen, if the information is correct

Employee Number [Redacted]
 Business Group [Redacted]

Confirmation will be sent

- Select **Return to Overview** to view Personal Information data

Confirmation

Your changes have been applied.

A **UAB RedFlag Alert** will be sent via UAB email indicating the change

- No action is required

UAB RedFlag Alert

This email is to inform you that your **Personal Information** has been updated via Self Service. Items affected: ADDRESS

If you did not initiate this change, please contact the UAB RedFlag Notification Center at (205) 934-6081 or via email at redflag@uab.edu.

This email was generated automatically by the HR/Payroll system.