

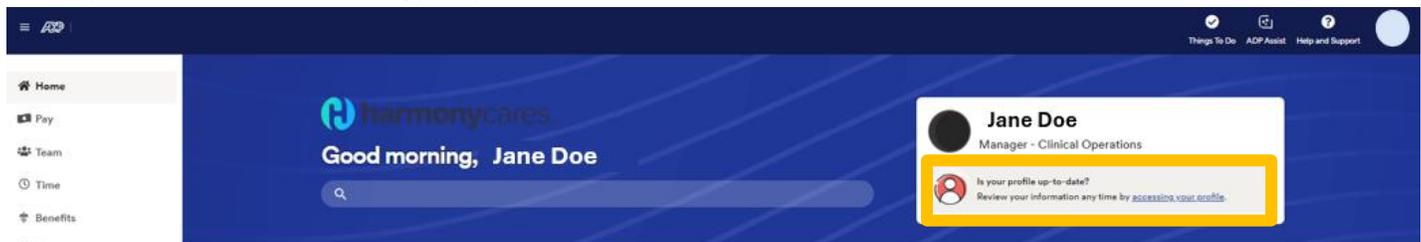
# Vantage Step Action: Update Personal Information In MyADP

This guide outlines step action to update personal profile information in MyADP, from an **Employee** perspective.

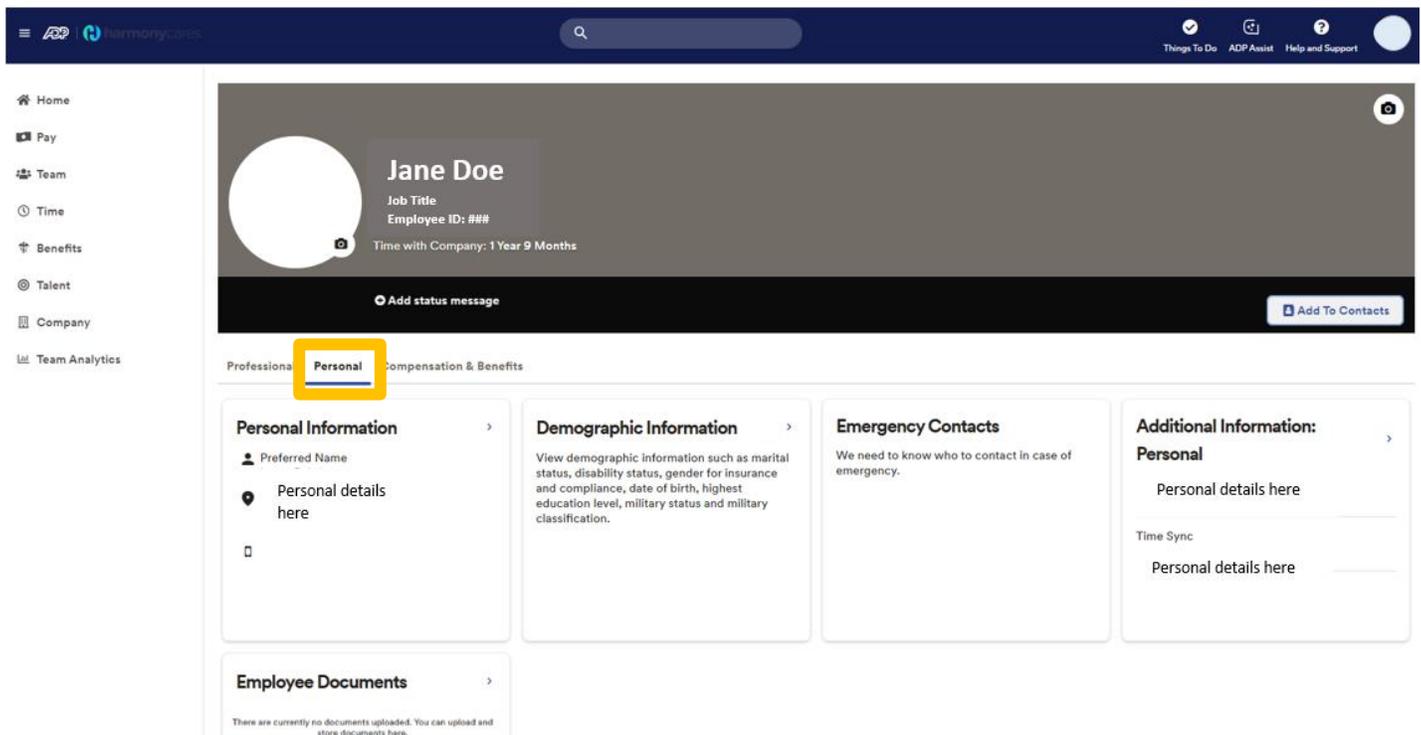
- **Personal Information** is where legal name, preferred first name, address or personal contact info can be maintained.
- **Emergency Contacts** is where you can provide info in event of an emergency.
- **Demographic Information** is where you can provide additional preferences.
- **Employee Documents** is where verifications to support adding a license or certification to your profile can be attached.

Steps below are the beginning step action to request a change to any of the above profile areas:

From **MyADP home**, click “accessing your profile”:

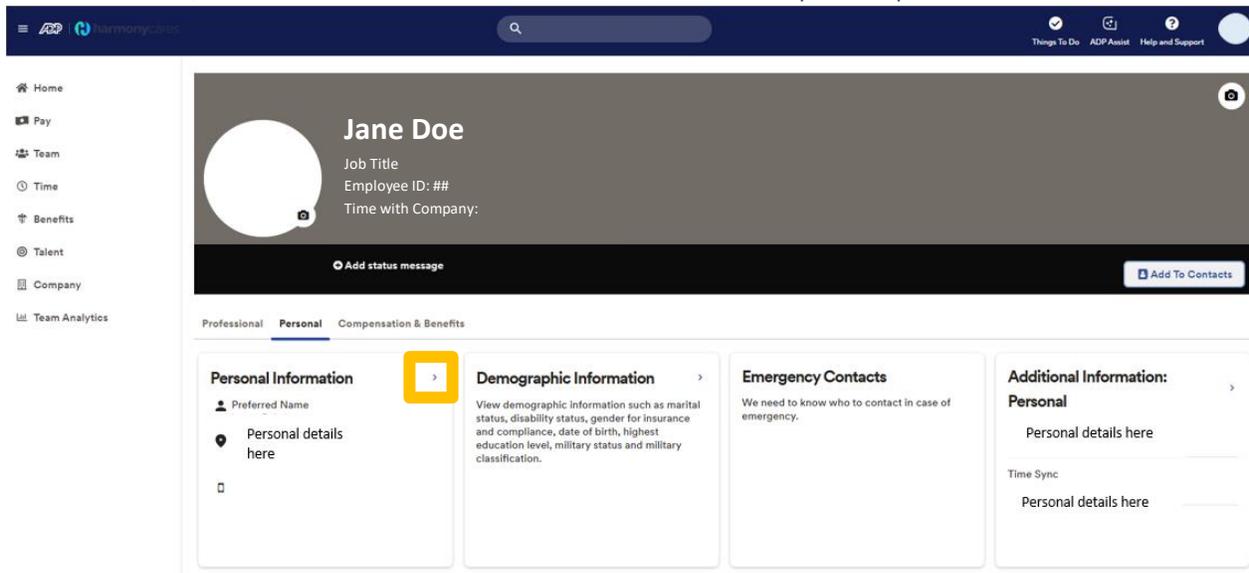


Click to Personal. **Click arrow** in top right corner of tile to open info / action, where able.



# PERSONAL INFORMATION:

1. From **Personal**, click **arrow** of **Personal Information** to view or submit update request.



2. Where you see **Edit**, **Add** or **Delete** options available – you are able to submit change requests to HR for review. Once determination is made on change request, or if additional information is needed from you in order to complete the change request, you'll receive a notification from the system or HR team.
  - Any required fields are indicated with red asterisk and must be completed before system will allow save.

[← Back](#) **Personal Information**

**i** The information below is stored in your personnel records and is not shared with the general employee population, other than Pronouns

**Name**

<b>Legal Name</b> Full Legal Name can be maintained here	<b>Preferred Name</b> ⓘ Preferred Name preferences can be maintained here. <a href="#">Edit</a>
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**Address**

<b>Legal Address</b> <a href="#">Edit</a> Legal Address can be maintained here	<b>Mailing Address</b> <a href="#">Edit</a> Mailing Address can be maintained here
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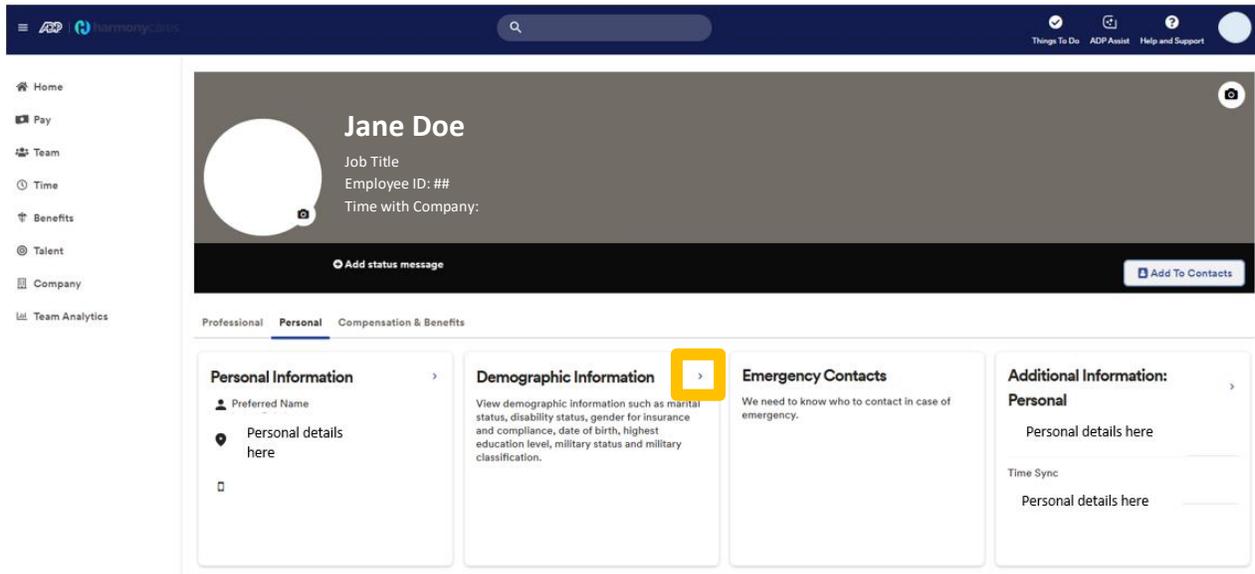
**Contact Information** ⓘ

<b>Personal Email</b> <a href="#">+ Add</a> None	<b>Home Phones</b> <a href="#">+ Add</a> None
<b>Personal Phones</b> <a href="#">+ Add</a> Personal Phone contact(s) can be maintained here	<b>Pagers</b> <a href="#">+ Add</a> None

The 'Personal Phones' section has a yellow box around the '+ Add', 'Edit', and 'Delete' options.

## DEMOGRAPHIC INFORMATION:

1. From **Personal**, click arrow of **Demographic Information** to view or submit update request:

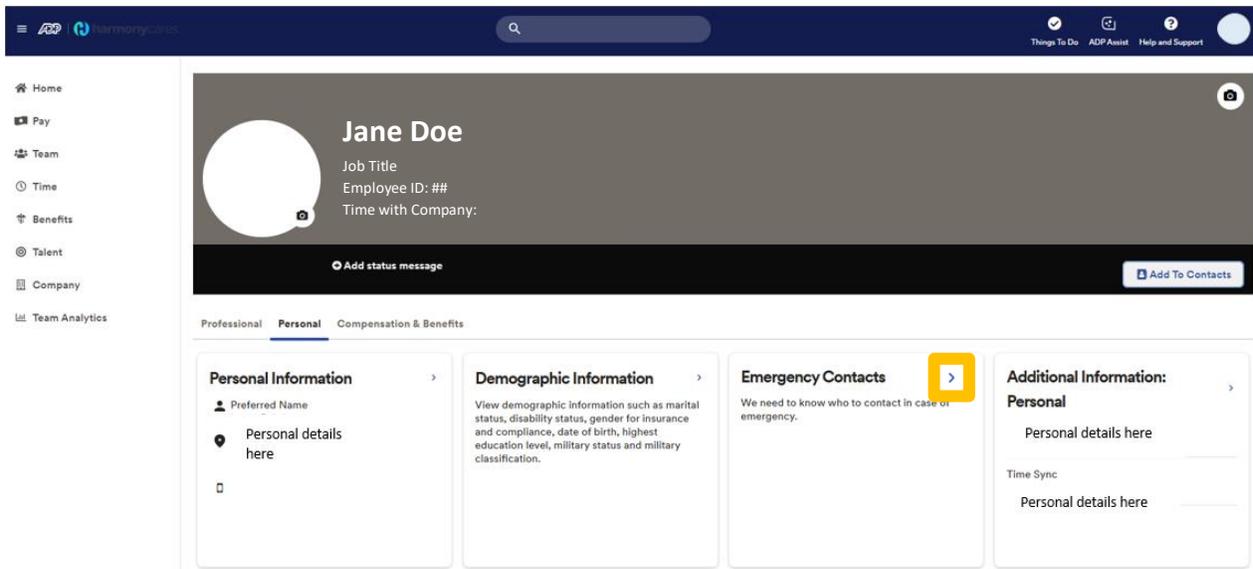


The screenshot shows the ADP HarmonyCares user interface for Jane Doe. The top navigation bar includes 'Home', 'Pay', 'Team', 'Time', 'Benefits', 'Talent', 'Company', and 'Team Analytics'. The main content area is divided into three tabs: 'Professional', 'Personal' (selected), and 'Compensation & Benefits'. Under the 'Personal' tab, there are four sections: 'Personal Information', 'Demographic Information', 'Emergency Contacts', and 'Additional Information: Personal'. The 'Demographic Information' section is highlighted with a yellow box, indicating it is the focus of the instruction. The 'Demographic Information' section contains a description: 'View demographic information such as marital status, disability status, gender for insurance and compliance, date of birth, highest education level, military status and military classification.'

2. Where you see **Edit**, **Add** or **Delete** options available – you are able to submit change requests to HR for review. Once determination is made on change request, or if additional information is needed from you in order to complete the change request, you'll receive a notification from the system or HR team.
  - Some areas you are not able to edit, if need to submit change request contact [HR](#).

## EMERGENCY CONTACTS:

1. From **Personal**, click arrow of **Emergency Contacts** to view or submit update request:



The screenshot shows the ADP HarmonyCares user interface for Jane Doe, similar to the previous one. The 'Personal' tab is selected, and the 'Emergency Contacts' section is highlighted with a yellow box. The 'Emergency Contacts' section contains the text: 'We need to know who to contact in case of emergency.'

- 2. Where you see **Edit** or **Delete** options available – you are able to submit change requests to HR for review. Once determination is made on change request, or if additional information is needed from you in order to complete the change request, you'll receive a notification from the system or HR team.

- 3. To add, click **Add Emergency Contact**:



- 4. Enter details. Red asterisk indicates required field before system will allow save.

[← Back](#) **Add Emergency Contact**

Contact Type

Primary

First Name \*  Last Name \*  Relationship \*

+ Add Phone Number

Phone Type \*  Country  Number \*  [Remove](#)

Same as my legal address

Country

Street One

Street Two

City  State / Province

Postal Code



## EMPLOYEE DOCUMENTS:

This is used for license & certification submissions. See [Vantage Step Action - Add a License or Certification.docx](#) for step action in this area of Personal Profile.