

# GreenEmployee.com

## HR Profile

This quick start guide describes how employees may update their personal information, address, dependents, contacts, and work location by submitting change requests to HR/Payroll.

### Overview

Using the HR Profile module of GreenEmployee.com, you can update your pertinent HR information. Updates are submitted to HR/Payroll or your manager for approval. To review your current data and submit a change, click on the HR Profile button in the navigation bar. That page contains a tab for each type of relevant information: Personal Info, Address, Dependents, Contacts, and Work Location. Once you have accessed any sub-page, click the Edit button to make changes.



### Personal Info

Personal Info may include information such as your name, SSN, birth date, ethnicity, and marital status, all of which is editable. You can also change your profile image from here, by clicking on the image. Other information may only be available for viewing and not be editable.

The screenshot shows a 'Personal Info' form with two main sections: 'General Information' and 'Employment Information'. The 'General Information' section includes fields for First Name (Wendy), Middle Name (Bali), Last Name (Kahn), SSN (863-88-5383), Date Of Birth (7/16/1987), Gender (Female), Ethnic Origin (White), Marital Status (N/A), and Smoker Status (Non-Smoker). The 'Employment Information' section includes Employee ID (KAHN0001), Hire Date (4/23/2013), Department (SPTS), Location (Louisiana Location), Supervisor (Kathie Flood), and Employment Type (Part Time Regular). There is an 'Edit' button at the bottom right.

### Address

In the Address tab, you may update your physical address, phone number, and email address. When you submit a new address, GreenEmployee will automatically check the address you enter against US Postal Service records and will try to provide a suggestion if an inconsistency is found.

The screenshot shows an 'Address' form with two main sections: 'Mailing Address' and 'Additional Information'. The 'Mailing Address' section includes fields for Address (2701 Airline Dr), City (Metairie), State (LA), Zip Code (70001-5099), and Country (US). The 'Additional Information' section includes Phone 1 ((904) 555-5555), Phone 2 ((312) 555-0144), Phone 3 ((000) 000-0000), and Email (wkahn@fabrikam.com). There is an 'Edit' button at the bottom right.

### Dependents

You may maintain a list of your dependents on the GreenEmployee. This will let you add new dependents and edit dependent information as necessary. Click on the Add Dependent button to add your dependents or Edit to update a current dependent. Any changes or additions will be sent to HR/Payroll or your manager for approval.

The screenshot shows a 'Dependents' table with the following data:

Dependents			
Use this table to manage your current dependents.			
+ Add Dependent			
	First Name	Last Name	Relationship Type
Edit	Valerie	Italiano	Parent
Edit	Susie	Kahn	Child

## Contacts

Important contacts can be managed through the HR Profile module under the Contacts tab. Use the Add Contact button to add a contact or click Edit to make changes to an existing one. New or edited contacts will be sent to HR/Payroll or your manager for review and approval.

Contacts					
Use this table to manage your contacts.					
<a href="#">+ Add Contact</a>				<a href="#">Add Columns</a>	
	First Name	Last Name	Relationship Type	Home Phone	Work Phone
<a href="#">Edit</a>	Pending	Jason	Kahn	Spouse	

## Work Location

Use the Work Location tab to update your current work location. Specific work location addresses are provided by HR/Payroll and you can select the appropriate one from the drop down. Comments can be included and changes are approved by HR/Payroll or your manager.

Work Location
Work Location: Louisiana Location Address: 240 Saint Denis Street Natchitoches, LA 71407 United States
<a href="#">Edit</a>