Personal Data Changes

Overview

Introduction

This guide provides the procedures for navigating the Personal Data Changes in Direct Access.

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Employee Address, Home of Record and Phone Numbers

Introduction

This section provides the procedures for changing a member's home and mailing address and for viewing the Home of Record. The Home of Record is established in connection with accession documents and transactions. *The Home of Record can only be corrected it cannot be changed (See reference (a)).*

Reference

(a) Joint Travel Regulations (JTR), Appendix A – Definitions and Acronyms, "Home of Record"

Government Travel Charge Cardholders

Address changes submitted in Direct Access for personnel and pay data are not provided to the Government Travel Credit Card (GTCC) program. Card holders must notify GTCC separately to update address changes to the account.

Procedures

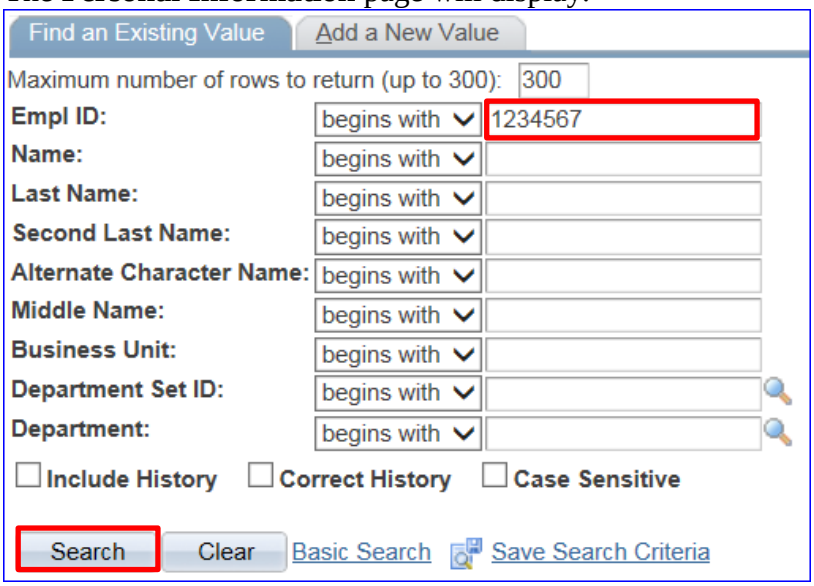
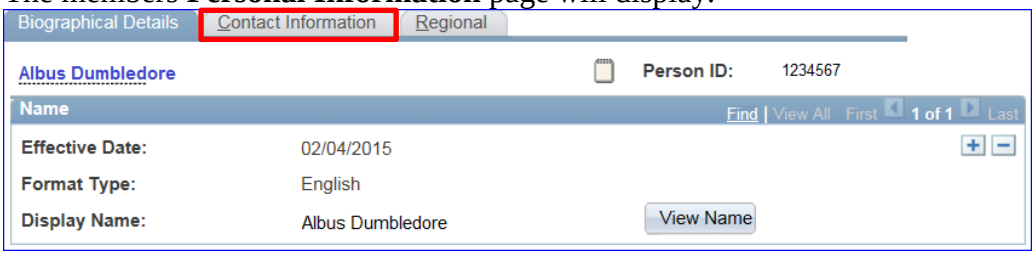
See below.

Step	Action
1	Select the **Personal Information** link from the **Core HR Shortcuts** pagelet.

Continued on next page

Employee Address, Home of Record and Phone Numbers, Continued

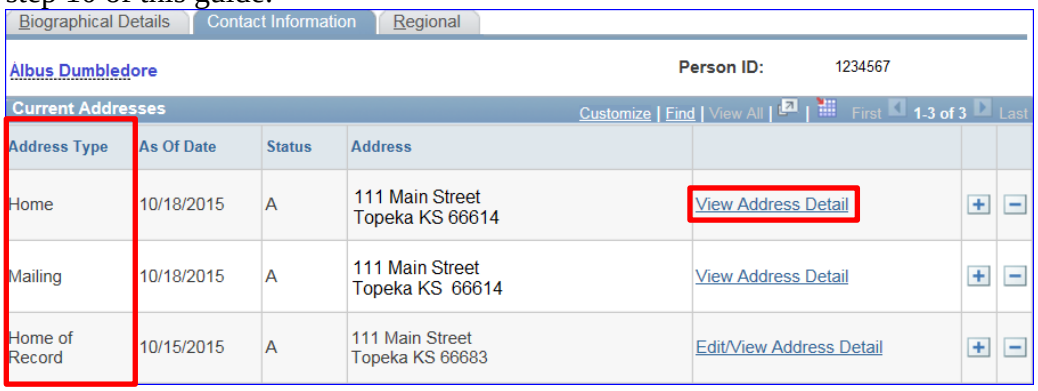
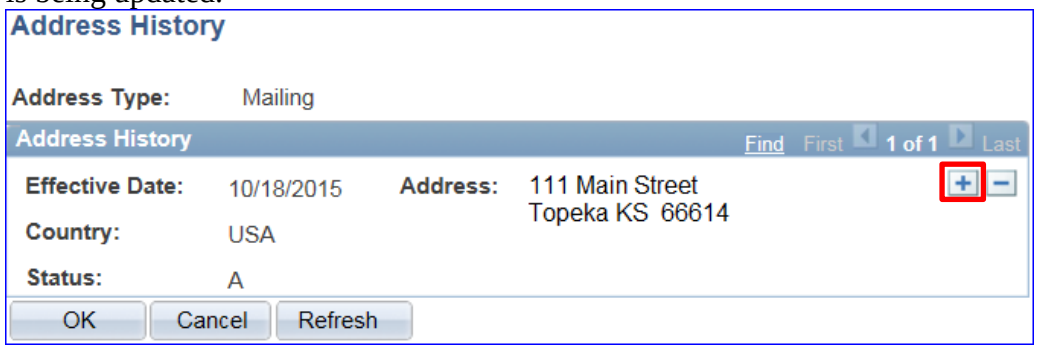
Procedures, continued

Step	Action
2	The **Personal Information** page will display.  Enter the **Empl ID**, then click the **Search** button.
3	The members **Personal Information** page will display.  Click the **Contact Information** tab.

Continued on next page

Employee Address, Home of Record and Phone Numbers,
Continued

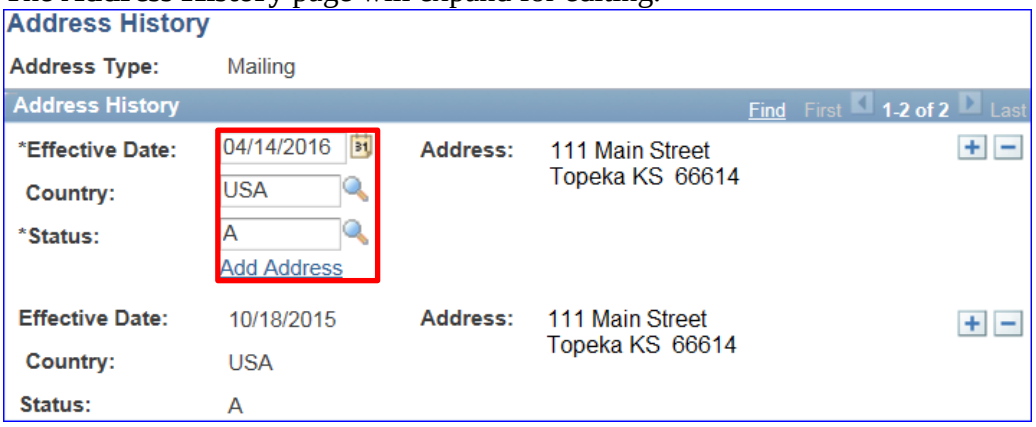
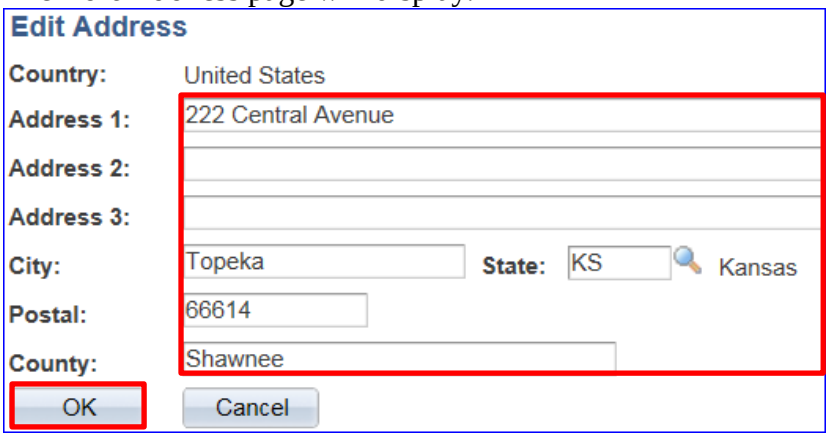
Procedures,
continued

Step	Action
4	The **Current Addresses** will display. If updating the Phone Number, skip to step 10 of this guide.  • Home – Current Home address. • Mailing – This address will reflect on member's Payslip used for mailing of W2 forms and other official correspondence. • Home of Record (HOR) – Established upon original enlistment. The home of record can only be changed if there's a break in active duty service of more than one full day. See Reference (a) for more guidance on Home of Record. Click the **View Address Detail** link for the address to be updated.
5	The **Address History** page will display. In this example the **Mailing** Address is being updated.  Click the Plus **"+"** button to insert a new row.

Continued on next page

Employee Address, Home of Record and Phone Numbers, Continued

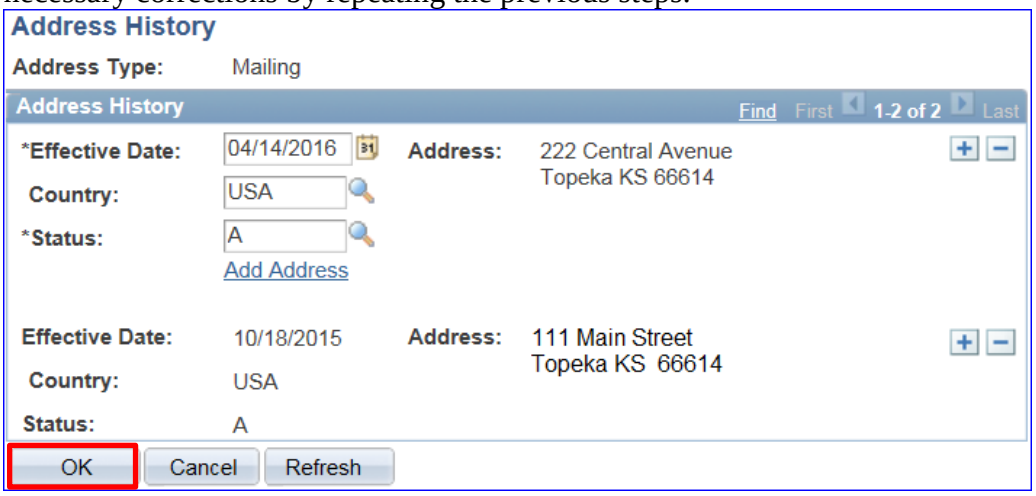
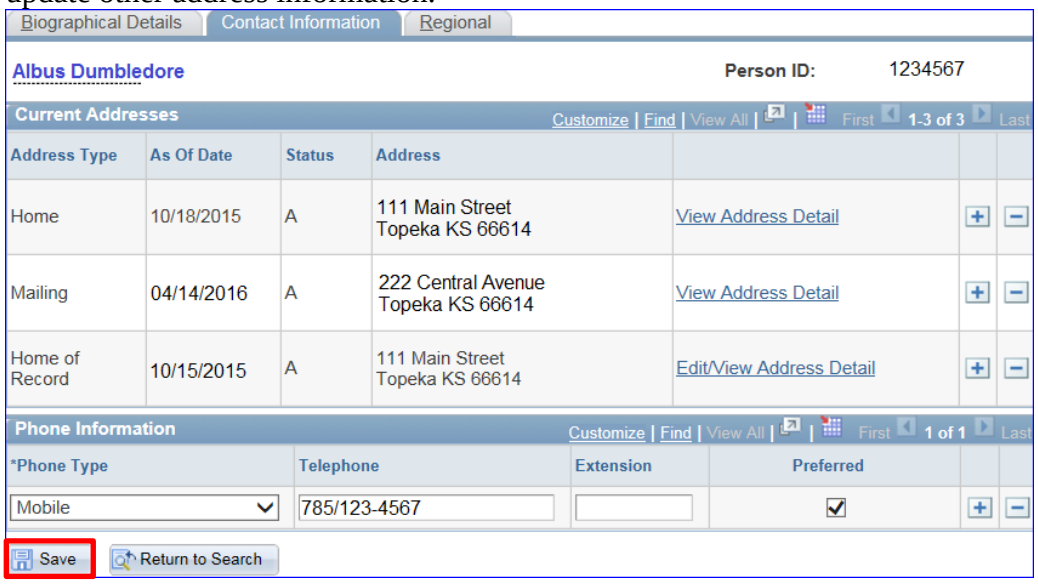
Procedures, continued

Step	Action
6	The **Address History** page will expand for editing.  Update the fields as necessary: • **Effective Date** – Defaults to current date. Can be changed to a future date. • **Country** – Default country code from the existing address. Change if necessary. • **Status** – Defaults to "A" for Active. Do not change. Click the **Add Address** link.
7	The **Edit Address** page will display.  Enter the new Mailing Address information. Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.). Direct Access is the data source for other information systems which cannot use special characters. When finished, click the **OK** button.

Continued on next page

Employee Address, Home of Record and Phone Numbers, Continued

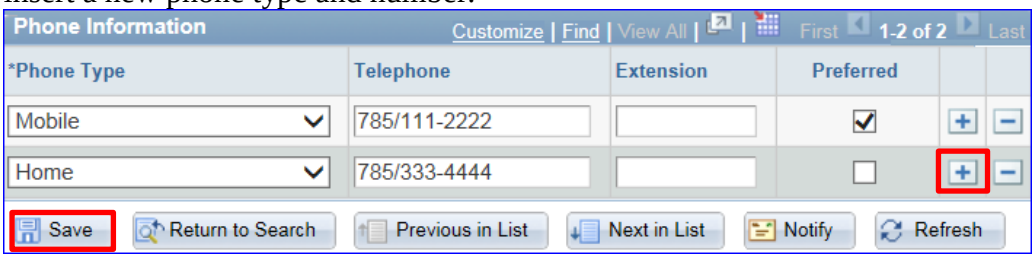
Procedures, continued

Step	Action
8	The **Address History** page will again display. Review changes; make any necessary corrections by repeating the previous steps.  When finished, click the **OK** button.
9	The **Personal Information** page will display. Repeat the previous steps to update other address information.  When finished, click the **Save** button.

Continued on next page

Employee Address, Home of Record and Phone Numbers, Continued

Procedures, continued

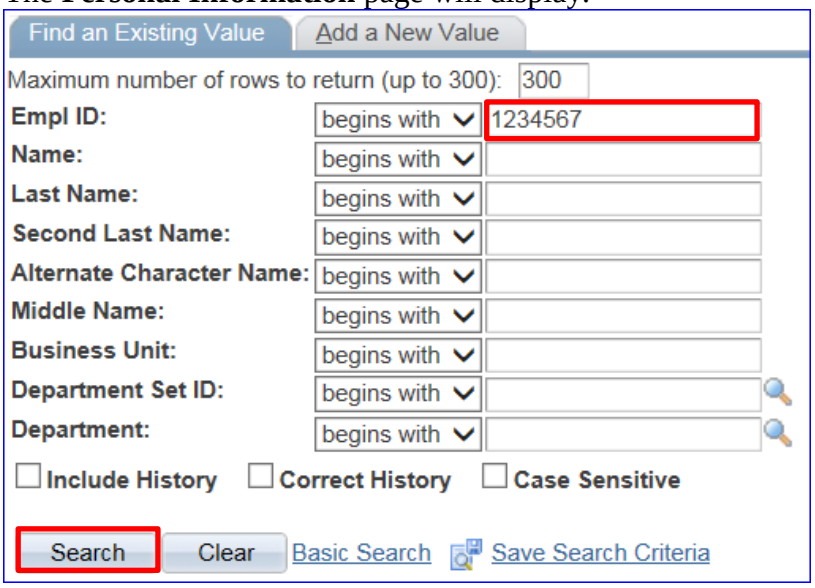
Step	Action
10	**Phone Information**. Change an existing row or click the Plus "+" button to insert a new phone type and number.  When finished, click the **Save** button.

Change of Name

Information This section provides the procedure to record a member's name change.

Reference Personnel and Pay Procedures Manual, PPCINST_M1000.2(series), Section 5-D lists required documents which must be met in order for a member to change their name.

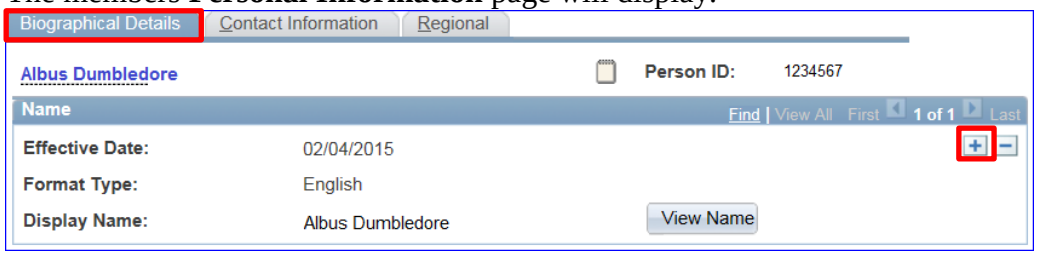
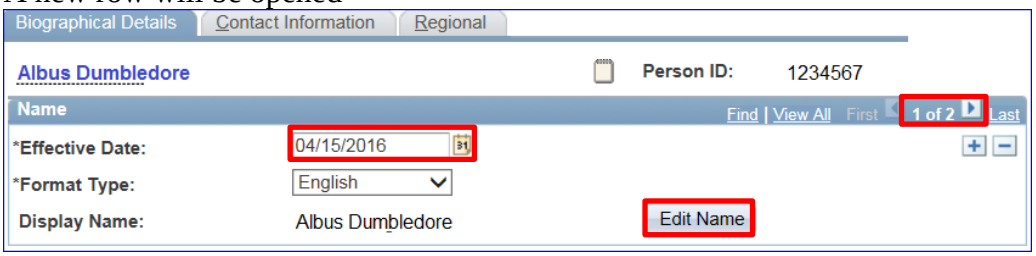
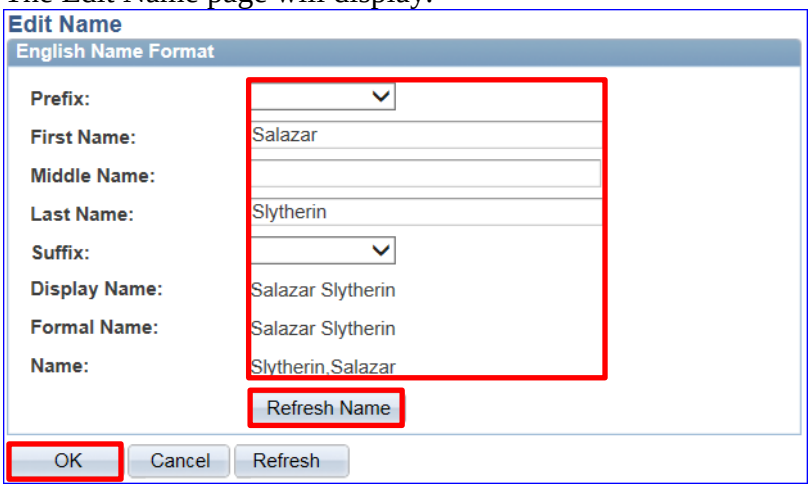
Procedures See below.

Step	Action
1	Select the **Personal Information** link from the **Core HR Shortcuts** pagelet.
2	The **Personal Information** page will display.  Enter the **Empl ID**, then click the **Search** button.

Continued on next page

Change of Name, Continued

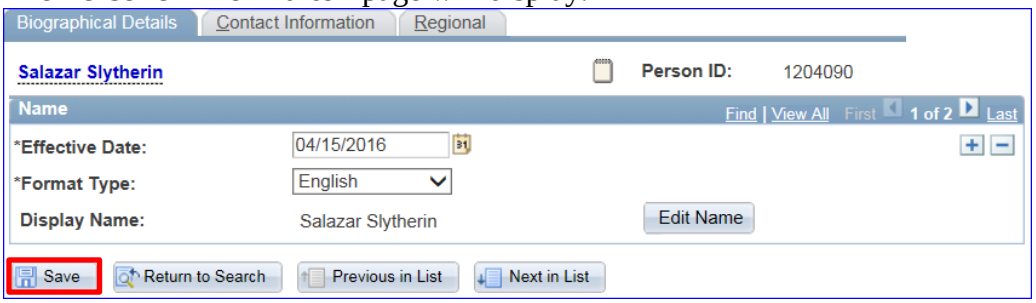
Procedures,
continued

Step	Action
3	The members **Personal Information** page will display.  On the **Biographical Details** tab, click the Plus "+" button to add a new row.
4	A new row will be opened  There will now be two rows identified. The effective date field will default to the current date and may be edited. Click the **Edit Name** button.
5	The Edit Name page will display.  • Update the applicable name • Click the Refresh Name button to view the changes reflected in the Display Name, Formal Name, and Name Fields. When finished, click the **OK** button.

Continued on next page

Change of Name, Continued

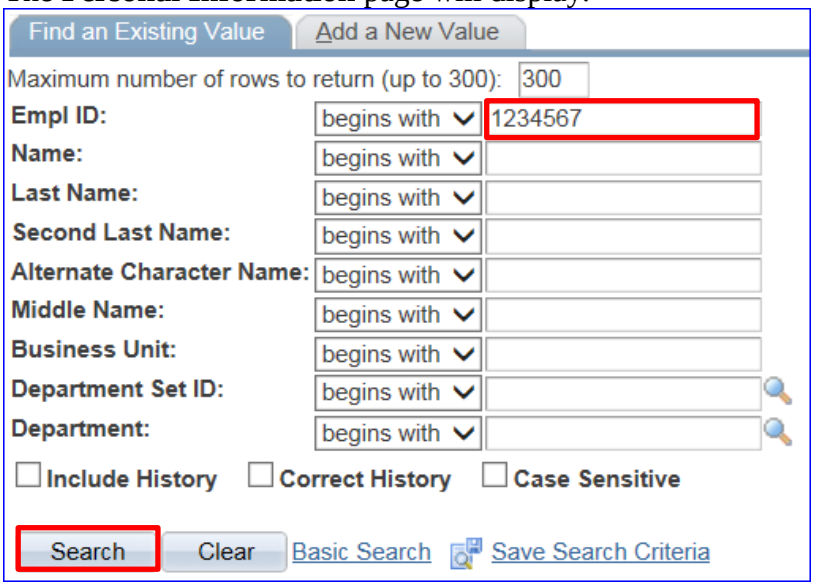
Procedures,
continued

Step	Action
6	The **Personel Informaiton** page will display.  Click the **Save** button.

Marital Status

Introduction This section provides the procedure for viewing, entering or updating a member's Marital Status.

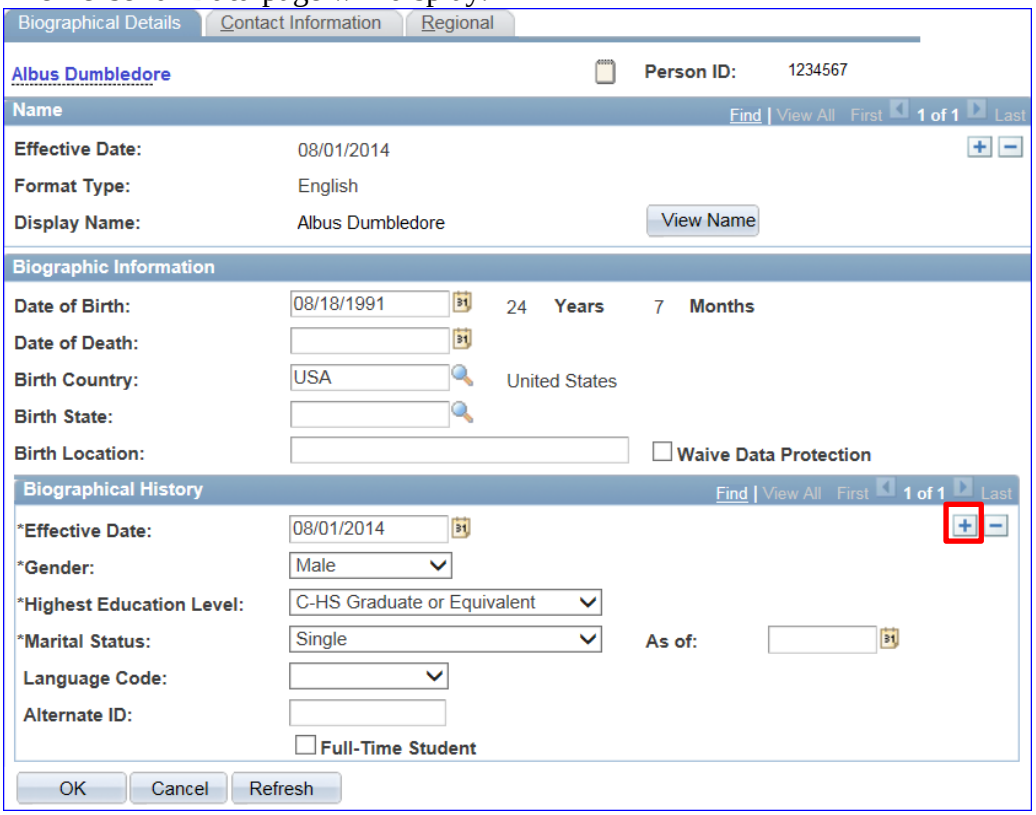
Procedures See below.

Step	Action
1	Select the **Personal Information** link from the **Core HR Shortcuts** pagelet.
2	The **Personal Information** page will display.  Enter the **Empl ID**, then click the **Search** button.

Continued on next page

Marital Status, Continued

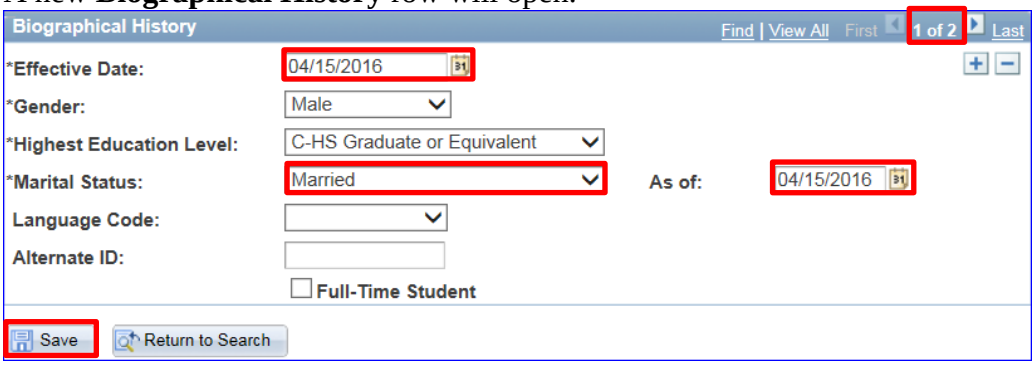
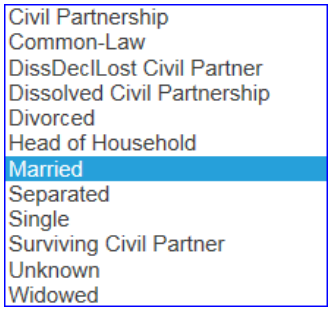
Procedures, continued

Step	Action
3	The **Personal Data** page will display.  In the **Biographical History** section, click the Plus **"+"** button to add a new row.

Continued on next page

Marital Status, Continued

Procedures,
continued

Step	Action
4	A new **Biographical History** row will open.  • **Effective Date** – Will default to the current. • **Marital Status** – Click the Marital Status dropdown and select the new status.  • **As Of** – Enter the effective date of the change. **Note**: This is not the date that will be reflected as the Date of Marriage on the BAH/Dependency Data form. Update/correct the spouse's Marital Status Date if the BAH/Dependency Data form does not show the correct date. When finished, click the **Save** button.

Correction of Social Security Number (SSN) or Date of Birth (DOB)

Introduction

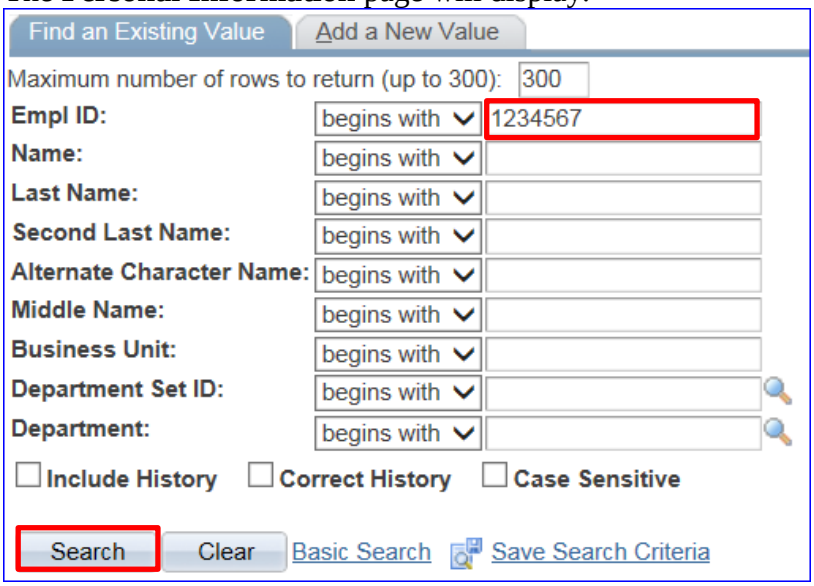
This section provides the procedure to correct a **member's** Social Security Number (SSN) or Date of Birth (DOB).

Reference

Personnel and Pay Procedures Manual, PPCINST_M1000.2(series), Section 5-D lists required documents which must be met in order to enter a correction to official records.

Procedures

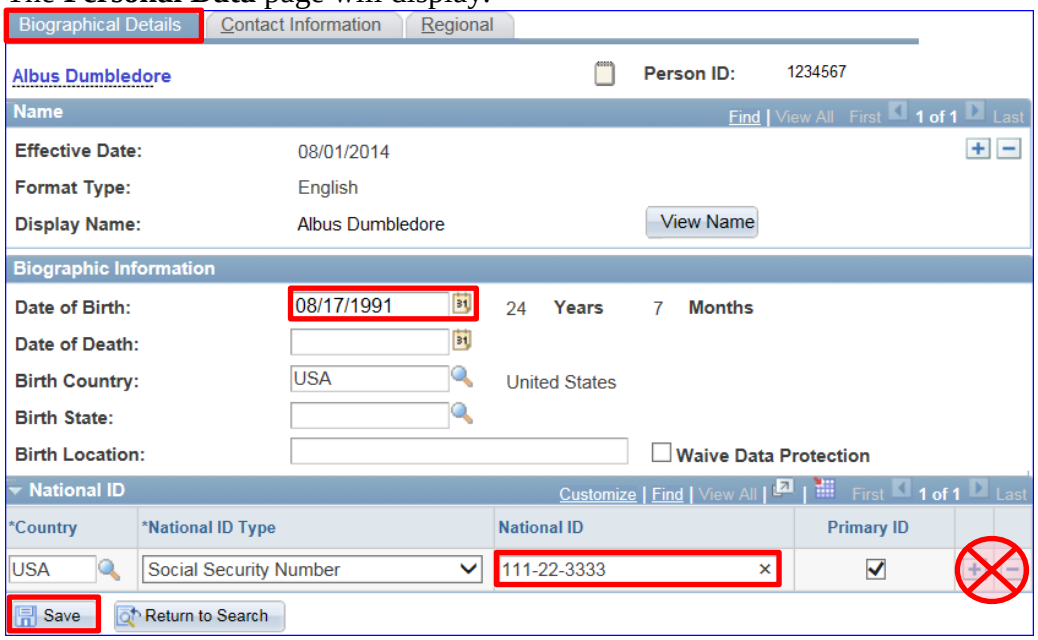
See below.

Step	Action
1	Select the **Personal Information** link from the **Core HR Shortcuts** pagelet.
2	The **Personal Information** page will display.  Enter the **Empl ID**, then click the **Search** button.

Continued on next page

Correction of Social Security Number (SSN) or Date of Birth (DOB), Continued

Procedures, continued

Step	Action
3	The **Personal Data** page will display.  **Be absolutely sure you have accessed the correct member record**. • The member's **Date of Birth** is shown in the Biographic Information Section. • The **Social Security Number** is shown in the **National ID** section. • Correct the **Date of Birth** field and/or the **National ID** field. • Do **NOT** use the add/remove row icons in the National ID area, simply enter (overtype) the correct SSN. When finished, click the **OK** button.

Citizenship Status Changes/Passport Information

Introduction

This section provides procedures for using Direct Access to view or record a change in a member's citizenship status and member's passport and dependent's passport information.

Discussion

All official passports (active duty members and dependents) and diplomatic passports must be entered into Direct Access. During Direct Access migration, not all passport data was migrated into Direct Access. Servicing Personnel Offices will need to enter the passport data into Direct Access. Newly issued passports will be entered by the CG-00I staff.

Before you Begin

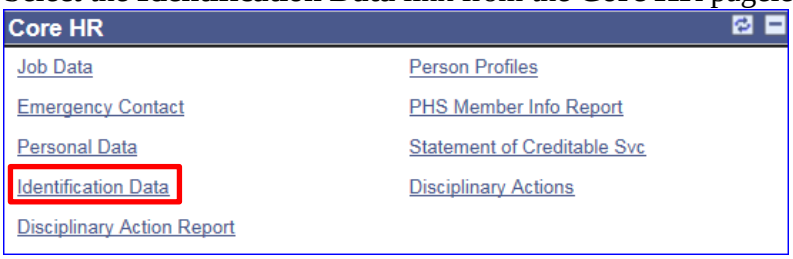
If a member is a nonresident alien (defined as a citizen of a foreign country who has not applied for U. S. Citizenship) a tax information transaction must be submitted showing that the member is a resident alien (defined as a member who has applied for U. S. Citizenship) prior to submitting a citizenship status change.

When choosing a member from the search results, ensure you are choosing the correct member. Verify the employee ID or national ID before making any changes to Citizenship Status or Passport Information.

Members may have multiple records in Direct Access (Regular, Reserve, Auxiliary or Civilian Employee. Ensure you are selecting the correct Employee Classification record**.**

Procedures

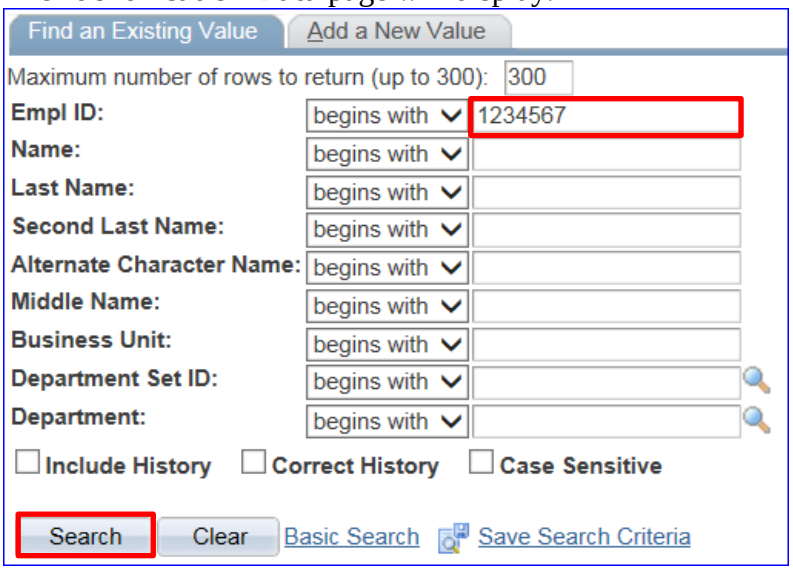
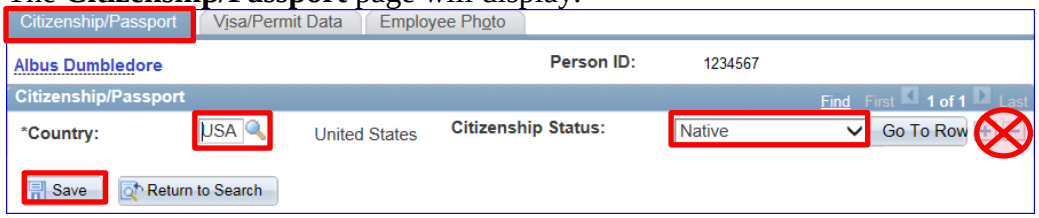
See below.

Step	Action
1	Select the **Identification Data** link from the **Core HR** pagelet. 

Continued on next page

Citizenship Status Changes/Passport Information, Continued

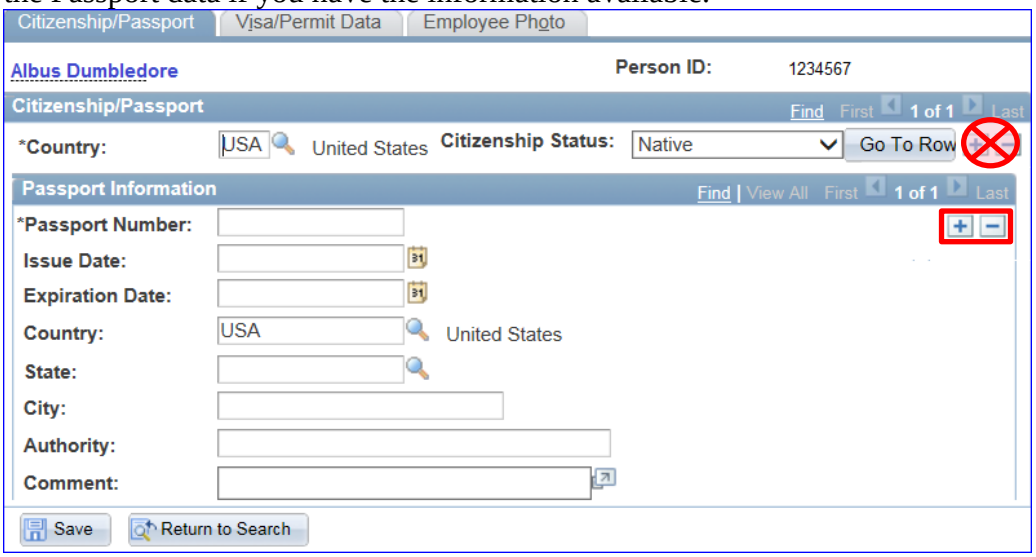
Procedures, continued

Step	Action
2	The **Identification Data** page will display.  Enter the **Empl ID**, then click the **Search** button.
3	The **Citizenship/Passport** page will display.  The member's current citizenship status will be displayed. This page does not have an effective date. Do not insert or delete rows in the citizenship data area. All edits are completed in the current row. • **Country** – Click the look-up icon and select the country of the member's birth. • **Citizenship Status** - Click the drop-down arrow and select the appropriate status code. Status Description / Use When Member is a Native / Native U. S. Citizen Naturalized / Naturalized U. S. Citizen Alien Permanent / Resident Alien Alien Temporary / Non-resident Alien When finished, scroll to the bottom of the page and click the **Save** button.

Continued on next page

Citizenship Status Changes/Passport Information, Continued

Procedures,
continued

Step	Action
4	The Passport Information section of the page does not need to be completed in order to update/change a member's citizenship status. However, you may enter the Passport data if you have the information available.  Members' or dependents' receiving a new passport should have a new row added to enter the passport information. **Do not delete or over type the old passport information.** • If there is no current Passport Information, enter the data on this page. • If updating Passport Information, click the Plus **"+"** to add a new row. **Be careful to NOT select the (+ or -) button in the Citizenship section.** • Some active duty or reserve members and civilian employees are authorized to possess more than one official/diplomatic passport. Enter the passport information for each passport in a separate row (press the (+) button to insert a new row).

Continued on next page

Citizenship Status Changes/Passport Information, Continued

Procedures,
continued

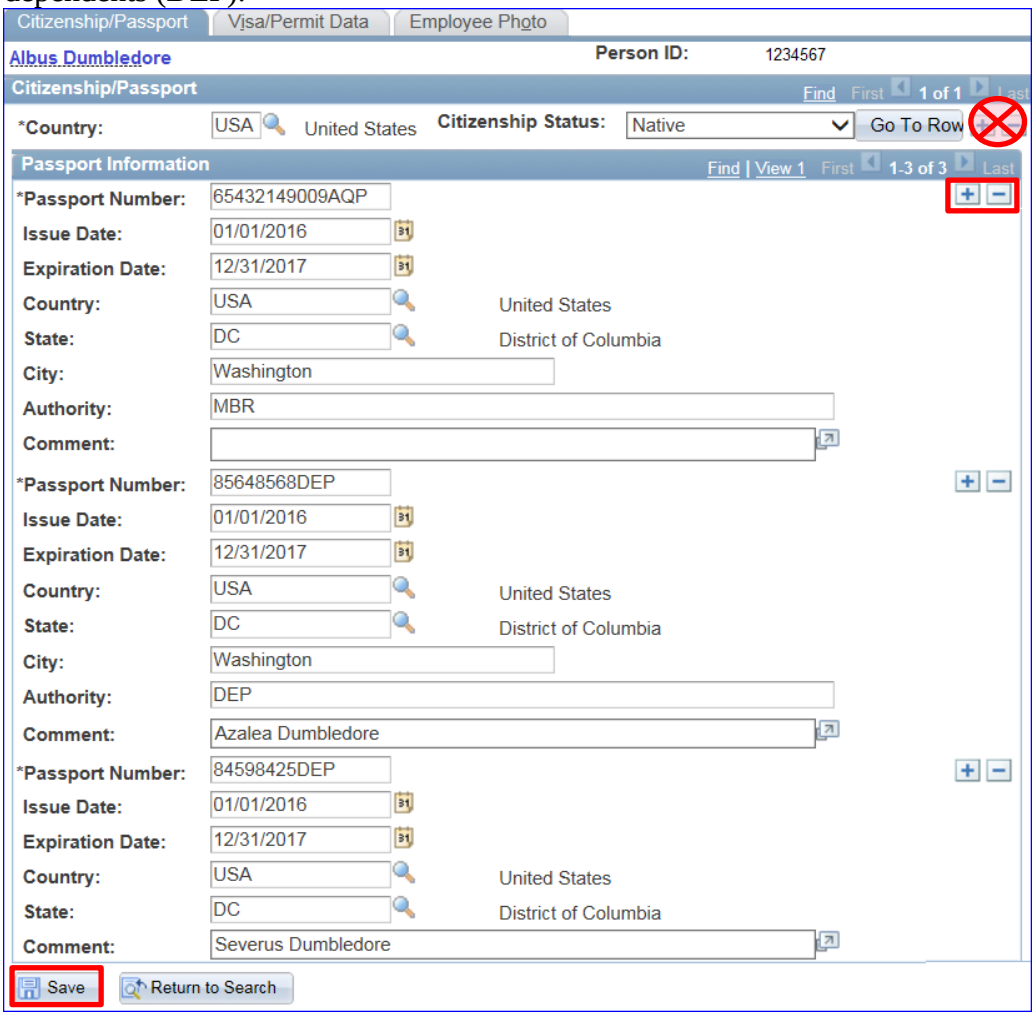
Step	Action
4 (cont)	Enter Passport Information for all official passports issued to the member and, if applicable, the member's dependents.

Field	Description
Passport Number	The number of the passport. Only passport numbers starting with the number 6, 8 and 9 will be entered in Direct Access. DO NOT enter tourist passport information into Direct Access.
Issue Date	Date the passport was issued. Enter the date the passport was issued. This date can be found on the title page of the members' or dependents' passport.
Expiration Date	Date the passport expires. Enter the date the passport is to expire. This date can be found on the title page of the members' or dependents' passport. Note: When members' or dependents' passport information expires do not delete the information from Direct Access.
County	Country the passport is issued defaults to USA. If for some reason USA is not the default please type in USA.
State	State where passport was issued. Enter **DC** (District of Columbia. All official and diplomatic passports are processed in the District of Columbia.
City	City where passport was issued. Enter Washington.
Authority	Cite the authority of issuance of the passport. Enter MBR (member), DEP (dependent) or CIV (Civilian employees). The codes must be in all UPPERCASE letters. Only indicate MBR, CIV or DEP in this block.
Comment	Comments. Only indicate dependent's name in the comment block.

Continued on next page

Citizenship Status Changes/Passport Information, Continued

Procedures,
continued

Step	Action
4 (cont)	To add dependent passport information press the **(+)** button to insert a new row. Enter the passport data for the dependent. Remember to enter the dependent's name in the "Comment" block. Repeat this step for each additional passport to be entered. **Be careful to NOT select the (+ or -) button in the Citizenship section.** Example Passport Information completed for Member (MBR) and two dependents (DEP).  When finished, click the **Save** button.

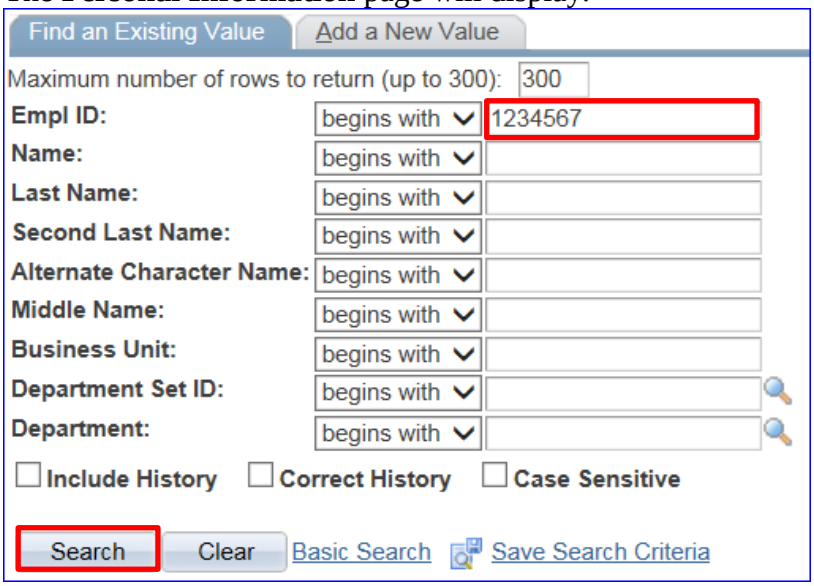
Non Self-Service Diversity Update

Introduction

This section provides the procedure entering or updating a member's diversity information.

Procedures

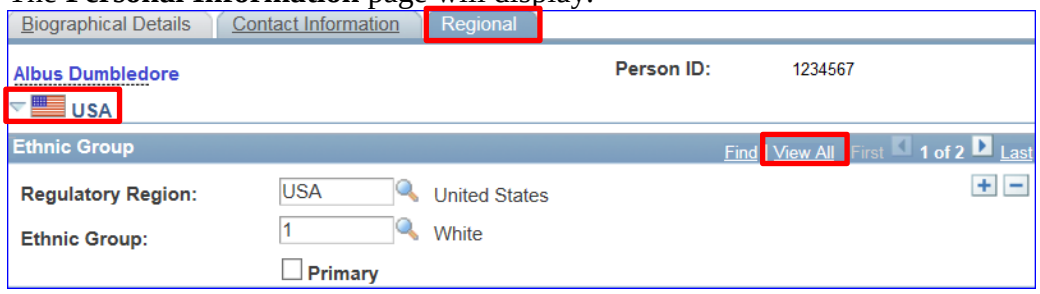
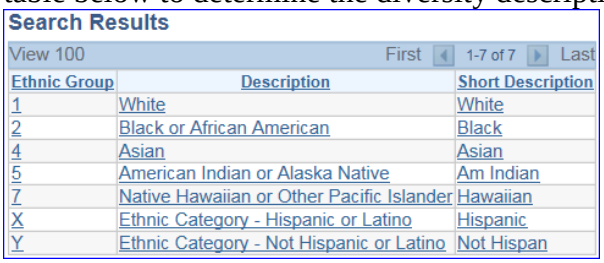
See below.

Step	Action
1	Select the **Personal Information** link from the **Core HR Shortcuts** pagelet.
2	The **Personal Information** page will display.  Enter the **Empl ID**, then click the **Search** button.

Continued on next page

Non Self-Service Diversity Update, Continued

Procedures, continued

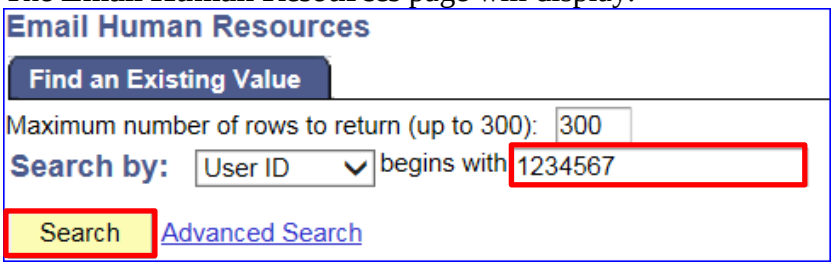
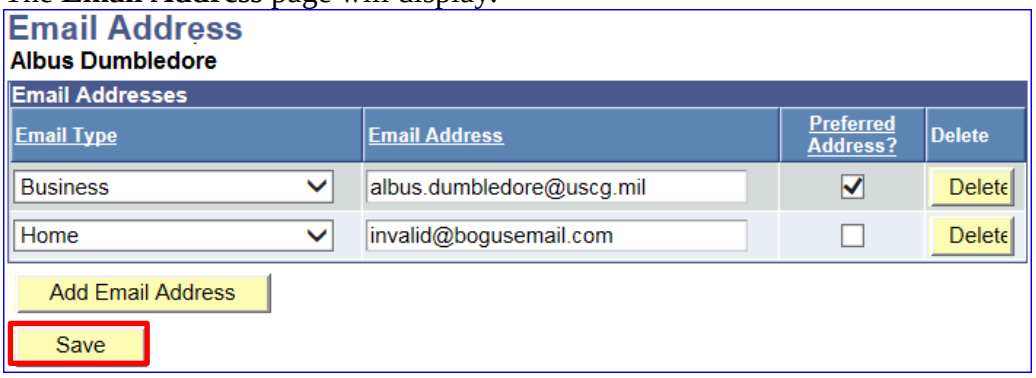
Step	Action
4	The **Personal Information** page will display.  • Select the **Regional** tab. • Click the drop-down next to the **USA Flag** to expand this section if necessary. • In the **Ethnic Group** section, click the **View All** link to display all the Ethnic Groups.
5	All the Ethnic Groups will display. Click the **Ethnic Group** drop-down and choose a diversity description from the list. Refer to the Ethnicity and Race Self-Reporting Worksheet and the table below to determine the diversity description.  Search Results View 100 First 1-7 of 7 Last When finished, scroll to the bottom of the page and click the **Save** button.

Ethnic Group	Description	Short Description
1	White	White
2	Black or African American	Black
4	Asian	Asian
5	American Indian or Alaska Native	Am Indian
7	Native Hawaiian or Other Pacific Islander	Hawaiian
X	Ethnic Category - Hispanic or Latino	Hispanic
Y	Ethnic Category - Not Hispanic or Latino	Not Hispan

Member Email Address

Introduction This section provides the procedure for entering and updating a member's Email address.

Procedures See below.

Step	Action
1	Select the **Email Address** link from the **Core HR Shortcuts** pagelet.
2	The **Email Human Resources** page will display.  Enter the **Empl ID**, then click the **Search** button.
3	The **Email Address** page will display.  • Email addresses can be Added/Edited or Deleted. • All members must have a "Business" email address. When finished, click the **Save** button.