Update Personal Information

ORACLE

PEOPLESOFT

Step 1:

Log-in with your 4x4 and password.

Access to this system from off-campus requires two-factor authentication using Duo.

Click here to register for Duo or learn more about OU's (Norman Campus Users) two-factor authentication requirements.

Click here to register for Duo or learn more about OUHSC's (HSC Campus Users) two-factor authentication requirements.

User ID

Password

Select a Language

English

Sign In

☐ Enable Screen Reader Mode

Employee Self Service

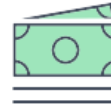| Remote Work Attestation	Submit/Review Vaccine Info	Update Name & Contact

Training	Access Bursar Account	

Open Enrollment		Payroll
No Enrollment Available At This Time		Last Pay Date **07/15/2022**

Personal Details	Benefit Details	GT Paperless I9 with E-Verify

Step 2:

Select the Update Name and Contact Tile.

View Job Data

Update Personal Data : Employee Detail

Highlights Enabled: Yes   Current Values

Any fields that appear in RED are invalid values based on previous selections or defaulting data that is not valid for this form. These values will need to be changed before the form is submitted.

Personal Information

Employee Name

The name entered must match exactly what is indicated on your Social Security card. For name changes, the Social Security card is the only documentation that will be accepted and must be attached to this form.

*First Name

Middle Name

*Last Name

Preferred First Name

Name Suffix

Addresses

Review Address below. Please do not type in ALL CAPS.

Current Residence Address: You will receive ALL mail from the university at this address, including tax documents and any paper paychecks. The university cannot mail paychecks to international addresses. If you live/work outside the US, you

Mail Address: This address will only be used if mail is returned from your Current Residence Address.

Permanent Address: This is the address of your permanent residence. It might be different from your other addresses if you have a permanent home in another state or country. It will only be used by the university if mail is returned from your oth

If the employee is working in a state other than Oklahoma, please notify your campus Payroll Office. Once notified, Payroll will provide the employee with the appropriate tax forms required by that state.

Norman campus Payroll: Payroll@ou.edu

HSC campus Payroll: payroll-services@ouhsc.edu

3 rows

Address Type	Address Same as Current Residence?	*Country	*Address Line 1	Address Line 2	*City	*State	*Postal Code

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Step 3:

Update your information in the appropriate fields.

▶ **Comments**

Search   Submit

Step 4:

Don't forget to hit submit at the bottom of the page to save your changes.