

## **OVERVIEW**

In the event that you need to update your personal information (mailing address, e-mail address, phone number, emergency contact, etc.) you can utilize the ADP self-service application to do so. The mailing address and notification E-mail address you provide are used to send you announcements, Open Enrollment information, medical cards, W-2s, and other important information.

### **Need Assistance**

If you need assistance with these instructions, receive an error message at any step in the process, or have any concerns once you are logged in, please contact our Shared Services Center (SSC) Customer Support team for assistance. Our normal business hours are Monday through Friday 8:00 a.m. – 5:00 p.m. except holidays. You can call us toll free at 1-855-214-2644 or e-mail us at helpdesk@ssc.usg.edu.

## **INSTRUCTIONS**

1. Access the ADP Portal at https://portal.adp.com		
a) Click <b>User Login</b> .	Users coin Administrator Login	
<ul> <li>b) Enter your ADP Portal User name and Password.</li> <li>c) Click OK.</li> </ul>	jdoe@usg Password Remember my credentials	

#### 2. Portal Home Page

a) Depending on your access, you may or Organization & Staffing + Reports may not see the Employee/Manager tab Message Center at a Glance on your home page. If the Employee/Manager tab is displayed, Welcome To Your Employee Portal Click on the followin ensure **Employee** is selected. ----Or----If you are a Manager, point to the - Time & Attendance + Pay & Taxes + Pers Manager tab and click Employee. Welcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card Information

Click

## **Update Your Personal Information in the ADP Portal**



Job Tool

EMP-CS-2000JT Revision 01 | Date 10/23/2012

3. <u>To</u>	Update an Address	
a)	Point to the <b>Personal Information</b> tab and then click <b>Addresses</b> . <i>Your current information will be displayed on the screen.</i>	Home  Time & Atlendance  Pay & Taxes  Personal Information  Benefits  Career  Coneral What's New Emergency Contacts Coneral Prone Nutrian Netcome To Your Employee Portal Your one-stop source for HR/Payrol//Benefits/Time Card information
b)	To update information, click <b>Edit</b> .	State/Prov: Postal/ZIP: Country: Alternate E-mail Address: Edit
c) d)	Update necessary changes to your: • Notification E-mail Address • Home Address • Mailing Address • Primary E-mail Address Click Save.	State/Prov: Postal/ZIP: Country: Atternate E-mail Address: Save Cancel Reset Indicator a required field
		mucates a required meta.
4. <u>To</u>	Update a Phone Number	
a)	Point to the <b>Personal Information</b> tab and then click <b>Phone Numbers</b> . <i>Your current information will be</i> <i>displayed on the screen.</i>	Home
4.1.	Update an Existing Phone Number	
a)	Select the telephone number type.	Type Home Telephone
b)	Update the number and click <b>Save</b> .	Type: International Country Code: International City Code: Phone: Extension/PBI: Indicates a required field.
4.2	Add a New Phone Number	
a)	To add a new phone number, click <b>Add</b> <b>New</b> .	Type Home Telephone Add New

University System of Georgia Shared Services Center 1005 George J. Lyons Pkwy, Sandersville, Georgia 31082 Toll Free (855) 214-2644 • Phone (478) 240-6500 • Fax (478) 240-6414 E-mail <u>helpdesk@ssc.usg.edu</u> • Website <u>www.ssc.usg.edu</u> Normal Business Hours: Monday through Friday 8:00 a.m. – 5:00 p.m. Self-Service support is available at <u>https://answers.ssc.usg.edu</u>

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b)	Select the phone number type in the
	Type field.
c)	Enter the phone number in the <b>Phone</b>
	field.

d) Click Save.

Type: International Country Code: International City Code: Phone: Extension/PBI: Indicates a required field.

Enter your telephone information in the following fields. Click Save to add your phone numb

5. <u>To</u>	Update an Emergency Contact	
a)	Point to the <b>Personal Information</b> tab and then click <b>Emergency Contacts</b> . <i>Your current information will be</i> <i>displayed on the screen</i> .	Home v Trime & Attendance v Pay & Taxes v Personal Information v Benefits v Career v What's New General Addresses Phone Numbers Velcome To Your Employee Portal Your one-stop source for HR/Payroll/Benefits/Time Card information
5.1.	. Update an Existing Emergency Conta	ct
a)	Select the contact's name.	Name LastName First
b)	Update the contact's information and click <b>Save</b> .	International City Code: Secondary Phone: Cancel Reset Delete Indicates a required field.
5.2.	. Add a New Emergency Contact	
a)	To add a new contact, click <b>Add New</b> .	Name Add New
b) c)	Enter the contact's information. Click <b>Save</b> .	International Country Code: International City Code: Secondary Phone: In Save Cancel Reset Indicates a required field.

Task Complete

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