



SF Personal Information, Updated 2/4/20, by SThacker

SuccessFactors (SF) Quick Guide: Personal Information

Instructions for: Employee Files-Personal information

What need to be done prior: Activated SF Account

Tools needed: Internet connection

Personal Information

Recommended for: All team members

Important Note: If you are wanting to make changes to your personal information in Success Factors, you must show your Social Security card (with your updated name on it) to your local Human Resources department within 2 weeks of making the change in Success Factors. If you do not provide Human Resources with your Social Security card within 2 weeks, the change will be rejected. *Marital Status in Success Factors can be updated without providing documentation to HR*.

1. From your SuccessFactors Home page, Select the drop-down arrow then select **My Employee File**.



2. Scroll down to review Personal Information. Select the Edit Pencil to open this screen and make changes.

Personal Information ⊘					
Distance of the 24	2029				
First Name	(Baly	Preferred Name	807		
Laist Nileme	Bob	Formal Name	Billy Y Bob		
Midula Namia	v	Gender	Male		
Salutation	Me	Martial Status	Single		
Suffix	24	Nationality	United States		





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3. Review the information. If an edit is made, you will need to make the change then select Save. The fields in light grey cannot be changed. If one of the fields in light grey needs changed, you will need to contact Human Resources. Please make sure to add and update your t-shirt size.

When would you like	your changes to take effect?				
Feb 04, 2020	Any changes to these	a finicia will lucicoff an approval to HR. You in a statement Second Seconds Contaction	maint Contact		
Personal Informa	ation	A AOM OPTIMIC SOURCESSION AND	D & MARINE	-	
Billy	y	Flait Name		Sumix U	
	Laurence 1	1 1		3	
Male 2	Single V	This field will not require approval			
*Salutation	Preferred Name	Formal Name	*Nationality		1000
Ma 3	BEy (4)	Billy Y Bob 5	United States	6	1 billion conversion
Bauco 1 - 6 per	e a light gray. They are not ed	itable in SuccessFactors and will require t	he team meber need	ting the change to	54

4. A warning will make you aware the change you are requesting will require Human Resources approval (if you are changing anything other than Marital Status). You can select correct to return to the previous screen, or you can select proceed to confirm the change.



5. If you proceed with the change, you will get a pop-up screen asking the reason for the change. Fill this in-1, then select Confirm-2.



6. The next step is for you to visit your local HR with your Social Security card, verifying this change is accurate. It is very important the records in SuccessFactors are identical to your Social Security card for tax and payment reasons.