SuccessFactors (SF) Quick Guide:
Personal Information -Address Review and Edit

Instructions for: Employee Files-Personal information (address review and edit)

What need to be done prior: Activated SF Account

Tools needed: Internet connection

Recommended for: All team members

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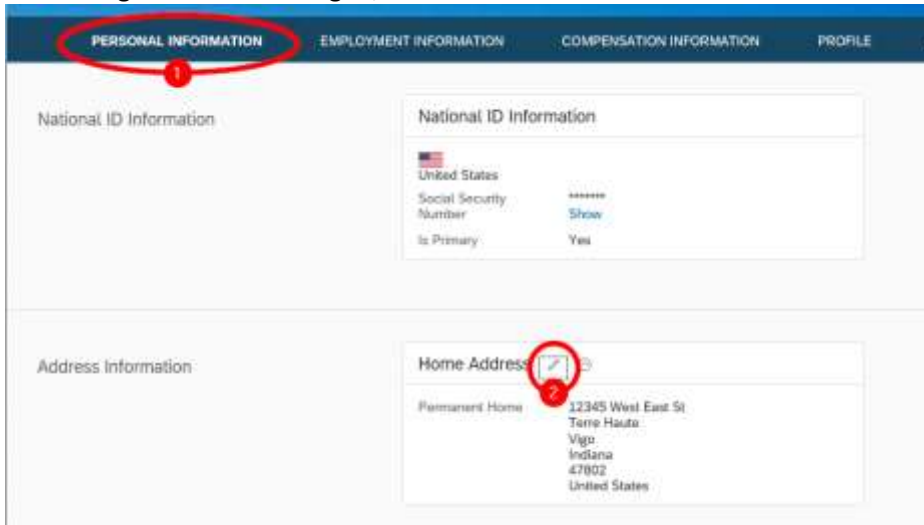

2. You are now on the personal information screen.

1. Badge Pictures will be added after Go Live.
2. This area is showing a snapshot of your information.
   People Search: Use the drop-down arrow to locate the public profiles of other employees in the organization.
3. **Take Action** menu allows you to print this page or jump to the Org Chart, your Goal Plan, your Development Plan, or look at various Job Profiles in the company.
4. **As of today** - Employee Central (EC) is the system of record for all employee-related data. Much of this data has history stored. The employee files are defaulted to show data as of today, however, you can use the calendar picker to look at past and future data.
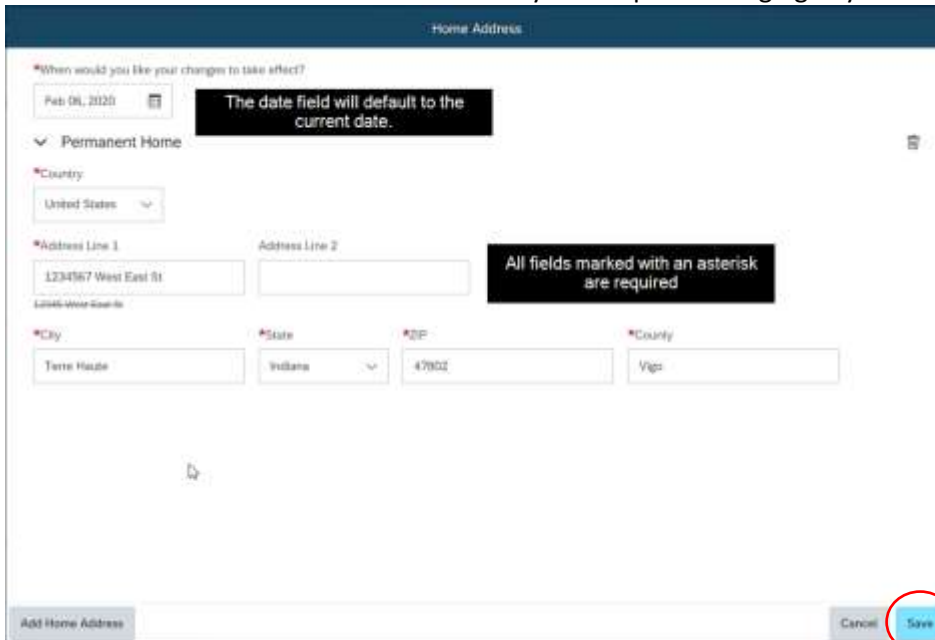
3. From the Personal Information-1 tab, scroll down to the address section and review. If you see something that needs changed, select the Edit Pencil-2.

4. Review and make changes as needed. Once your changes are completed, click the save button. The save button will become available once you complete changing any of the fields.

5. Your changes will then be saved in SuccessFactors.