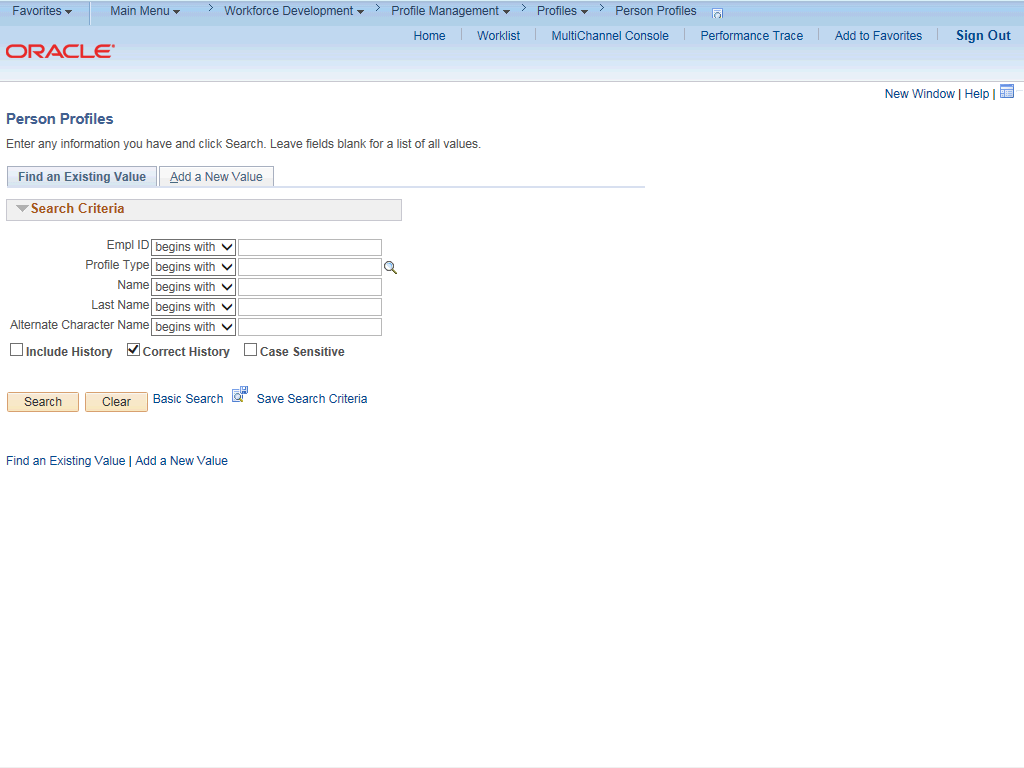
Use this task to update person profile information.

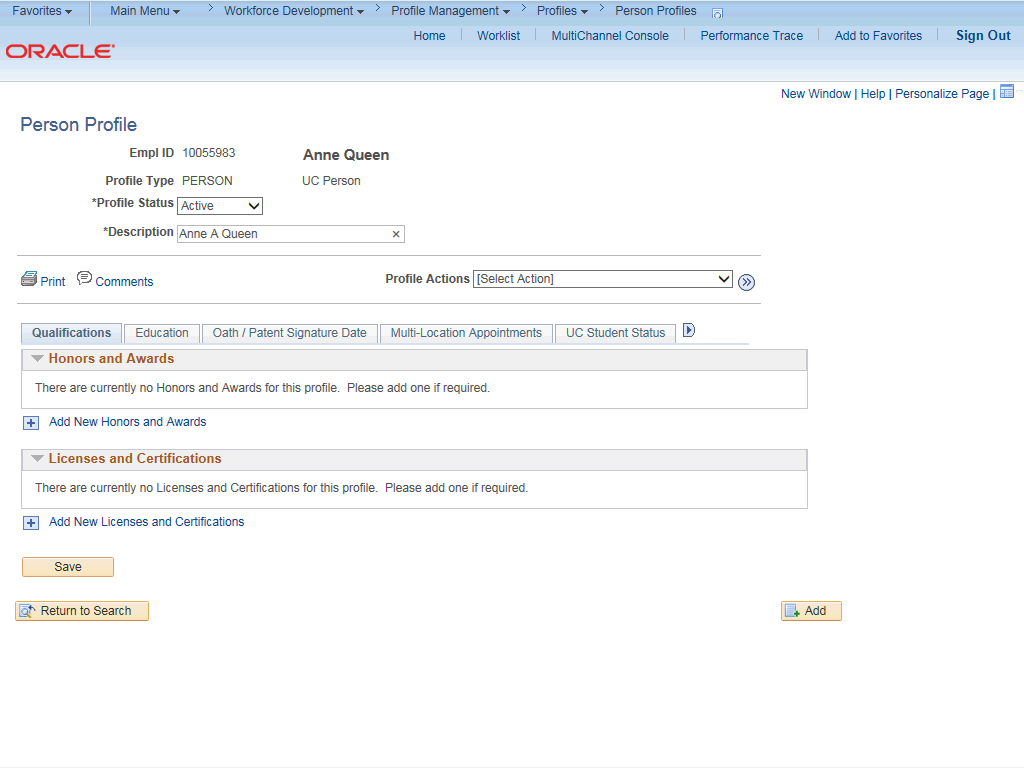
**Navigation:** PeopleSoft Menu > Workforce Development > Profile Management > Profiles >

**Person Profiles**

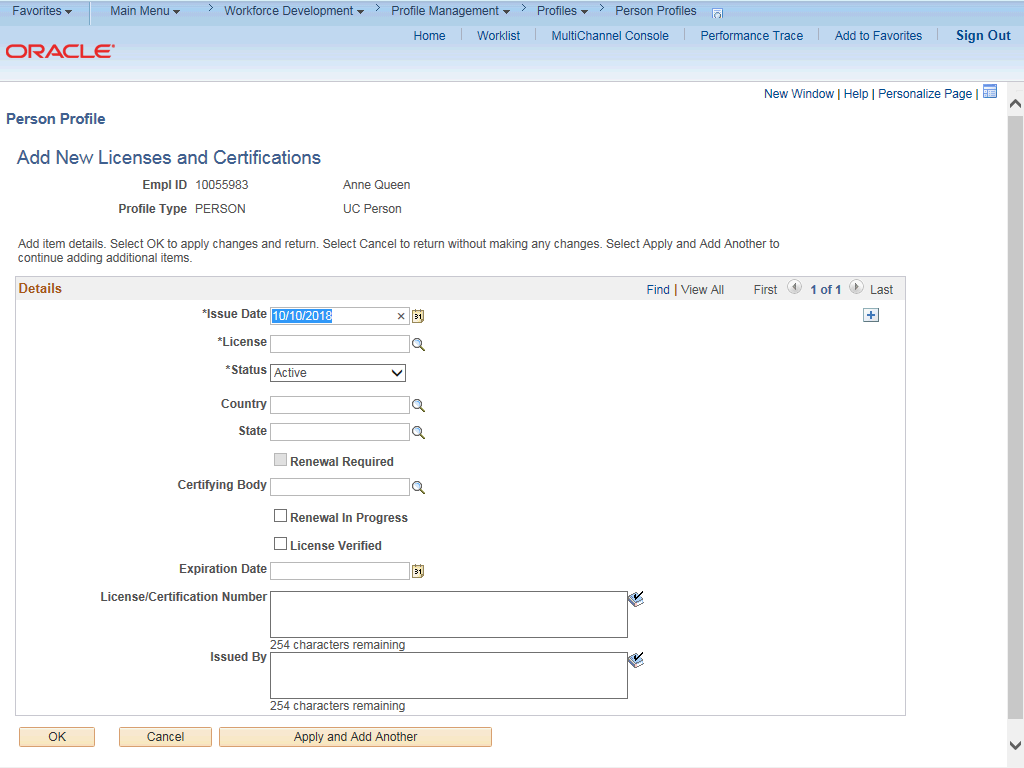
**Note:** This page also may be available in **Workcenter** depending on your security access.



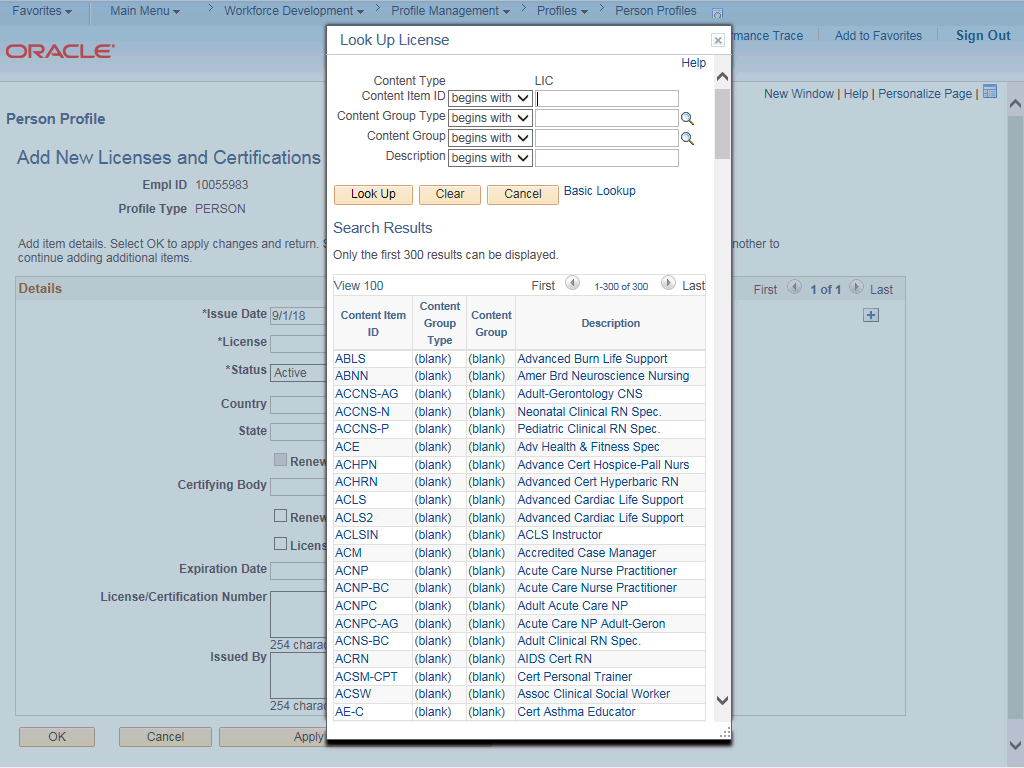
|  |  |
| --- | --- |
| **Step** | **Action** |
| 1. | After you navigate to the **Person Profiles** component, the system displays the **Find an Existing Value** tab, which you use to search for the appropriate employee record.  Enter search criteria in one or more of the search fields on this page. |
| 2. | Click in the **Empl ID** field. |
| 3. | Enter the desired information into the **Empl ID** field. |
| 4. | Click the **Search** button. |



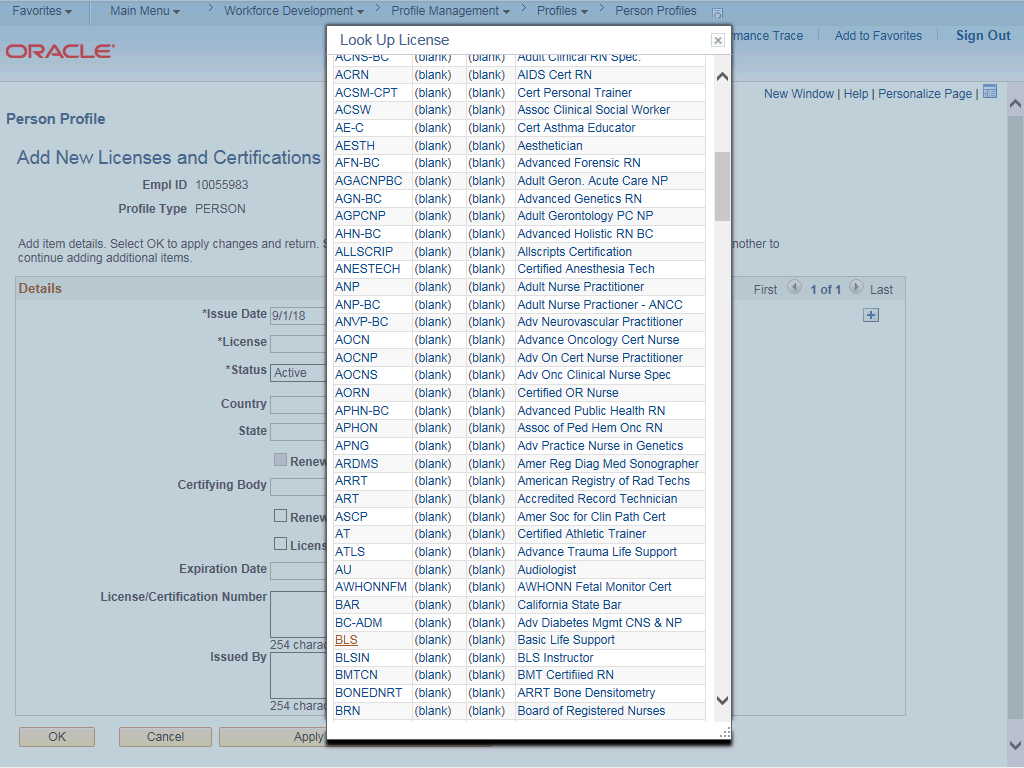
|  |  |
| --- | --- |
| **Step** | **Action** |
| 5. | The **Person Profile** page appears for the selected employee. There are several tabs available where you can update various types of information.  For this example, the following updates are made:   * Add a license * Add I-9 tracker information |
| 6. | Click the **Add New Licenses and Certifications** button. |



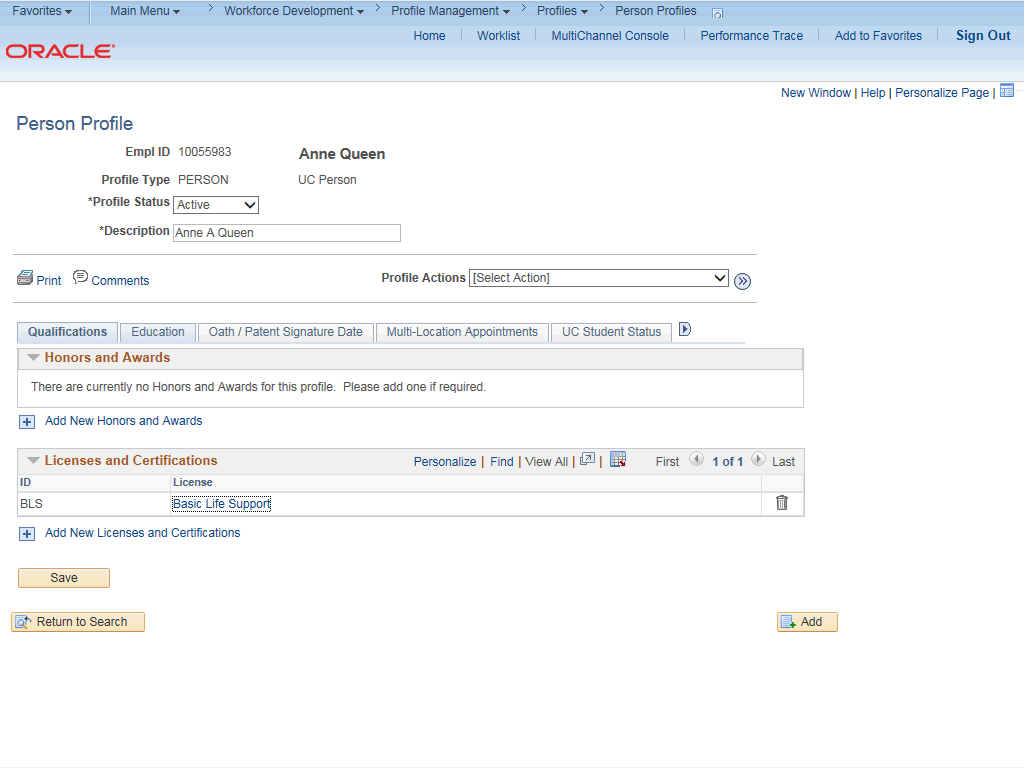
|  |  |
| --- | --- |
| **Step** | **Action** |
| 7. | Use this page to add various types of licenses and certifications. |
| 8. | The **Issue Date** defaults to the system date (today's date). Enter the date when the employee acquired the license or certificate. |
| 9. | Click in the **Issue Date** field. |
| 10. | Enter the desired information into the **Issue Date** field. |
| 11. | Click the **Look up License** button. |



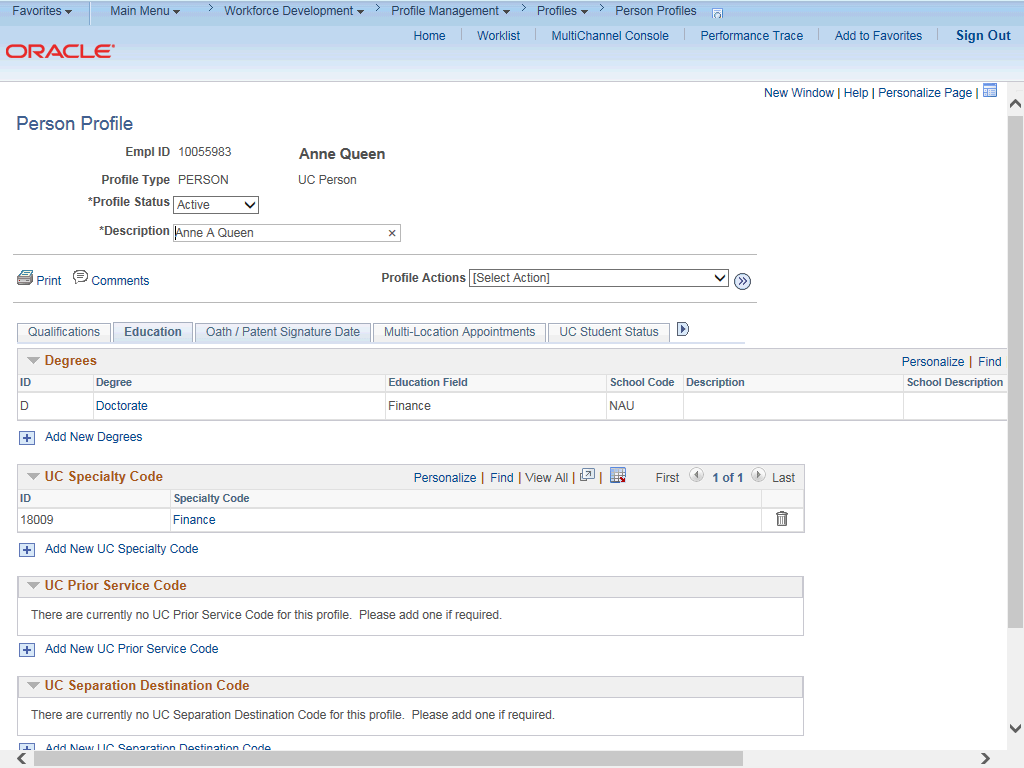
|  |  |
| --- | --- |
| **Step** | **Action** |
| 12. | Search for and select the appropriate license.  For this example, click the scroll bar. |



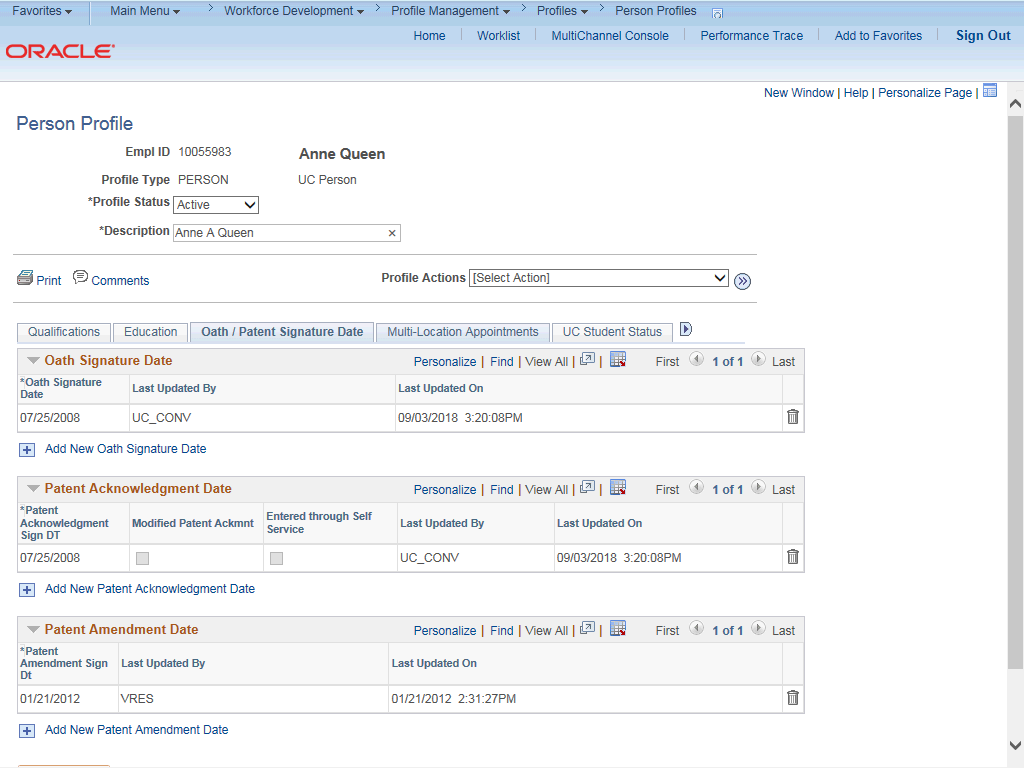
|  |  |
| --- | --- |
| **Step** | **Action** |
| 13. | For this example, click the **BLS** link. |
| 14. | Complete the remaining fields as applicable. |
| 15. | Click in the **Country** field. |
| 16. | Enter the desired information into the **Country** field. |
| 17. | Click in the **State** field. |
| 18. | Enter the desired information into the **State** field. |
| 19. | Click the **License Verified** option. |
| 20. | Click in the **Expiration Date** field. |
| 21. | Enter the desired information into the **Expiration Date** field. |
| 22. | When you are finished entering data, click the **OK** button. |



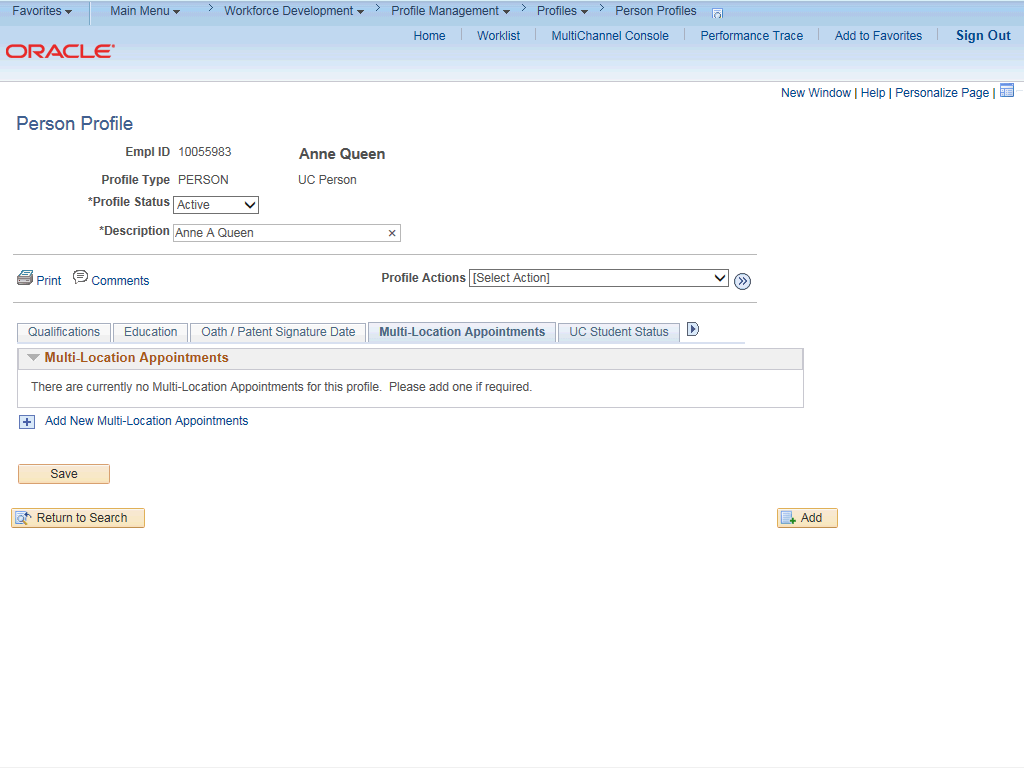
|  |  |
| --- | --- |
| **Step** | **Action** |
| 23. | The license appears in the **Licenses and Certification** section. |
| 24. | Click the **Education** tab. |



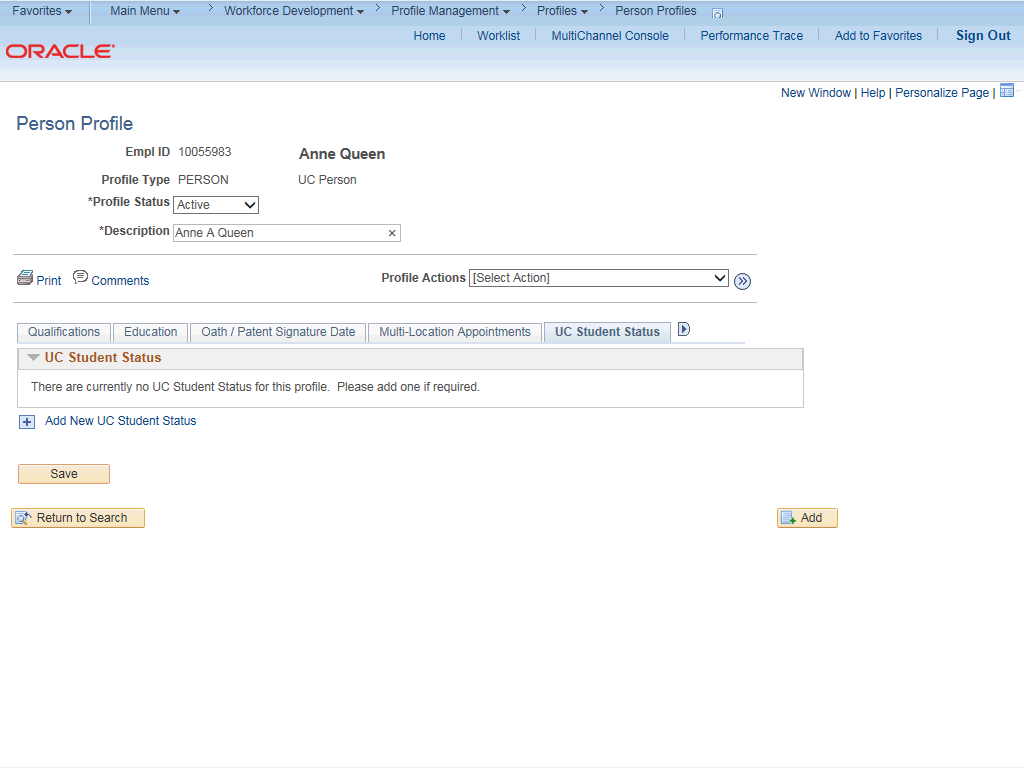
|  |  |
| --- | --- |
| **Step** | **Action** |
| 25. | The **Education** page displays an employee's degree and UC specialty code details.  Use this page to update existing degree information or add a new degree. |
| 26. | Click the **Oath / Patent Signature Date** tab. |



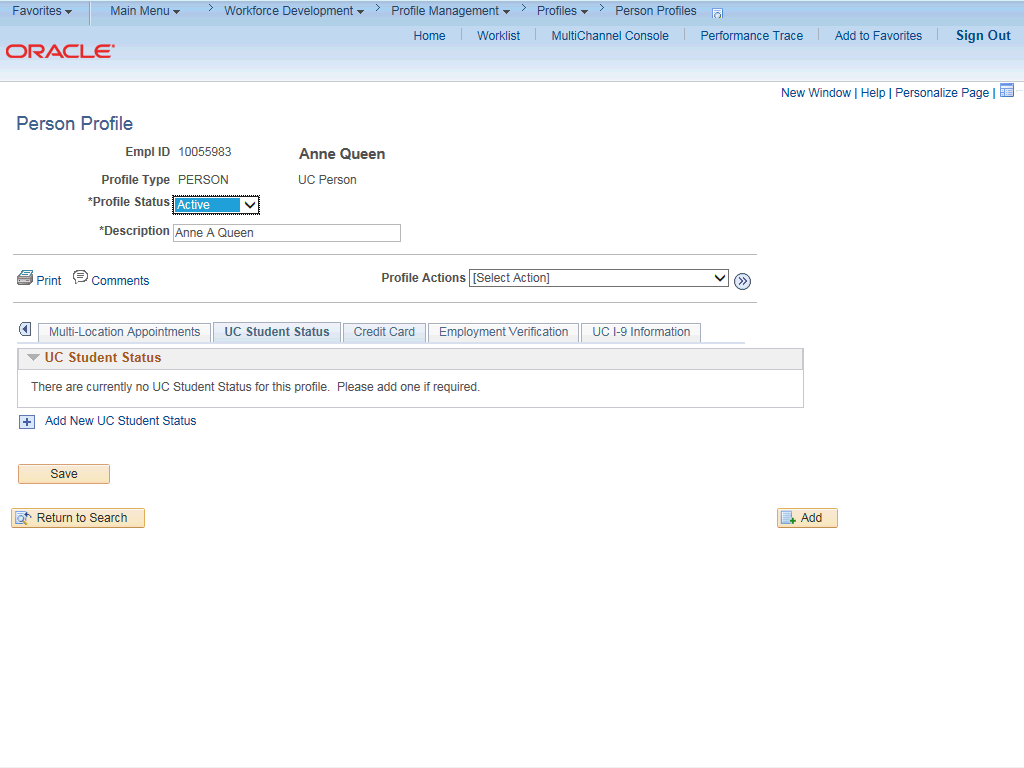
|  |  |
| --- | --- |
| **Step** | **Action** |
| 27. | View or update **Oath Signature Date**, **Patent Acknowledgment Date** or **Patent Amendment Date** information as needed.  This information is mandatory. Employees are not granted access to the UC system without updated information. |
| 28. | Click the **Multi-Location Appointments** tab. |



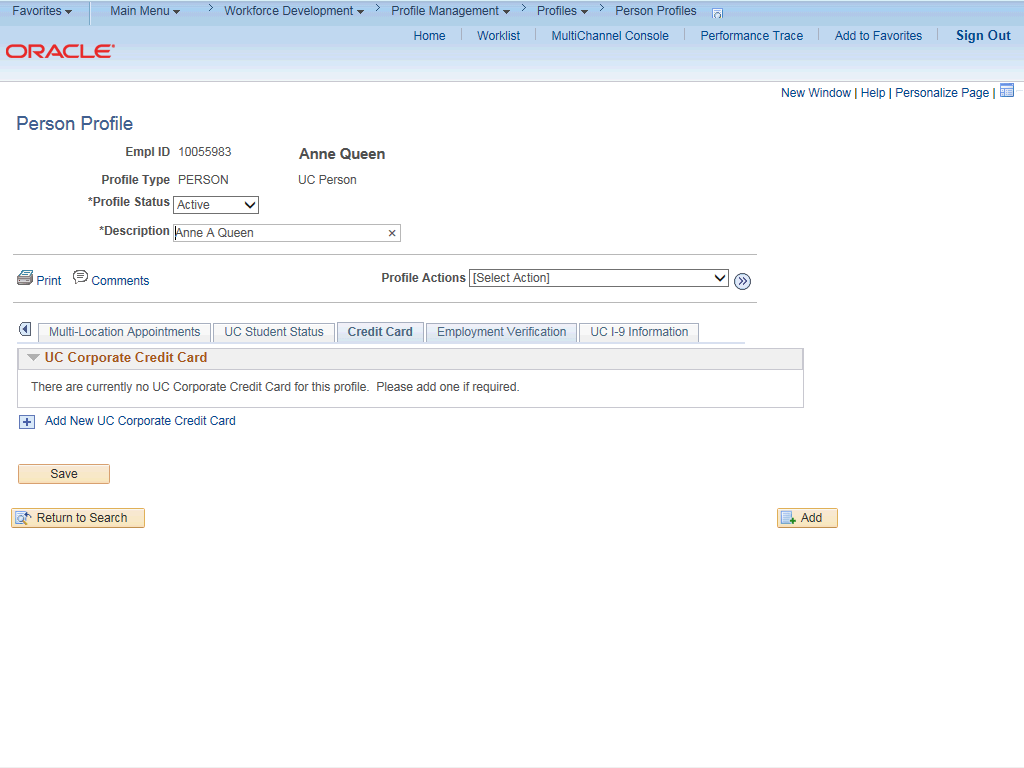
|  |  |
| --- | --- |
| **Step** | **Action** |
| 29. | The **Multi-Location Appointments** page is an option for Locations to track MLAs (it is not required to use this page). This page can be used to identify employees who have multiple and concurrent work assignments. The host location is responsible for maintaining this information.  View or update the **Multi-Location Appointments** information as needed. |
| 30. | Click the **UC Student Status** tab. |



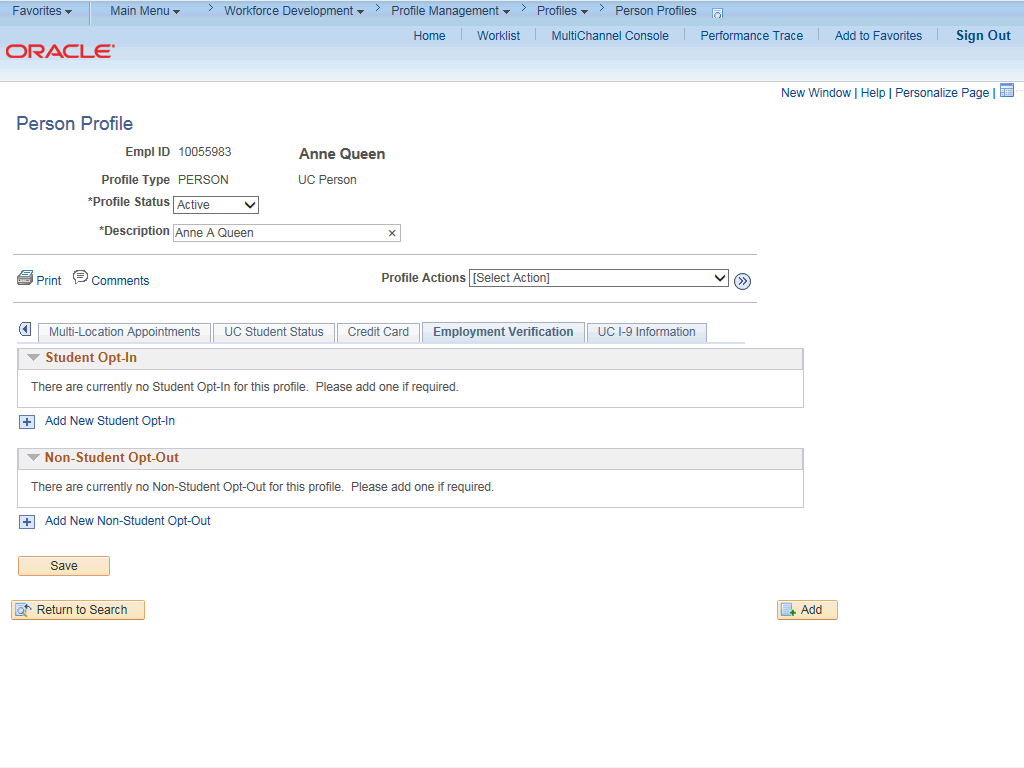
|  |  |
| --- | --- |
| **Step** | **Action** |
| 31. | The **UC Student Status** page identifies employees that are also UC students.  View or update **UC Student Status** information as needed. |
| 32. | Click the **Scroll Tabs Right** button to view the remaining tabs. |



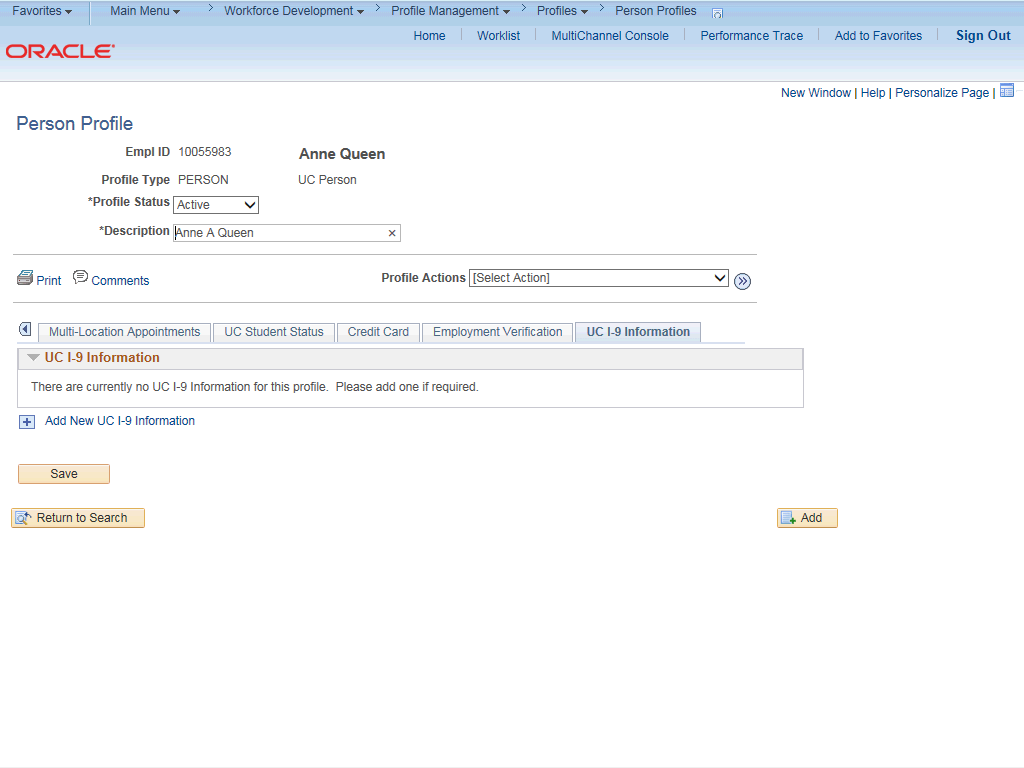
|  |  |
| --- | --- |
| **Step** | **Action** |
| 33. | Click the **Credit Card** tab. |



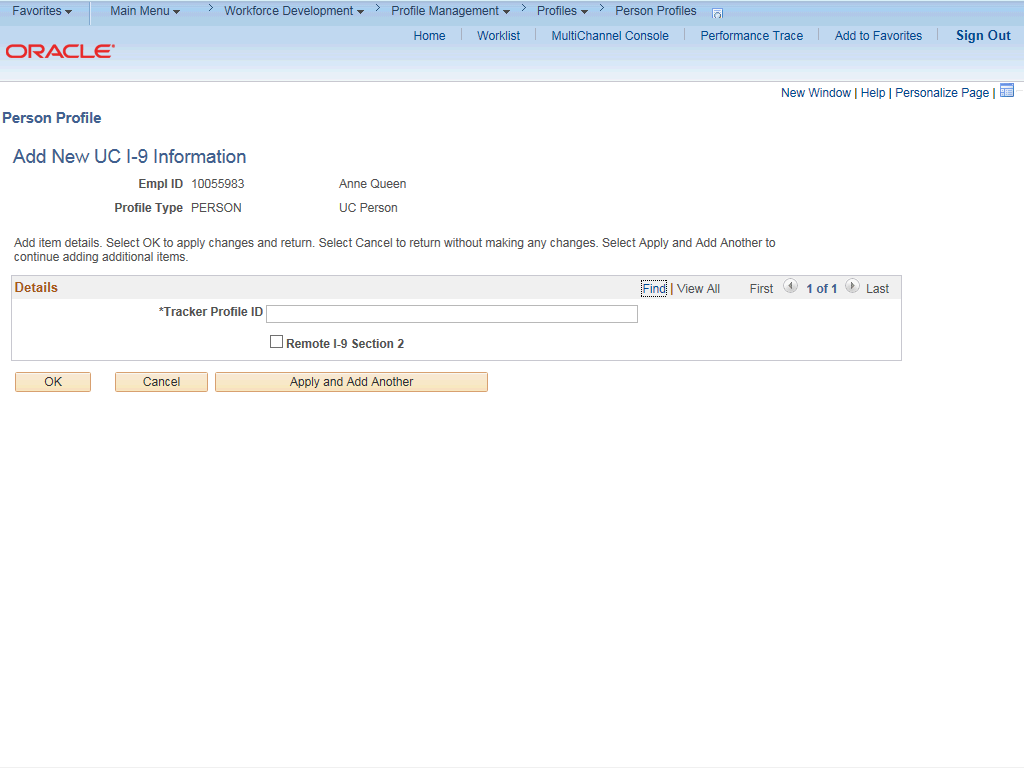
|  |  |
| --- | --- |
| **Step** | **Action** |
| 34. | View or update **UC Corporate Credit Card** information as needed. |
| 35. | Click the **Employment Verification** tab. |



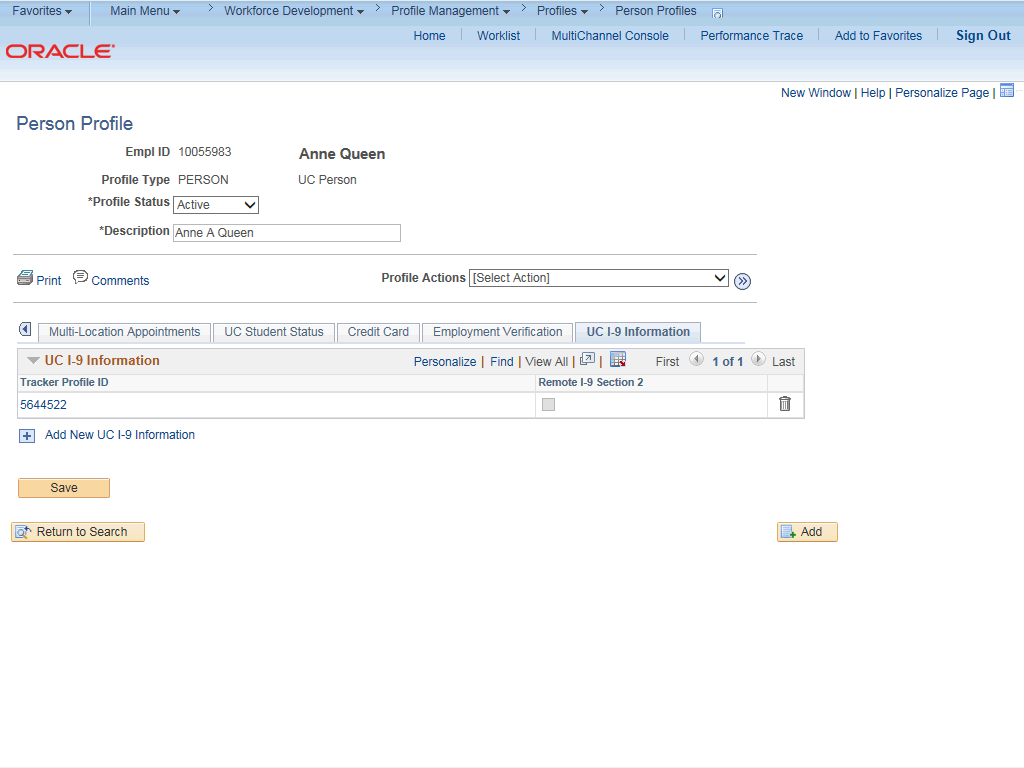
|  |  |
| --- | --- |
| **Step** | **Action** |
| 36. | View or update **Student Opt-In** or **Non-Student Opt-Out** information as needed. |
| 37. | Click the **UC I-9 Information** tab. |



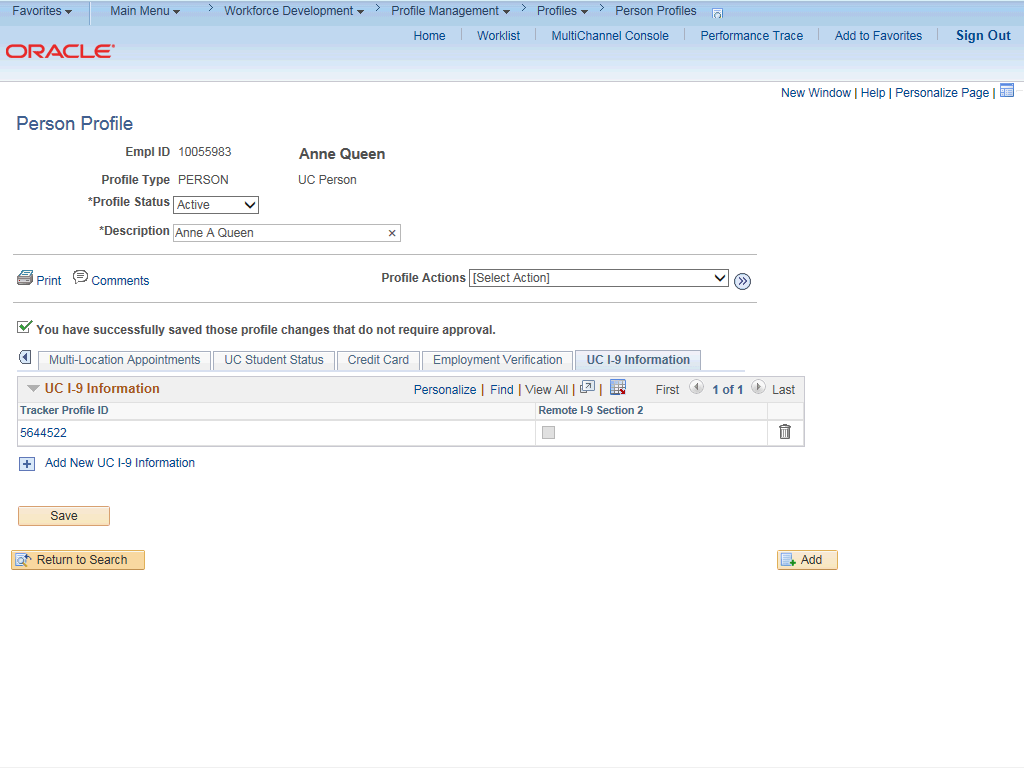
|  |  |
| --- | --- |
| **Step** | **Action** |
| 38. | If the employee has an existing tracker profile, you can add their information on this page. |
| 39. | Click the **Add New UC I-9 Information** button. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 40. | Click in the **Tracker Profile ID** field. |
| 41. | Enter the desired information into the **Tracker Profile ID** field. |
| 42. | If the employee's I-9 section 2 needs to be completed remotely, click the **Remote I- 9 Section 2** check box. |
| 43. | Click the **OK** button. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 44. | When you are finished updating the person's profile information, click the **Save** button. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 45. | You have updated person profile information.  **End of Procedure.** |