

# UPDATING YOUR PROFILE

## OVERVIEW

As a condition of your ongoing employment, you are required to keep all personal information up-to-date. Talent Management uses Profile settings for you to keep your personal information current and accurate. Updating your phone number (cell phone and landline) and home address ensures that you receive important mailings and notifications about your job as well as Lurie Children's operations from the hospital and your leaders.

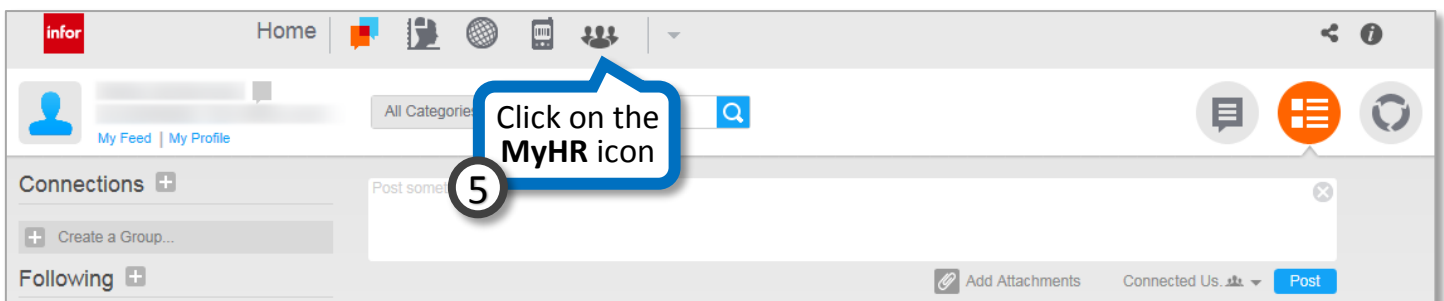
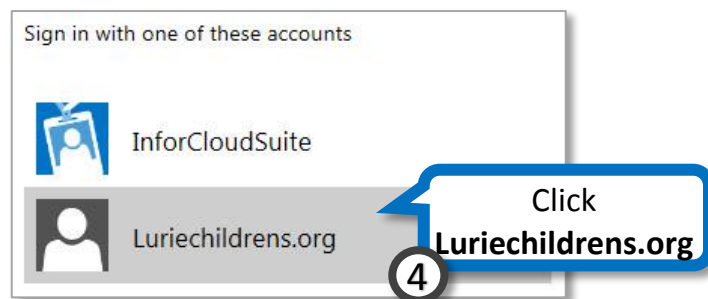
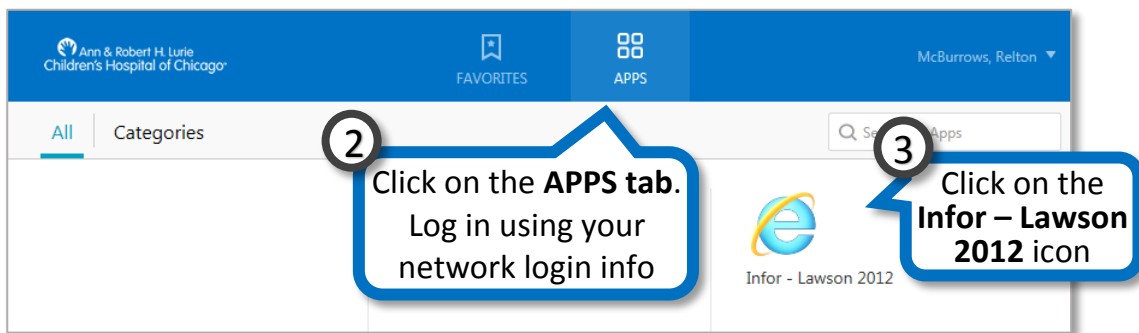
Emergency contact information is also required to help Lurie Children's and/or your manager reach a significant other, family member, etc. in the case of an emergency.

## WORKFLOW

Step-by-step instructions in the next section explain how leaders and staff access and update Profile settings in the Talent Management system. Don't need these instructions? Skip to any of the following sections:

- [How to Update Your Phone Number](#)
- [How to Enter Your Emergency Contacts](#)
- [How to Update Your Home Address](#)
- [How to Update your Name](#)

1. Click on the desktop **Apps @ Lurie Children's** icon  to open Applications Portal.



MyHR

Employee | My Reviews | Manage Goals | View Compensation | Benefits | My Development | My Mentors | More...

### Quick Links

- My Reviews**  
Complete this year's appraisal or view past appraisals
- My Goals**  
Update my individual goals and align them with our company goals
- My Development**  
Monitor the progress on my development plan
- Opportunities**  
See a list of open jobs
- My Time**  
Enter time records and time off requests
- Pay Checks**  
Review my paycheck details
- Find A Coworker**  
Search for other company employees
- Edit Profile**  
Edit my profile

**6** Click on **Edit Profile**

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- Company Holidays
- Take Notes
- Infor.com
- Knowledge Base

Save

At A Glance

Work Assignments

**Personal Information**

Goals

### Contact Information

Method	Detail	Preferred Contact	When Available	Country	Active
Landline	US [REDACTED]	Yes		US	Yes
Email	[REDACTED]	Yes			Yes
Mobile	US [REDACTED]	No		US	Yes

### Emergency Contacts

Add Contact | Delete

Name	Preferred Contact	Contact Detail
No Records Found		

### Addresses

Change Address

Address	Mailing Address	Residential Address	Active
[REDACTED]	Yes	Yes	Yes

**7** Click on **Personal Information**

## UPDATING YOUR PHONE NUMBER

**1** Highlight Mobile

**2** Click on Actions

**3** Click on Update Phone

**NOTE:**

- **Landline** refers to your home phone number
- **Mobile** refers to your cell phone number

**4** Enter the Effective Date as Today

**NOTE:** Check this box to opt out of SMS Quick Fill messages from Kronos Scheduler.

**5** Edit your Phone Number

**NOTE:** Enter number in ###-###-#### format

**6** Choose which number you want listed as Preferred then click Save

**7** Click the Back button on your browser to return to the previous menu, then follow the same steps to update your Landline number

# ENTERING EMERGENCY CONTACTS

**Emergency Contacts**

Add Contact Delete

Name	Preferred Contact	Contact Detail
No Records Found		

1 Click Add Contact

**Add Emergency Contact For** [Name] X

Effective Date: \* [Date Picker]

Given Name(First): [Text] Family Name(Last): [Text]

Relationship: [Text]  Preferred Contact

Preferred Contact Method: \* [Dropdown]

**Phone Information**

Home: Country Code: [Text] Phone Number: [Text]

Work: Country Code: [Text] Phone Number: [Text] Ext: [Text]

Mobile: Country Code: [Text] Phone Number: [Text]

**Email & IM**

Email Address: [Text]

Instant Message Network: [Text] IM Address: [Text]

**Address**

Same As Resource Address: [Text] Description: [Text]

Or

Country: [Text]

3 Click OK

OK Cancel

2 Enter your contact's information

# UPDATING YOUR HOME ADDRESS

Addresses

Change Address

1 Click on Change Address

Address	Mailing Address	Residential Address	Active
	Yes	Yes	Yes

Request To Change Address For

Effective Date: \*

Reason:

Description:

Enter The Address Changes

Country: US United States

Street Address:

2 Edit your Home Address

City:

State/Province: IL Illinois

Zip Code:

Send Mail To This Address

I Live At This Address

Attachment

Description:

Attach Supporting Document:

Comment:

3 Click OK

OK Cancel

# UPDATING YOUR NAME

Save

Click on **At A Glance** 1

Click on **Menu** 2

Click on **Change Name** 3

At A Glance

- Work Assignments
- Personal Information
- Compensation
- Performance
- Talent Profile
- Goals

Employment ID: [redacted] Pay Rate: [redacted]

Organization Unit: [redacted] Adjusted Base Rate: [redacted]

Location: [redacted] Timekeeper: [redacted]

Direct Supervisor: [redacted]

Dates & Service

Start Date: [redacted] Adjusted Start Date: [redacted] Birthdate: [redacted]

Years Of Service: [redacted] Adjusted Years Of Service: [redacted] Anniversary Date: [redacted]

Request To Change Name For [redacted]

Effective Date: \* [calendar icon]

Reason: [text input]

Enter The Changes

Title: [text input]

Given Name(First): [text input]

Middle Name: [text input]

Family Name(Last): [text input]

Suffix: [text input]

Professional Designation: [text input]

Preferred Given Name: [text input]

Preferred Family Name: [text input]

Marital Status: [dropdown]

Former Given Name(First): [text input]

Former Middle Initial: [text input]

Former Family Name(Last): [text input]

Attachment

Description: [text input]

Attach Supporting Document: [file icon]

Comment: [text area]

Click **OK** 6

Update your information 5

Enter the **Effective Date** of your change 4

OK Cancel