REQUEST FOR STAFF / FACULTY TO UPDATE THEIR PERSONAL INFORMATION

Bulletin Date:
Thursday, August 22, 2019

Action:
Action Required

Audience:
All Staff and Faculty

Author:
Human Resources Information Systems

San Francisco State University Human Resources believes that communication with our staff and faculty will ensure that all your HR service needs are addressed effectively. In order to do this we are implementing an annual reminder for individuals to review and update their personal information.

If you wish to confirm that this email is genuine, please refer to the “What’s New” section on the HR website which will also contain this message.

We are asking for you to update your details by September 30, 2019.

Please log into the SF State Gateway: SF State Gateway and select "Employee Services" on the right-hand menu. If you have never logged into employee self-service before you may need to create / update your SF State password. Instructions are provided here: SF State Password Reset

After you have logged in, select “My Personal Information”. You will then see the following links:

- My Emergency Contact(s)
  - Please keep your emergency contacts updated. Only HR and UPD have access to this information, and it's important we know who to contact in the unlikely event you have an emergency on campus.

- My Home Address
  - Make sure to keep your home and mailing addresses updated. Correspondence and W-2s

- My Phone Number(s)
  - Your campus phone number and email address cannot be changed, but you may add a personal phone number or email address if you'd like

We have included the following links to assist you with updating your information: HR Self Service Navigation Guide and Update Emergency Contact Information Guide. After reviewing the guides, if you have any questions about how to use HR Self-Service, please contact the HR Information Systems Helpdesk (hris@sfsu.edu).

By supplying us with your most current information we can quickly notify you, and stay in contact with you, when communication is needed most. This information is securely stored and can only be accessed by a limited group of authorized personnel. The purpose of this information is to act as a line of communication between the Employee and the University.

The more accurate information we have, the better chance we have in communicating with you regarding your HR information or quickly in the event of an emergency.

Submit Your Information Today!

Thank You,
Ericka Jackson
Associate Director, HRIS
Human Resources / HRIS Services
San Francisco State University
Phone: ext. 54066 on campus / 415.405.4066 - off campus
Email: hris@sfsu.edu
Submit a ticket: HR Client Services Center