

REQUEST FOR STAFF / FACULTY TO UPDATE THEIR PERSONAL INFORMATION

Bulletin Date:

August 20, 2018

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, 2018.

Please log into the SF State Gateway: [SF State Gateway](#) and select "Employee Services" on the left-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 into the SF Gateway → Select "Launch HR Self-Service → Under Main Menu: select "My Personal Information". You will then see the following links:

Emergency Contact Information

1. Login to the [SF State Gateway](#)
2. Select **Employee Services**
3. Click the **HR Self Service** button
4. Select **My Personal Information**
5. Select **My Emergency Contacts**
6. Click **Edit** or **Add an Emergency Contact**
7. Edit, delete, or add information as necessary (Note: Scroll all the way to the bottom of the page to view all fields)
8. Click **Save**

***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. ***

Personal Contact Information

1. Login to the [SF State Gateway](#)
2. Select **Employee Services**
3. Click the **HR Self Service** button
4. Select **My Personal Information**
5. Select **My Home Address** or **My Phone Number(s)**
6. Click **Edit** and make changes (Note: Only one number can be added for each phone type)
7. Click **Save**

**** Please make sure to keep your home and mailing addresses updated. Correspondence, including benefits, payroll, and tax information from California State University, San Francisco State University, State Controller's Office, and CalPERS are sent to the "Home" address on file. ****

***** Your campus phone number and email address cannot be changed. You may add a personal / external email address by logging into the SF State Gateway (see instructions above) → Select the “Profile Tab” (upper right corner) → Select “View/Update External Email Address”. *****

Directory Contact Information

1. Login to the [SF State Gateway](#)
2. Select **Profile**
3. Select **Update Directory Information**
4. Add/Edit your information
5. Click **Submit**

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 serve as a line of communication between the employee and the university.

The more accurate information we have, the better chance we have when 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 / Benefit & Retirement Services.

Human Resources / HRIS Services

San Francisco State University

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