To verify or update a student, graduate assistant or internal employee’s personal information follow these steps:

- From the home menu, click on **Workforce Administration**.
- Under the **Personal Information folder**, click on **CS Add/Update a Person**.
Enter in the **employee’s ID number** and then click **Search**
Verify the following information:

- Date of Birth
- Social Security # (listed under the National ID field)
- Address

**IMPORTANT:** If the date of birth and/or social security number does not match what you have on the I-9 for this person, please call Paula Murray 4-2417 right away. It could mean you have hired the right name but wrong person!!

To update the person’s address or add a mailing address, click on the **Addresses** tab at the top of the page.
To update the home address, click on the Edit/View Address Detail link.
Click on the **plus (+) button** to add a new effective dated row for the new address.

Click the **Update Addresses** link
Update any address fields that are changing and then **click OK**

Verify the new address is showing, and then **click OK**
If a person has a PO Box or another address that they would like to use for a mailing address, an address type of Mailing will need to be added.

To do this, check the box next to the address type of **Mailing** and then click **Edit Address**.
Enter in the **PO Box** or **preferred mailing address** and then click **OK**.

Click the **Submit** button for the new address.
Both addresses now appear under the Current Addresses panel.

Click on the Regional tab, to enter the Ethnicity for person,
If the person is Hispanic or Latino, check the box at the top and choose the Ethnic group of Hispanic/Latino from the drop down box.

If the person is not Hispanic/Latino, choose the appropriate Ethnic group from the drop down box and then check the Primary box.

Click Save.

*Continue to the next page for instructions on how to enter in the I-9 supporting documentation.*
To enter in the I-9 documentation click on the **Personal Information** tab under the Menu bar, and choose **URI I9 Documentation**.

Enter in the persons ID number and then click Search.
In the Eligibility Proof 1 box, enter in the document taken. Remember this must be either an A or B List item. Use the drop down if needed.

**IMPORTANT:**

If a List A document was taken for Eligibility Proof 1, a List B item (Eligibility Proof 2) is not required.

If a List B document was taken for Eligibility Proof 1, a List B item (Eligibility Proof 2) is required.

All documents must be unexpired at the time of hire. Foreign Documents must have an expiration date entered on this page.

When all information has been entered, click Save.

**For internal and graduate assistant employees, please forward copies of the following documents to Human Resources, Attn: Nancy Gardner:**

- I-9 completed with copies of supporting documents
- Bar of Claims Form
- Drug Free Workplace Policy Acknowledgement form

**For Student Employees, please forward copies of the following documents to Enrollment Services:**

- I-9 completed with copies of supporting documents.

**Please be sure to write the employee’s ID number on the I-9 before sending it to the appropriate office.**