

ESS Personal Details Social Security Number Verification



- Open the PeopleSoft Employee Self Service landing page. 1.
- 2. Click on the Personal Details tile.
- 3. Personal Details collection of pages opens, click on the Additional Information link.

ane Austen 😔			
orvsr, Human Resources			
Addresses	Addresses		
Contact Details	Home Address		
२ Marital Status	123 Sesame Street Anywhere, TX 55555-6274	Current	>
Name	Wonderland		
% Ethnic Groups	Mailing Address		
Emergency Contacts	No Mailing Address exists.		
Additional Information	Add Mailing Address		
Disability			

4. This opens the Additional Information page. 5. Click on the Social Security # button.

Addresses	Addresses		
Contact Details	Home Address	Personal Details	
Marital Status	123 Sesame Street Anywhere TX 55555-6274 Current	Jane Austen Sprvsr, Human Resources	
Name	Wonderland	Addresses	Additional Information
Ethnic Groups		Contact Details	Gender Female
Lunic oroups	Mailing Address	유 Marital Status	Date of Birth 12/16/XXXX
Emergency Contacts	No Mailing Address exists.	🔚 Name	Social Security Number XXX-XX-6789 Original Start Date 18/01/2007
Additional Information	Add Mailing Address	72% Ethnic Groups	Last Start Date 08/01/2007
Disability		C Emergency Contacts	
		😤 Additional Information	Employee Information
		🛃 Disability	below. Contact the Human Resources dec he information Cancel Validate Employee Info
			5 plidate Employee Information Enter your social security number and select 'Done' to validate.
			Social Security Date Of Birth SSN
			The numbers are hidden
The Validate E The employee displays as a d	mployee Info pop-up window ope enters their social security numb ot.	ens. er (SSN). Each nui	mber
The employee displays as a d Click the Done	enters their social security numb ot. button to validate the number a	er (SSN). Each nui nd close the pop-u	up window.

Note: The numbers are hidden as the user enters them. The user is not able to see the numbers as they type.

9. If the wrong SSN is entered, the message pops up to Invalid entry. The SSN entered does not match our records. Please contact Human Resources. (28514.2) notify the employee. 9 10 10. Click the OK button to close the message. ок

Note: If the "Invalid entry" message appears, before contacting Human Resources, follow steps 11 – 14 to verify the SSN that was entered is correct.



- 11. Click the Social Security # button to reopen the Validate Employee Info pop-up window.
- 12. Enter the social security number (SSN).
- 13. To verify the number that was entered, click on the icon that appears at the end of the SSN box. It unhides the numbers typed until the user clicks out of the box.

🔻 If the number is not correct, the user can change it and enter the correct SSN before clicking the Done button.

14. Click the Done button to validate the number and close the pop-up window.

Cancel Validate Employee Info				
SSN	I			

6 7.

8.