

ESS – Change Own Data

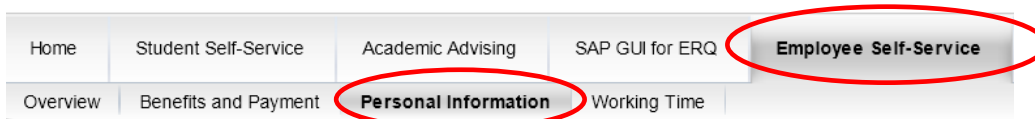
Location(s): myNKU → Employee Self Service

Purpose: Employee Self Service (ESS) is available to all faculty, staff, and student employees. Tasks available in ESS include a variety of functions that pertain to Benefits. The information contained in this document is for maintaining Office Communication and location information. **Virtual Private Network (VPN)** is not necessary to access ESS.

ESS changes (phone, building and room location) will automatically update the NKU Directory within 24 hours. Be aware that ESS changes do not update:

- Delivery address within purchasing: Contact procurement services for this change.
- Student records: Contact the Registrar for this change.

1. Log into myNKU.
2. Select the Employee Self Service tab.
3. Select Personal Information.



4. Click Change Own Data.



Personal Information

[Addresses](#)

Enter, change, or delete your addresses.

[Bank Information](#)

Enter or change your bank information.

Contact PAYROLL for effective date questions.

Contact PAYROLL to delete your bank information.

[Family Members/Dependents and Emergency Contacts](#)

Enter or change your family members/dependents and/or emergency contacts.

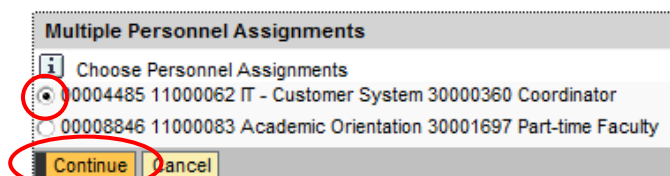
Contact BENEFITS to delete family members/dependents.

Contact BENEFITS regarding benefit plan eligibility questions.

[Change Own Data](#)

Maintain your personal information and make it available university-wide.

- If working multiple assignments, select the appropriate assignment. The first assignment listed will be your primary assignment. You will be able to input separate information for each concurrent assignment.
- Click Continue.



5. Click Edit.

Change Own Data

Change Own Data

1 — 2 — 3 — 4

 Overview — Edit — Review and Save — Completed

Valid for Personnel Assignments: 00004485 11000062 IT - Customer System 30000360 Coordinator

Communication
 E-mail: DAWSONM1@NKU.EDU
 Telephone: 859-572-7762

Department
 Building: AC
 Room: 110

The assignment for which you are entering information will display here.

- Edit your telephone number, building and room location on campus.

6. Click Review.

Change Own Data

Change Own Data

1 — 2 — 3 — 4

 Overview — Edit — Review and Save — Completed

Valid for Personnel Assignments: 00004485 11000062 IT - Customer System 30000360 Coordinator

Communication
 E-mail:
 Telephone:

Department
 Building:
 Room:

7. Click Save if changes are correct.

Note: If there are changes that still need to be made, the previous step button will take you back to the edit page.

Change Own Data

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1 Overview 2 Edit 3 **Review and Save** 4 Completed

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Building: AC
Room: 110

◀ Previous Step **Save** Exit

Note: A confirmation message will appear at the top of the screen indicating changes were saved.

Change Own Data

1 Overview 2 Edit 3 Review and Save 4 **Completed**

The changes you made to your data have been saved

Valid for Personnel Assignments: 00004485 11000062 IT - Customer System 30000360 Coordinator