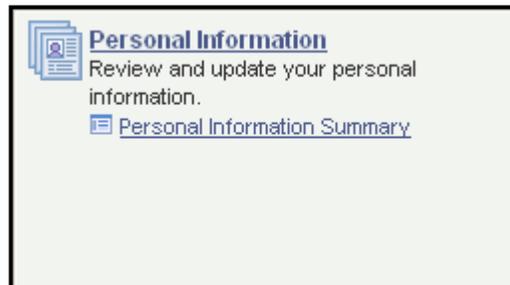**Human Resources Information System**

HRIS

Your Personal Data Update Guide

Internally: Go to CityTalk, click on **HRIS**, enter your User ID and password. Click on the Self Service tab, then click on….

Personal Information
Review and update your personal information.
📰 Personal Information Summary

External log in: Go to your computer's browser, type www.ci.minneapolis.mn.us/hris in the address line. Log in with your user ID and password. Click on the Self Service tab, then click on….

Personal Information
Review and update your personal information.
📰 Personal Information Summary
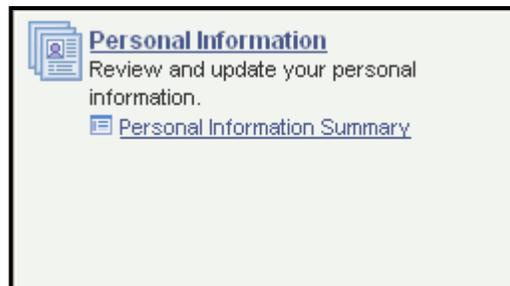
*The Personal Information Summary page allows you to update your **home address, phone numbers, emergency contacts, email address, smoker status and disability status.** Pages 2 through 4 can provide you with easy steps for updating data that contributes to the City's Enterprise Emergency Preparedness database.*

*You can also view your gender, birthday, military status, hire date and ethnic group. **If there is a discrepancy with any view only item, use email to contact your Department HR/Payroll representative to request correction.***

*Pages 5 through 9 of this guide provide step by step instructions for updating your Education and Qualification data, e.g., **Education, Licenses and Certificates, Languages, Honors and Awards, and Memberships.** Keeping this data up to date will assist the City in maintaining an Enterprise Emergency Preparedness database and assist you in the future if you are applying for other City jobs to enhance your career.*

Note: Tennessen Confidentiality Notice link on the 'log in' page.

Home/Mailing Address Change

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	04/01/1986	USA	123 City Way Minneapolis, MN 55406
Mailing	Current	04/01/1986	USA	123 City Way Minneapolis, MN 55406

`Change home/mailing addresses`

1. Click **Employee Self Service** tab > **Personal Information** link > **Personal Information Summary** link > **Change Home/Mailing Addresses** button
2. Click **Edit** button to change your Home and/or Mailing address
3. Enter your address change details
4. Enter the effective date for the change or use the calendar option to select a date. **Note:** If you do not provide an effective date of the change, today's date will default. You can select a future date, if necessary.
5. Click **Save**
6. Click **OK**
7. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Note: If you are unable to access paycheck data online and are receiving a check advice or actual paycheck in the mail, Central Payroll should be notified of any special mailing address requirements. Only Central Payroll (612-673-3086) can redirect paycheck information to a mailing address.

Phone Number Change

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Home	612/555-4455		☑

`Change phone numbers`

1. Click **Employee Self Service** tab > **Personal Information** link > **Personal Information Summary** link > **Change Phone Numbers** button
2. Change, delete or add phone number(s). **Note:** When adding a new phone number, you cannot have two phone numbers of the same 'Phone Type' and you should indicate your **Business** Phone as your 'Primary Phone' number.
3. Click **Save** to receive a confirmation of your change
4. Click **OK**
5. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Email Address

To receive automated notifications from the HRIS system (e.g., Your training enrollment has been approved), enter a valid email address and mark the preferred checkbox.

IMPORTANT: When entering your address change, be sure to include the entire address. Note that the City of Mpls business address is maintained by the City and cannot be adjusted. If the business address is incorrect, please contact HRIS staff to make the correction for you.

Email Addresses		
Email Type	**Email Address**	**Preferred**
Business	training@ci.minneapolis.mn.us	☑

Change email addresses

1. Click **Employee Self Service** tab > **Personal Information** link > **Personal Information Summary** link > **Change Email Addresses** button
2. Change, delete or add email addresses. **Note:** The Business email address is maintained by the City and cannot be changed by you.
3. Enter the appropriate details.
4. Click **Save** to receive a confirmation of your change
5. Click **OK**
6. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Emergency Contacts

Emergency Contacts		
Name	**Relationship to Employee**	**Primary Contact**
Nancy Johnson	Mother	☑

Change emergency contacts

1. Click **Employee Self Service** tab > **Personal Information** link > **Personal Information Summary** link > **Change Emergency Contacts**
2. Click to appropriate button to edit, delete or add an emergency contact.
3. Enter the appropriate details to the open fields
4. Click **Save** to receive a confirmation of your change
5. Click **OK**
6. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Smoker Status

Smoker Status

Smoker Status:

Change smoker status

1. Click **Employee Self Service** tab > **Personal Information** link > **Personal Information Summary** link > **Change Smoker Status** button
2. Your current smoker status will be listed. It is important that the correct status be recorded online if you are enrolled in the Optional Life plan. Smoker rates are slightly higher per $1000 of coverage. However, in the event of death the smoker vs. non-smoker status is taken into consideration for claim processing. If the cause of death is directly related to smoking and the smoker status online is not correct, claim payment may be affected.
3. Click your smoker status off or on.
4. Click **OK**
5. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Disability Status

Disability Status

Disabled Status: Not Disabled

Change disability status

1. Click **Employee Self Service** tab > **Personal Information** link > **Personal Information Summary** link > **Change Disability Status** button
2. Your current disability status will be stated on the page. Change the listed status by clicking in the check box
3. Click **Save** to receive a confirmation of your change
4. Click **OK**
5. Click **Return to Personal Information** at the bottom of your page to process additional transactions

Updating your 'Education and Qualification' Data in HRIS

Education and Qualifications
Add or review information related to your education and other qualifictions including languages, licenses and certificates, and memberships, honors and awards.
- Education
- Licenses and Certificates
- Languages
- 2 More...

This Self Service page allows you to navigate to 'Education and Qualification' data so you can update your Education, Licenses & Certificates, Languages, Honors & Awards and Memberships. This information adds to the City's Enterprise Emergency Preparedness database and will enhance your qualifications for job opportunities at the City or one of its Boards/Agencies.

Education

Education
Education Detail

The degree selections below are limited to only those that are a requirement of a City job or Emergency Preparedness. If the degree you wish to enter is not in the list, you cannot add it at this time. The drop down selections will be updated as job classifications are created or revised.

'Degree:		
Major:		Other
Country:	USA	
School:		Other
Has this degree been completed?	No	
Date Acquired:		(example: 12/31/2000)

* Required Field   **Save**   Return to Education

1. Click **Employee Self Service** tab > **Education and Qualifications** link > **Education**
2. Click on the '**Add a Degree'** button
3. Select your Degree from the list to the right
4. Select your major from the list to the right
5. Country defaults to 'USA' but if that is incorrect, select from the list
6. Select the School name from the list to the right
7. Answer the question using the drop down list
8. Insert the date degree was completed. *'Do NOT enter a future date'*
9. Click on **SAVE** and then **Return to Education.**

Licenses and Certificates

Licenses and Certificates
License/Certificate Detail

Note: Driver's licenses, commercial driver's licenses and endorsements should **NOT** be entered here. Please provide a copy of your driver's license to your HR Representative as they must record this information in HRIS.

The License and Certificate selections below are limited to only those that are a requirement of a City job or Emergency Preparedness. If the license or certificate you wish to enter is not in the list, you cannot add it at this time. The drop down selections will be updated as job classifications are created or revised.

'License or Certificate: [   ] 🔍

Issue Date: [   ] 📅 (example: 12/31/2000)

Expiration Date: [   ] 📅 (example: 12/31/2000)

License Number: [   ]

Issued By: [   ]

Country: [USA] 🔍

State / Province: [   ] 🔍

'Renewal in Progress: [No ▾]

* Required Field   [Save]   Return to Licenses and Certificates

1. Click **Employee Self Service** tab > **Education and Qualifications** > **Licenses and Certificates**
2. Click on the **'Add a License/Certificate'** button
3. Insert the 'Issue Date'
4. Insert the 'Expiration Date'
5. Type in the License Number
6. Type in 'Issued by'
7. Country defaults to USA, but incorrect, select appropriate country from drop down 🔍
8. Select State or Province of issue from list 🔍
9. Select 'yes or no' for Renewal in Progress
10. Click **SAVE**, then return to **Licenses and Certificates** and **Self Service**

Languages

Languages

Language Detail

*Language:	[▼]
Speaking Proficiency:	[▼]
Reading Proficiency:	[▼]
Writing Proficiency:	[▼]
Is this your native language?	No ▼
Are you able to translate this language into your native language?	No ▼
Are you able to teach in this language?	No ▼

[Save]

* Required Field

Return to Languages

1. Click **Employee Self Service** tab > **Education and Qualifications** > **Languages**
2. Click on the **'Add a Language'** button
3. Select a language from the drop down list
4. Select 'speaking proficiency' from the drop down list
5. Select 'reading proficiency' from the drop down list
6. Select 'writing proficiency' from the drop down list
7. Answer 'yes or no', Is this your native language?
8. Answer 'yes or no', Are you able to translate this language into your native language?
9. Answer 'yes or no', Are you able to teach in this language?
10. Click **SAVE**, then return to **Languages** and **Self Service**

Honors & Awards

Honors and Awards
Honor/Award Detail

'Honor or Award: [   ] 🔍

Presented By: [   ]

Issue Date: [   ] 📅 (example: 12/31/2000)

[Save]

* Required Field

Return to Honors and Awards

---

1. Click **Employee Self Service** tab > **Education and Qualifications** > **Honors and Awards**
2. Click on the **'Add an Honor/Award'** button
3. Select an Honor or Award from the list 🔍
4. Type in 'Presented by'
5. Insert the 'Issue Date'
6. Click **SAVE**, then return to **Honors and Awards** and **Self Service**

Memberships

Memberships

Membership Detail

'Organization: [   ] 🔍

Mandate / Activity: [   ]

Position / Role: [   ]

Membership Date: [   ] 📅 (example: 12/31/2000)

Begin Date: [   ] 📅 (example: 12/31/2000)

End Date: [   ] 📅 (example: 12/31/2000)

* Required Field

[Save]

Return to Memberships

1. Click **Employee Self Service** tab > **Education and Qualifications** > **Memberships**
2. Click on the **'Add a Membership'** button
3. Select an organization from the list 🔍
4. List the mandate/activity or membership subject, e.g., Human Rights, Language Translation, etc.
5. Insert the 'Begin Date'
6. Insert the 'End Date'
7. Click **SAVE**, then return to **Memberships** and **Self Service**