CONNECTed

Process: Update Employee Information
Objective: To make updates to employee information such as address, email, phone numbers.

| Employee Data	
1.1.3.1 Update Employee Information	
Roles	**Transaction**
*Manager/Supervisor	Review list of direct reports in the Manger Dashboard and select employee. Views employee personal information. Updates employee personal information.
*Employee	Review and/or Updates personal information.
*Employee Services Analyst/Manager	Identify checklist items to use as a guide for processing people. Locate and review a person's record by National ID. Update employee basic information. Identify employee personal information.
Inputs:	Updated employee personal information.
Outputs:	Employee's personal information is updated in the CONNECT system – person record.
* Initiates process	

Process Details
Managers/Supervisors are able to submit requests and update employee information on behalf of their direct reports. In the Update Employee Information process the Manager/Supervisor can view a list of direct reports in the manager dashboard where they can select employees. They may view individual employee's personal information and make updates at the request of their direct reports.

Employees can review and update their personal information.

Employee Services Analyst/Manager identifies a checklist items to use as a guide for processing people. Locate and review a person's record by national ID. They will also be able to identify and update employee basic information.

The CONNECT system is automatically updated with the new information. No further action is required. Employee's updated information becomes updated and available to all HR administration.
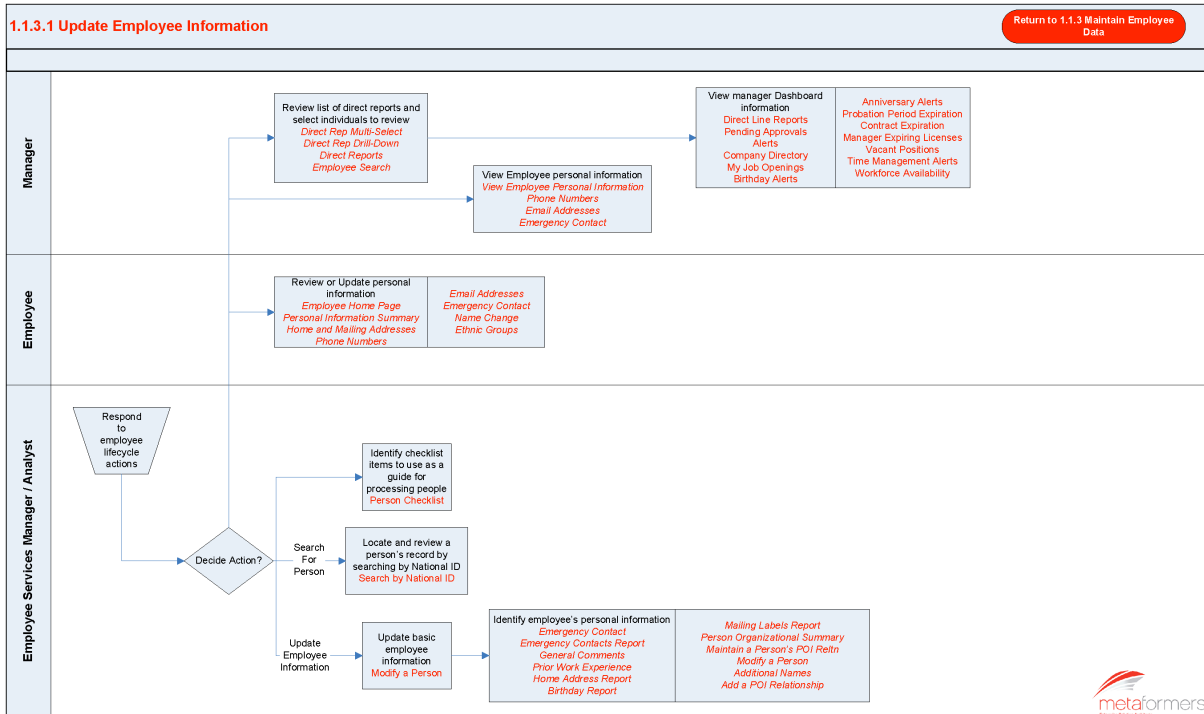
Process Exceptions and Errors: TBD (here we include any errors users may encounter)

Knowledge and Skill Level: Each role has a certain level of responsibility in the process. Employees should aim at understanding the processes per their role and become skillful in applying their knowledge to complete transactions efficiently and with minimal errors. To guide you in understanding what your level of knowledge and skill to aim for based on your role refer to the table below. Also, below, is a table with descriptions for each level.

Position Management	1 = Fundamental
	2 = Intermediate
Position Change Request	3 = Comprehensive
Roles	**Knowledge and Skill Level**
Manager/Supervisor	2
Employee	2
Employee Services Analyst/Manager	3

Level	Description

1	**Fundamental** – high-level understanding of process, basic ability to do tasks in CONNECT with some or no support, and may refer to a liaison for assistance.
2	**Intermediate** – full understanding of their individual role functions within a process and is proficient enough to operate effectively under minimal assistance. Has understanding of previous process tasks performed and the impact downstream.
3	**Comprehensive** – full understanding of process, related roles, activities and tasks performed to complete the process. Comprehensive ability of role functions within the process with no assistance. Ability to perform other tasks related to other roles within the process.