



## Requesting to Add or Change Personal Data

As an employee, you can request to add or change your personal data through the Employee Self Service module. The following fields may be available to request changes:

- Dependent Profiles
- Home Contact
- Emergency Contact

**Note:** If you are not able to request changes to any of the above fields, please reach out to your human resources administrator.

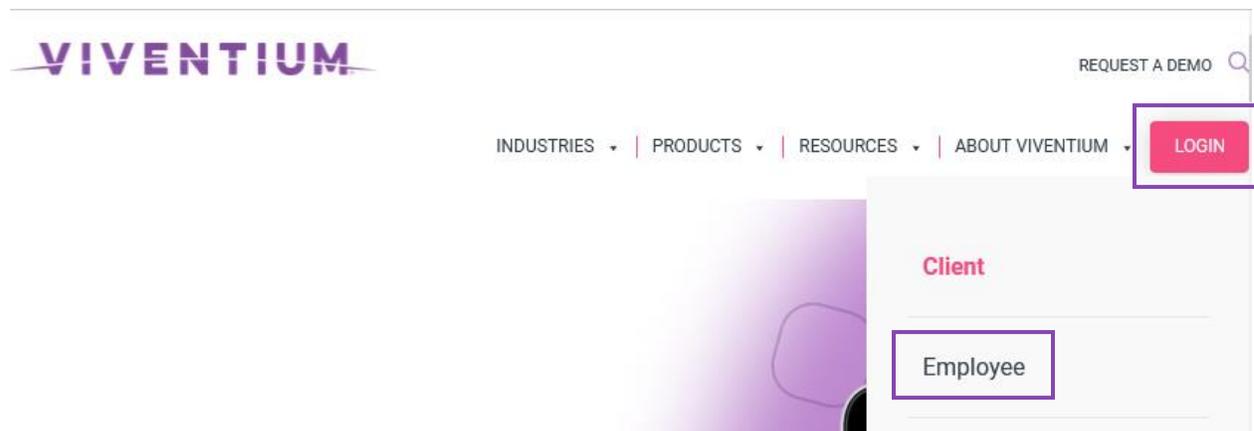
For additional information please see our article [Employee – Adding or Changing Direct Deposit or Tax Withholding Information](#).

### Steps:

- Login to the Employee Self Service module
- **MYSELF → My Profile**

### Step 1 –

Begin by logging into the Employee Self Service module. This can be done on a desktop or mobile application. To access the desktop version, go to [Viventium.com](http://Viventium.com), hover over **LOGIN** in the top-right corner, and select **Employee**. Enter your login credentials, and click **SIGN IN**.



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## Employee Self Service

Please provide your email address and password to sign in.

Forgot Your Password?

SIGN IN

### Step 2 –

Navigate to **My Profile** to request changes to your dependent profile(s), home contact information, or emergency contact(s).

Home  
My Pay  
Requests  
Tasks  
Documents  
My Profile

 **Zachary**  
Office  
Employed since Sep 9, 2021

Employee Number  
E01

Looking for Tax Exemptions?

**Dependents**  
No dependents  
ADD NEW DEPENDENT

**My Contact Info**  
Zachary Levi  
768 Shannon Ave  
Perth Amboy NJ 08861  
United States  
zach68552@outlook.com  
UPDATE

**Emergency Contacts**  
No emergency contacts  
ADD EMERGENCY CONTACT

Manager  
No manager

To make changes to **Dependent Profiles**, select **UPDATE**.

Dependents Profiles Looking for Tax Exemptions?

|                         |          |
|-------------------------|----------|
| Alex N Parker<br>Spouse | UPDATE ▾ |
| Larry M Austin<br>Son   | UPDATE ▾ |

Edit the information you wish to update, i.e. relationship, and select **UPDATE** in the bottom-right corner.

## Dependent

Delete

Your change request will be sent to Human Resources for approval. You will be notified when your request is approved or declined.

First Name \*

Alex

Middle Initial

Last Name \*

Parker

Relationship \*

Spouse ▾

SSN \*

.....

Birth Date \*

06/14/2018

Gender \*

Male ▾



To add a new dependent, click **ADD NEW DEPENDENT**.

A screenshot of a web interface titled "Dependents Profiles" with a sub-header "Looking for Tax Exemptions?". The interface displays a list of three dependents, each with their name and relationship, and an "UPDATE" button with a dropdown arrow. At the bottom of the list is a button labeled "ADD NEW DEPENDENT".

| Dependent Name | Relationship | Action |
|----------------|--------------|--------|
| Alex N Parker  | Spouse       | UPDATE |
| Larry M Austin | Son          | UPDATE |
| Annie A Smith  | Daughter     | UPDATE |

The following fields are required\*:

- First Name
- Last Name
- Relationship
- Social Security Number – required if the dependent's birth date is over one year ago and if any relationship besides **Other** is selected
- Birth Date
- Gender

**General**

Personal Details

Contacts

Address

### Dependent

Your change request will be sent to Human Resources for approval. You will be notified when your request is approved or declined.

First Name \*

Middle Initial

Last Name \*

Relationship \*

Social Security Number

Tip: press R to reveal and edit

Birth Date \*

To make **Home Contact** changes, select **UPDATE**.

### My Contact Info

**Murphy Voss** ✎ UPDATE

124 Mixed Nut Lane  
Penfield NY 14526  
United States

🏠 (223) 565-1234

✉ astapps21@gmail.com



Edit the information you wish to change and select **UPDATE** in the bottom-right corner.

**Contact**

Your change request will be sent to Human Resources for approval. You will be notified when your request is approved or declined.

**Address**

Address

Address 1  
90 Bellwood Road

Address 2

City \*  
Langhorne

State \*  
New Jersey

Zip Code  
19053-\_\_

Country  
United States

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**Contacts**

Home Phone  
🇺🇸 • (718) 801-2345

CANCEL **UPDATE**



To make changes to **Emergency Contacts**, select **UPDATE**.

**Emergency Contacts**

|  |  |
|--|--|
| <p><b>Minka Voss</b><br/>Wife<br/><br/>124 Mixed Nut Lane<br/>Penfield NY 14526<br/>US</p> | <p> <b>UPDATE</b></p> |
|--|--|

**ADD EMERGENCY CONTACT**

Edit the information you wish to update, i.e. mobile phone number, and select **UPDATE** in the bottom-right corner.

**Emergency Contact** 🗑️ Delete

Your change request will be sent to Human Resources for approval. You will be notified when your request is approved or declined.

**General**

First Name \*

Middle Initial

Last Name \*

**Contacts**

Email  
  
Pending approval, current value: None

Phone (Mobile)  
  
Pending approval, current value: None

Phone (Work)  
  
Pending approval, current value: None

Phone (Home)

Relationship

**CANCEL** **UPDATE**



To add a new emergency contact, click **ADD EMERGENCY CONTACT**.

A screenshot of the "Emergency Contacts" section in a user interface. The title "Emergency Contacts" is at the top left. Below it, a contact card for "Minka Voss" is displayed. The card includes the name "Minka Voss", the relationship "Wife", and the address "124 Mixed Nut Lane, Penfield NY 14526, US". To the right of the name is a purple pencil icon and the word "UPDATE". At the bottom of the card is a purple button labeled "ADD EMERGENCY CONTACT".

If your administrator has enabled automatic approval, changes made to personal information will automatically update once submitted. Otherwise, the request will be sent to your administrator for approval. The information pending approval will be highlighted in yellow.

A screenshot of the "Emergency Contacts" section in a user interface. At the top, there is a yellow banner with a clock icon, the text "Changes waiting for approval", and a link "View Requests". Below the banner, a contact card for "Minka Voss" is displayed. The card includes the name "Minka Voss", the relationship "Wife", and the address "85 Bellwood Road, Penfield NY 14526, US". To the right of the name is a clock icon, a purple pencil icon, and the word "UPDATE". Below the address are two phone numbers: "+1 274 568 2039" and "(973) 978-5149". At the bottom of the card is a purple button labeled "ADD EMERGENCY CONTACT".

If you have it enabled, you will receive an email and/or mobile notification once your request has been approved or declined.