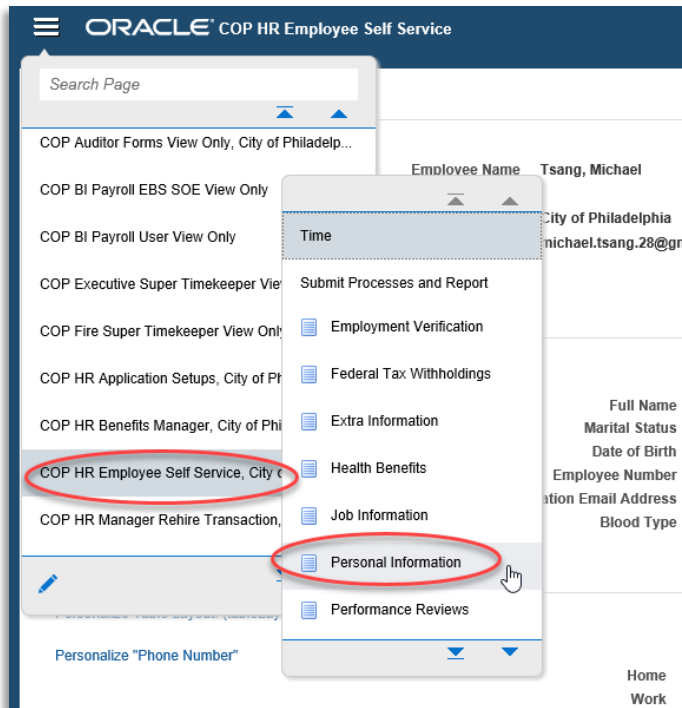


How to Update Employee Email in COP HR Employee Self Service

1. Log into Oracle
2. Click to your *Menu* button in the upper left (button with three horizontal lines)
3. Choose *COP HR Employee Self Service*, and then choose *Personal Information*



4. Scroll to the *Basic Details* section, and click the **Update** button in that section

A screenshot of the Oracle COP HR Employee Self Service 'Personal Information' page. The page is divided into sections: 'Personal Information', 'Basic Details', 'Phone Numbers', 'Main Address', and 'Other Address'. In the 'Personal Information' section, the 'Organization Email Address' is 'Michael.Tsang@phila.gov', which is circled in red. In the 'Basic Details' section, the 'Employee Number' is circled in red. A red arrow points to the 'Update' button in the 'Basic Details' section. The 'Phone Numbers' section shows a home phone number '(215) 687-2356'. The 'Main Address' section shows the address 'Philadelphia, PA, 19104'. The 'Other Address' section is empty.

5. Choose “*Enter new info...*” to add new info or update your info while preserving past versions (e.g. changed your email or home address); or choose “*Correct...*” if you’re fixing a typo or misspelling.
6. Click the **Next** button on the upper right.

The screenshot shows the 'Basic Details: Choose Option' page in the Oracle COP HR Employee Self Service interface. The user is logged in as MICHAEL.TSANG. The page displays the following information:

- Employee Name: Tsang, Michael
- Organization Email Address: Michael.Tsang@phila.gov
- Employee Number: [Redacted]
- Business Group: City of Philadelphia

Below this information, there is a section titled 'Select the type of change you want to make.' with two radio button options:

- ☐ Correct or complete the current details.
- ☒ Enter new information because of a real change to the current details (e.g. because of a change in marital status)

At the top right of the form area, there are two buttons: 'Cancel' and 'Next'.

7. Go to the *Organization Email Address* field in the *Other* section and add or modify your work email, then click the **Next** button in the upper right.

The screenshot shows the 'Basic Details: Update Information' page in the Oracle COP HR Employee Self Service interface. The user is logged in as MICHAEL.TSANG. The page displays the following information:

- Employee Name: Tsang, Michael
- Employee Number: [Redacted]
- Organization Email Address: Michael.Tsang@phila.gov
- Business Group: City of Philadelphia
- Personal Email Address: [Redacted]

Below this information, there is a section titled 'Name' with the following fields:

- * Effective Date: [Redacted]
- First Name: Michael
- Middle Name: [Redacted]
- Last Name: Tsang

Below the 'Name' section, there is a section titled 'Other' with the following fields:

- Employee Number: [Redacted]
- Social Security: [Redacted]
- Date of Birth: [Redacted]
- * Gender: [Redacted]
- Marital Status: [Redacted]
- Organization Email Address: (This field is highlighted with a red box)
- I-9 Authorized to work: [Redacted]
- I-9 Expiration Date: [Redacted]
- Personal Email Address: [Redacted]

At the top right of the form area, there are four buttons: 'Cancel', 'Save For Later', 'Back', and 'Next'. A red arrow points to the 'Next' button.

8. Skip the *Ethnic Origin* info page by clicking the **Next** button on the upper right.

9. You will see a Personal Info Review Page showing you the changes you're about to make. Changed values are indicated with a blue circle. Review your changes to make sure they're correct and click the **Submit** button in the upper right to complete your changes.

Personal Information: Review Cancel Printable Page Save For Later Back Submit

Employee Name Tsang, Michael Employee Number [REDACTED]
Business Group City of Philadelphia Organization Email Address Michael.Tsang@phila.gov
Personal Email Address michael.tsang.28@gmail.com

Basic Details

	Current	Proposed
Effective Date	12-Mar-2020	01-May-2020
Full Name	Tsang, Michael	Tsang, Michael
First Name	Michael	Michael
Last Name	Tsang	Tsang
Social Security	[REDACTED]	[REDACTED]
Date of Birth	[REDACTED]	[REDACTED]
Marital Status	[REDACTED]	[REDACTED]
Benefit Group	[REDACTED]	[REDACTED]
Organization Email Address	Michael.Tsang@phila.gov	Mike.Tsang@phila.gov
Personal Email Address	[REDACTED]	[REDACTED]

Indicates Changed Items.

This Organization email is used for Self-Service password resets (Login Assistance); if it's missing or invalid, you won't be able to use Login Assistance and must contact OnePhillyHelp@phila.gov.

ORACLE

User Name

Password

Log In Cancel

[Login Assistance](#)

[Register Here](#)

Accessibility
None

Language
English

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