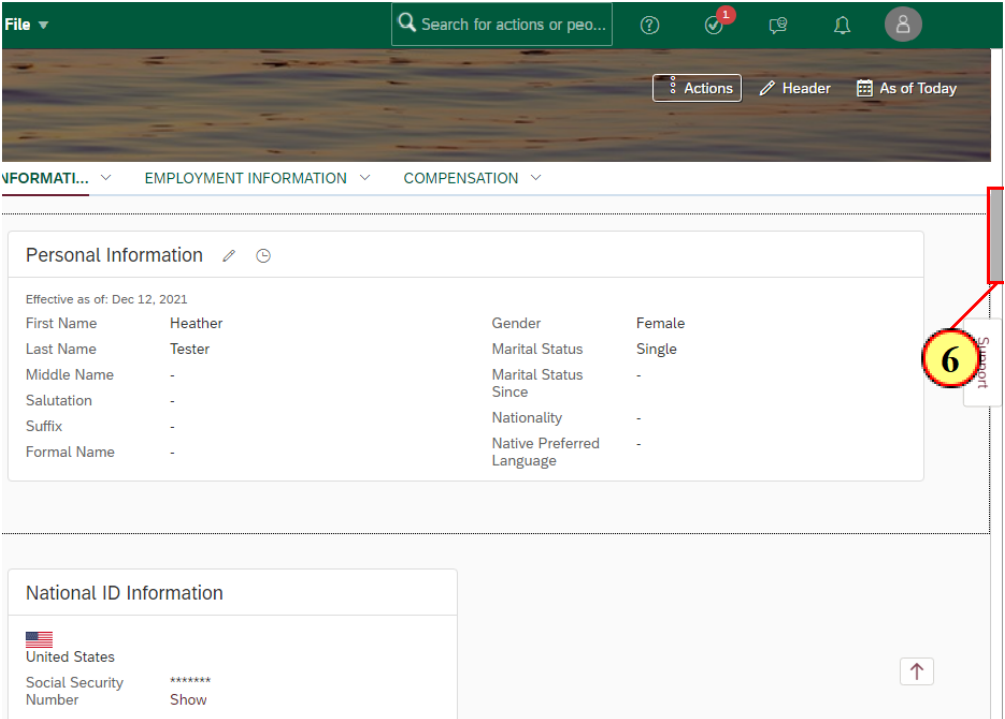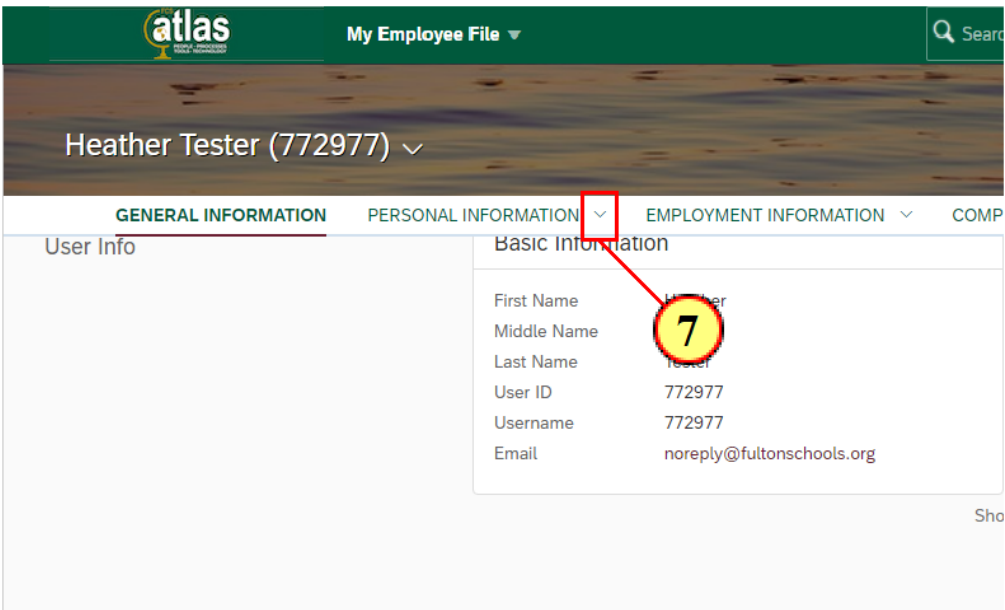# Update Pensioner Personal Information

Update Pensioner Personal Information
1. In this business scenario, you will see how to Update your Pensioner Personal Information in Atlas Talent powered by SuccessFactors.

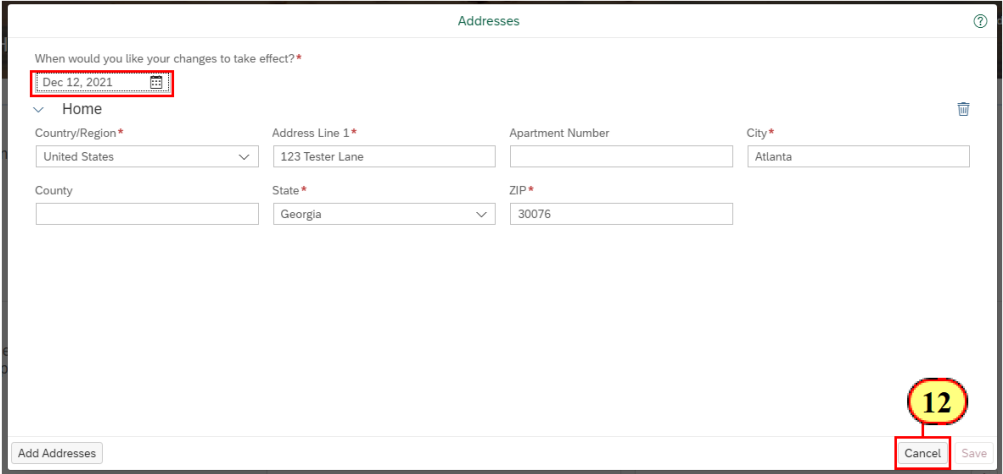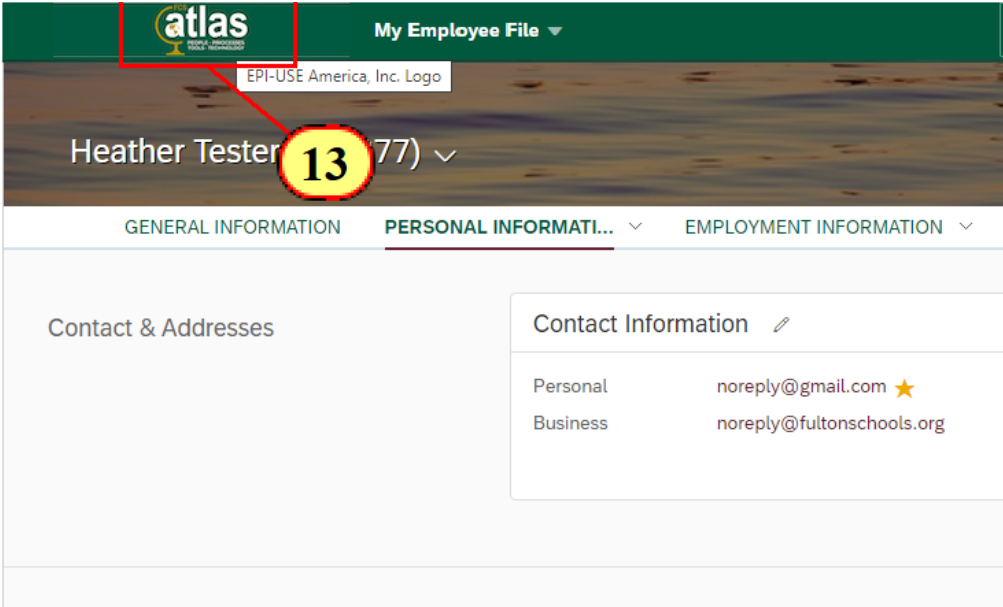| Explanation	Screenshot
2. To navigate to the Employee File, Click **Home**.	
3. Click **My Employee File**.	

Explanation	Screenshot
4. Click **PERSONAL INFORMATION** dropdown.	
5. Click **Personal Information**.	

Explanation	Screenshot
ℹ️ As needed, you can review and/or update personal information here. 6. Click in the area below **scrollbar** to scroll to scroll down.	File ▼ Q Search for actions or peo... ⑦ ✓¹ 💬 🔔 👤 ⚙ Actions ✏ Header 🗓 As of Today NFORMATI... ∨ EMPLOYMENT INFORMATION ∨ COMPENSATION ∨ **Personal Information** ✏ 🕐 Effective as of: Dec 12, 2021 First Name Heather Gender Female Last Name Tester Marital Status Single Middle Name - Marital Status - Salutation - Since Suffix - Nationality - Formal Name - Native Preferred - Language **6** Support **National ID Information** 🇺🇸 United States Social Security ******* Number Show ↑
7. Click **PERSONAL INFORMATION** dropdown.	atlas **My Employee File** ▼ Q Searc Heather Tester (772977) ∨ GENERAL INFORMATION PERSONAL INFORMATION ∨ EMPLOYMENT INFORMATION ∨ COMP User Info Basic Information First Name Heather Middle Name Last Name Tester **7** User ID 772977 Username 772977 Email noreply@fultonschools.org Sho

Explanation	Screenshot
8. Click **Contact & Addresses** .	
9. Click **Edit Contact Information** .	

Explanation	Screenshot
ℹ️ Fill out the information as necessary and then click save. 10. No fields were updated in this case. Click **Cancel** .	**Contact Information** ⑦ Email Information Email Type* / Email Address* / Is Primary Business / noreply@fultonschools.org / No Personal / noreply@gmail.com / Yes / 🗑️ ⊕ Add Phone Information Phone Type* / Country/Region Code / Area Code / Phone Number* No data ⊕ Add **10** Cancel Save
11. Click **Edit Addresses** .	File ▼ 🔍 Search for actions or peo... ⑦ ✓¹ 💬 🔔 👤 ⁞ Actions ✎ Header 📅 As of Today NFORMATI... ∨ EMPLOYMENT INFORMATION ∨ COMPENSATION ∨ Contact Information ✎ Personal noreply@gmail.com ⭐ Business noreply@fultonschools.org Addresses ✎ 🕐 Edit Addresses Home 123 Tester Lane Atlanta Geo 300 **11** Unit Primary Emergency Contact ✎ No data Dependents ✎ 🕐 Effective as of: Dec 12, 2021 First Name John Last Name Tester Middle Name G Relationship Child Date Of Birth Nov 27, 2002 Attachments -

Explanation	Screenshot
ℹ️ You can use calendar to select the date when the change will be applied. 12. Click **Cancel** .	**Addresses** ⑦ When would you like your changes to take effect? * Dec 12, 2021 📅 ⌄ Home 🗑️ Country/Region * — United States Address Line 1 * — 123 Tester Lane Apartment Number City * — Atlanta County State * — Georgia ZIP * — 30076 **12** Add Addresses Cancel Save
13. Click **atlas** .	atlas — My Employee File ⌄ EPI-USE America, Inc. Logo Heather Tester **13** 77) ⌄ GENERAL INFORMATION **PERSONAL INFORMATI...** ⌄ EMPLOYMENT INFORMATION ⌄ Contact & Addresses Contact Information ✏️ Personal — noreply@gmail.com ⭐ Business — noreply@fultonschools.org
ℹ️ The home page displays. 14. In this business scenario, you have learned how to update your Pensioner Personal Information in Atlas Talent.	atlas — Home ⌄ 🔍 Search for actions or peo... ⑦ ✓ 🗪 🗪 🔔 👤 Good morning! Quick Actions Org Chart Organizational Updates