PERSONAL DATA CHANGE

PERSONAL DATA CHANGES begin with the employee's decision to update personal data in UCPath and ends with the notification to the employee that the necessary changes took place. An employee or administrator can initiate these Personal Data Changes. The Personal Data Change may result in additional follow up (e.g., benefits implications, supporting documentation) that is outside the Personal Data Change.

Employees can initiate Personal Data Changes through the following methods:
- Employee Self-Service (ESS)
- Case Management
- Via the location initiator through the Personal Data Change Template
- On behalf of the employee via location initiator through Personal Information

ROLES FOR PERSONAL DATA CHANGE

EMPLOYEE
- Enters Personal Data Change in Employee Self-Service
- Opens a case with UCPC to change personal data

TRANSACTIONAL UNIT
- Initiates UCPath Personal Data Change Template Transaction Request.
- Enters Additonal Names, Emergency Contacts, and/or Security Clearance on employee's behalf.
- Reviews and approves locally-approved change requests (highest degree earned and any certifications or licensures)
- Verifies documentation for Gender change (if not initiated via SSNVS)

SSC AWE APPROVER
- UCPath AWE Approver for Template Transactions

UCPATH CENTER
- Runs select proposed changes through SSNVS
- If no match, UCPC contacts the employee/transactional unit that the change was not approved

PERSONAL DATA CHANGE INTEREST MAP
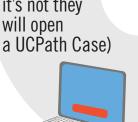
Roadmap presents the most common business case.

TRANSACTIONAL UNIT

The **Transactional Unit** determines that a personal data change/update is required.

TRANSACTIONAL UNIT INITIATOR

SUBMIT

The **Transactional Unit** initiates personal data change in template transactions.

UCPATH CENTER

The **UCPath Center** reviews and approves template (if the request needs a SSNVS then UCPath will Run it and make sure the SSN matches).

UCPath is updated.

TRANSACTIONAL UNIT INITIATOR

The **Transactional Unit** will check personal data in UCPath for accuracy (if it's not they will open a UCPath Case)

COMPLETE