

## My Employee Demographics

Your site may elect to allow employees to initiate electronic change requests for Name, Ethnicity, Other Email, Address, Phone and Emergency Contact Information under the employee demographics section.

To view submitted change requests, select View Changes at the top of the screen

[View Changes](#)

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**Name** [Edit](#)  
Robert V Cook

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**Other Demographics** [Edit](#)  
Ethnicity: White not of Hispanic Origin

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<b>Employee Details</b>	<b>Email</b> <a href="#">Edit</a>
EMPNO: <input type="text" value="05873"/>	Official Email: <input type="text" value="Robert.Cook@webdemo.com"/>
Birth Date: <input type="text" value="12/24/1960"/>	Other Email: <input type="text" value="robert@yahoo.com"/>
State ID: <input type="text"/>	
Hire Date: <input type="text" value="10/22/2015"/>	

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**Address** [Edit](#)

<b>Legal</b>	<b>Mailing</b>
Address 1: <input type="text" value="15 L Arty Drive"/>	Address 1: <input type="text" value="15 L Arty Drive"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
City: <input type="text" value="Amherst"/>	City: <input type="text" value="Amherst"/>
State: <input type="text" value="NY"/>	State: <input type="text" value="NY"/>
Zip: <input type="text" value="14215"/>	Zip: <input type="text" value="14215"/>
Country: <input type="text"/>	Country: <input type="text"/>
Address Unlisted: <input type="checkbox" value="No"/>	

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<b>Phone</b> <a href="#">Edit</a>	<b>Emergency Contact Information</b> <a href="#">Edit</a>
Home Phone: <input type="text"/>	Contact Name: <input type="text"/>
Home Unlisted: <input type="checkbox" value="No"/>	Contact Phone: <input type="text"/>
Work Phone: <input type="text" value="555-5133"/>	Contact Relation: <input type="text" value="Spouse/cell"/>
Mobile Phone: <input type="text"/>	Notes: <input type="text"/>
Mobile Unlisted: <input type="checkbox" value="No"/>	

Select Edit to enter desired changes, select update to submit requests.

**My Employee Demographics Change Requests**

1-2 of 2 | First | Previous | Next | Last

Change Type	Status	Comments	Date of Last Edit	Action
Address	Posted		11/27/2013	
Phone Numbers	Pending		11/27/2013	

1-2 of 2 | First | Previous | Next | Last

[View Demographics](#)

After selecting "View Changes" all change requests will display with their status. The pencil icon will allow for editing and the red x will allow the user to withdraw the pending request until it is posted.