

# PERSONAL INFO CHANGE

- UAccess
- Request MSS Transactions
- People
- Personal Info Change Request
- Enter employee's information and select
- Create a New Request
- Enter Effective Date
- Change the needed information
- Add attachment (if necessary)

## **Attachments Needed**

- Changes to phone number, address, or email do not require an attachment
- Changes to education or military status require an official document to be attached
- Name change requires an official document to be attached

## **Notes**

- In comments, insert a short description of what was changed

## **Resources**

- [https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS Personal Info Guide.pdf](https://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_Personal_Info_Guide.pdf)