Personal Information Summary in Employee Self Service/HRIS

As necessary, you may update your address, phone number(s), emergency contacts, marital status and ethnic group. Select appropriate yellow push button to update information. After updating information, select SAVE.

To access your Personal Information Summary, follow these steps:

1. Access the HRIS web site at: http://www.as.ksu.edu/HRIS
2. Login using your K-State eID and password.
3. Path: Employee Self Service > Personal Information > Personal Information Summary

Personal Information

Wildcat, Willie A
W0000000000

Preferred Name:

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	01/23/2009	USA	421 Somelane MANHATTAN, KS 66502 RL

Print Address and Phone in KSU Campus Phone Book: Yes

Change Home Address

Phone Numbers

Phone Type	Phone Number	Extension	Preferred
Home	785/539-3933		☐
Main	785/539-0000		☑

Change phone numbers

Emergency Contacts

Name	Relationship to Employee	Primary Contact
Mom Wildcat	Parent	☑

Change emergency contacts

Email Addresses

Email Type	Email Address	Preferred
Campus	williewildcat@ksu.edu	☐

Marital Status

Marital Status: Divorced **As of:** 01/23/2009

Change marital status

Ethnic Groups

Description	Primary
White	☑

Change ethnic groups