



3.290 RCUH Reporting of Changes and Corrections of Employee's Personal Records

I. Policy

Employees must report all changes to key personal data to the Human Resources Department within one pay period of the change. This is to ensure that personal data concerning RCUH employees is reported and recorded in personnel documents affecting an employee's status, pay, benefits, taxes, etc.

II. Responsibilities

A. RCUH Employee

1. Keep all key personal data up to date using the [RCUH Employee Self-Service \(ESS\) System](#).

III. Applications

This policy applies to all RCUH employees regardless of FTE or employment category.

IV. Details of Policy

All RCUH employees must ensure personal data is kept up to date. Any changes to personal information must be submitted to the RCUH Human Resources Department using the [RCUH Employee Self-Service \(ESS\) System](#).

V. Procedures

- A. **Changes Initiated via the Employee Self Service (ESS) System:** Employees can make changes to key personal data, including the following, via the [RCUH Employee Self-Service \(ESS\) System](#):

1. Name¹
2. Address
3. Phone number
4. Emergency contact information
5. Email address

¹ Name changes are subject to review and approval by RCUH. For approval of a name change, employees must submit a copy of their new supporting document to the RCUH Human Resources office.

6. Marital status²
7. Changes to W-4 or HW-4 tax withholdings
8. Electronic W-2 (Annual Wage & Tax Statement)³

B. Employee Self-Service (ESS) Is Not Available During the Blackout Period: The ESS System has a “blackout” period during which the [ESS system](#) will not be available for personal information or tax withholding changes. During this blackout period, employees may only view their personal information (fields will be grayed out) and will not be allowed to make any changes. This period will typically commence from the day after the Electronic Personnel Action Form (ePAF) deadline until the payroll is processed for that specific pay period (approximately 1 week).

VI. Contact

RCUH Information Systems: (808) 956-6318
rcuh_is@rcuh.com

VII. Relevant Documents

[Employee Self-Service \(ESS\) System](#)
[Policy 3.810 RCUH Payroll & Certification](#)
[Personnel Action & Payroll Calendar](#)

Date Revised: 04/25/2008, 05/01/2011, 01/11/2014, 05/08/2014, 07/06/2016, 08/12/2016, 07/04/2017, 08/08/2017, 12/10/2018

² Marital status changes are subject to review and approval by RCUH. For approval of a marital status change, employees must submit a copy of their marriage certificate.

³ Electronic W-2 form will only be available for viewing if employees provide their consent via ESS. Consent can only be submitted during a limited time period. Notification emails are sent to employees in the beginning of the calendar year.