

Employee Personal Information update in PACE HCM



Critical Employee Personal Information

1. Name Change
2. Date of Birth
3. Gender
4. Birth Country & Birth State
5. Marital Status
6. National ID – PAN
7. National ID – AADHAAR Number
8. Personal Contact Number - Mobile
9. Personal Email ID
10. Citizenship & Passport
11. Home and Mailing Address
12. Emergency Contact & Address
13. Dependent details
 - Father (Mandatory for PF records)
 - Spouse
 - Children (upto 25 years)



01 – Name Change

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Name Change

Step 1 : View existing Name is “Current Name” section

Step 2 : “Change As of” should always be current date

Step 3 : Click on “Edit Name”



01 – Name Change

Step 4 : Select the appropriate "Prefix" from the drop down

Step 5 : Enter your "First Name" "Middle Name" & "Last Name"

Step 6 : Click on "OK"

Step 7 : Click on "Submit"

Step 8 : Raise an ITSM ticket to submit the proof of Marital status under the below category

Request category : HR Support → HR SS
Sub Category : Employee details updation in PACE

Proof of Change

- Birth certificate
- 10th grade mark sheet
- Legally attested document (affidavits with legal stamp and signature; from the government)
- Name Change publication in Newspaper
- PAN card
- AADHAAR
- Passport
- Voter ID card



02 – Date of Birth

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Personal Information Summary

Step 1 : View existing DOB under the Employee Information tab

Step 2 : Raise an ITSM ticket under the below category to correct the DOB and submit the proof of change

Request category : HR Support → HR SS
Sub Category : Employee details updation in PACE

Main Menu > Self Service > Personal Information > Personal Information Summary

Personal Information Summary

▶ Name

▶ Home/Mailing Addresses

▶ Phone Numbers

▶ Emergency Contacts

▶ Email Addresses

▶ Marital Status

▶ Ethnic Groups

Employee Information

Gender:

Date of Birth:

Birth Country:

Birth State:

- Proof of Change**
 - Birth certificate*
 - 10th grade mark sheet*
 - PAN card*
 - AADHAAR*
 - Passport*



03 – Gender

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Personal Information Summary

Step 1 : View existing Gender under the Employee Information tab

Step 2 : Raise an ITSM ticket under the below category to correct the Gender and submit the proof of change

Request category : HR Support → HR SS
Sub Category : Employee details updation in PACE

Main Menu > Self Service > Personal Information > Personal Information Summary

Personal Information Summary

▶ Name

▶ Home/Mailing Addresses

▶ Phone Numbers

▶ Emergency Contacts

▶ Email Addresses

▶ Marital Status

▶ Ethnic Groups

▼ Employee Information

Gender:

Date of Birth:

Birth Country:

Birth State:

- Proof for Change

- Birth certificate
 - Aadhaar
 - Passport



04 – Birth Country & State

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Personal Information Summary

Step 1 : View existing details under the Employee Information tab

Step 2 : Raise an ITSM ticket under the below category to correct the Birth Country and State and

Request category : HR Support →HR SS
Sub Category : Employee details updation in PACE

Main Menu > Self Service > Personal Information > Personal Information Summary

Personal Information Summary

▶ Name

▶ Home/Mailing Addresses

▶ Phone Numbers

▶ Emergency Contacts

▶ Email Addresses

▶ Marital Status

▶ Ethnic Groups

Employee Information

Gender:

Date of Birth:

Birth Country:

Birth State:



05 – Marital Status

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Marital Status

Step 1 : Select the “Date Change will take effect”

Step 2 : Select the “Change Marital Status to”

Step 3 : Click on “Submit

Step 4 : Raise an ITSM ticket to submit the proof of Marital status under the below category

Request category : HR Support → HR SS
Sub Category : Employee details updation in PACE

Main Menu > Self Service > Personal Information > Marital Status

Marital Status Change

Fill in the following information and select submit button. This form must be completed within 31 days of your marriage date or you will not be eligible to change your benefit elections for this family status change event.

Date Change Will Take Effect:

31

Current Marital Status:

Change Marital Status To:

Submit

[Return to Personal Information](#)

- Proof for Change**

 - Marriage certificate*
 - Certificate of Divorce*



06 – PAN

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Payroll and Compensation >> Update PAN details

Step 1 : Enter your 10 Character PAN details in the text box provided

Step 2 : Click on "Save"

Step 3 : For updating the existing information raise an ITSM ticket to submit the PAN document under the below category

Request category : HR Support → HR SS
Sub Category : Employee details updation in PACE

Proof for Change

- *PAN Card*



07 – AADHAAR

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Provident Fund Details

Step 1 : “Do you have Aadhaar Number” Click Yes

Step 2 : Enter your 12 Digit AADHAAR details in the text box provided

Step 3 : Step 2 : Click on “Save”

The screenshot shows a web application interface for 'Provident Fund Details'. At the top, a breadcrumb trail reads: 'Main Menu > Self Service > Personal Information > Provident Fund Details'. Below this, a tab labeled 'Provident Fund' is active. The form contains a 'Person ID:' field. A section titled 'PF Details' includes a question: 'Whether Earlier A Member Of Employees Provident Fund Scheme, 1952?' with radio buttons for 'Yes' and 'No' (the 'No' button is selected). Below this is the 'Aadhaar Details' section, which contains the question 'Do you have Aadhaar Card?' with radio buttons for 'Yes' (selected) and 'No'. Underneath is a text input field for 'Aadhaar Card No :'. At the bottom left of the form, there is a 'Save' button with a floppy disk icon. A red rectangular box highlights the 'Aadhaar Details' section and the 'Save' button.



08 – Personal Contact Number

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Phone Numbers

- Step 1 : Click on “Add Phone Number”**
- Step 2 : Select the Phone type**
- Step 3 : Enter your 10 Digit contact number**
- Step 4 : Click on Save**

Main Menu > Self Service > Personal Information > Phone Numbers

Phone Numbers

Enter your phone numbers below. ONLY the Current Cell Number will be updated in Corporate Directory / Outlook

Phone Type	*Telephone	Preferred	Delete
Current Cell No (+91)	<div>No Special Character</div>	<input checked="" type="checkbox"/>	

Add Phone Number

Save



09 – Personal Email Address

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Email Addresses

- Step 1 : Click on “Add Email Address”**
- Step 2 : Select the “Email Type”**
- Step 3 : Enter you Email Address**
- Step 4 : Click on Save**

Main Menu > Self Service > Personal Information > Email Addresses

Email Addresses

Email Addresses			
*Email Type	*Email Address	Preferred	Delete
Personal 1		<input checked="" type="checkbox"/>	

Add Email Address

Save



10 – Citizenship & Passport

Path : Talent >> Human Resources >> *PACE HR & RM* >> *Main menu* >> *Self Service* >> *Personal Information* >> *Update Passport details*

Step 1 : Select the Citizenship Country

Step 2 : Enter your Passport Number

Step 3 : Enter " Name on Passport"

Step 4 : Select the Issue date

Step 5 : Select the Expiration Date

Step 6 : Select the Country & State

Step 7 : Enter the Place of issue in "City" Field

Step 8 : Click on Save

Step 9 : For updating the existing information raise an ITSM ticket and submit the Passport document under the below category

Request category : HR Support → HR SS
Sub Category : Employee details updation in PACE

Main Menu > Self Service > Personal Information > Update Passport Details

Citizenship/Passport

Person ID:

Citizenship/Passport

Country: IND India Citizenship Status:

Passport Information

*Passport Number:

*Name on Passport:

*Issue Date: *Expiration Date:

*Country: IND India

*State:

City:

Save



11 – Home and Mailing Address – Add new address

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Home and Mailing Address

Please note :

- **DO NOT** add C/O details while updating address
- **DO NOT** update your Name or Family members Name in Address line 1 , 2, 3
- **DO NOT** update Special characters such as “”, : , ; , () , * , & , @ , % , !
- **Update complete City**
- **Update State**
- **Update complete 6 Digit India PIN code**
- **Character length must not exceed 40 characters**

Raise an ITSM ticket to submit the proof of Address under the below category

Request category : HR Support → HR SS
Sub Category : Employee details updation in PACE

Proof of Change

- *Landline/mobile bill*
- *Electricity bill*
- *Registered rent agreement*
- *Passport*
- *AADHAAR Card*
- *Driving License*
- *Ration card*
- *Voter ID card*
- *Water bill*



11 – Home and Mailing Address – Add new address

Add a new India Home Address

Step 1 : Click on Add

Step 2 : Select Address type as “Home” or “Mailing”

[Main Menu](#) > [Self Service](#) > [Personal Information](#) > Home and Mailing Address

Home and Mailing Address

Addresses					
Address Type	Status	As Of	Country	Address	Edit

***Address Type:**

* Required Field

[Return to Personal Information](#)



11 – Home and Mailing Address – Add new address

Step 3 : Enter Address Line 1, 2 and 3 (Without any special character such as **"", : , ; , () , * , & , @ , % , !**)

Step 4 : Select State from the Search option

Step 5 : Enter Six digit India PIN code

Step 6 : Enter City (Without any special character such as **"", : , ; , () , * , & , @ , % , !**)

Step 7 : Click on "Save"

Step 8 : *Raise an ITSM ticket under the below category to correct the existing Citizenship and submit the proof of change*

Request category : HR Support → HR SS

Sub Category : Employee details updation in PACE



11 – Home and Mailing Address – Add new address


Review and Update Existing India Home Address

Step 1 : Click on the Edit Icon

Step 2 : Enter Address Line 1, 2 and 3 (Without any special character such as **"**, **:**, **;**, **()**, *****, **&**, **@**, **%**, **!**

Main Menu > Self Service > Personal Information > Home and Mailing Address

Home and Mailing Address

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current		IND		



11 – Home and Mailing Address – Add new address

Step 3 : Select State from the Search option

Step 4 : Enter City (Without any special character such as "" , : , ; , () , * , & , @ , % , !

Step 5 : Enter Six digit India PIN code

Step 6 : Click on "Save"

Step 7 : Raise an ITSM ticket under the below category to correct the existing Citizenship and submit the proof of change

Request category : HR Support → HR SS

Sub Category : Employee details updation in PACE



12 – Emergency Contact & Address

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Emergency Contacts

Step 1 : Click on “Add Emergency Contact”

Main Menu > Self Service > Personal Information > Emergency Contacts

Emergency Contacts

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
		<input type="checkbox"/>		

Add Emergency Contact



12 – Emergency Contact & Address

Step 2 : Enter "Contact Name"

Step 3 : Enter " Relationship to Employee"

Step 4 : Click on "Edit Address" and Enter the address of the Emergency Contact

Step 5 : Click on "Add Phone Number" and Enter the 10 digit Contact number

Step 6 : Click on "Save"

Main Menu > Self Service > Personal Information > Emergency Contacts

Emergency Contacts

Address and Telephone

*Contact Name:

*Relationship to Employee:

Address

Country: India [Change Country](#)

Address:

Edit Address

Phone

Other Telephone Numbers

*Phone Type	Phone Number	Extension	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add Phone Number

Save



13 – Dependent Details

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Add Dependents / Beneficiaries

Step 1 : Click on “Add Dependent / Beneficiary”

Main Menu > Self Service > Personal Information > Add Dependents/Beneficiaries

Dependents and Beneficiaries

Name	Relationship to Employee	Dependent Beneficiary Type
------	--------------------------	----------------------------

Add Dependent/Beneficiary



13 – Dependent Details

Step 2 : Enter the Name details

Step 3 : Enter "Date of Birth"

Step 4 : Enter "Gender"

Step 5 : Enter "Relationship to Employee" Please select only (Father, Mother, Father-in-Law, Mother-in-Law , Spouse, Son and Daughter)

Step 6 : Click on "Save"

Main Menu > Self Service > Personal Information > Add Dependents/Beneficiaries

Dependent/Beneficiary Information

Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Oct 9, 2017.

Personal Information

First Name:

Middle Name:


*Last Name:


Name Prefix:

Date of Birth:

*Gender:

*Relationship to Employee:





Male

▼

▼

Save



13 – Dependent Details Update Existing records

Path : Talent >> Human Resources >> *PACE HR & RM* >> Main menu >> Self Service >> Personal Information >> Add Dependents / Beneficiaries

Step 1 : Click on Name field

Main Menu > Self Service > Personal Information > Add Dependents/Beneficiaries

Dependents and Beneficiaries

Name	Relationship to Employee	Dependent Beneficiary Type
ABCD A	Father	Beneficiary

Add Dependent/Beneficiary



13 – Dependent Details Update Existing records

Step 2 : Click on “Edit”

Step 3 : Validate the information and update whichever field is applicable such as “Name” “Gender” “DOB” “Relationship etc..

Step 4 : Click on “Save”

Main Menu > Self Service > Personal Information > Add Dependents/Beneficiaries

Dependent/Beneficiary Information

Dependent/Beneficiary's personal information as of Oct 9, 2017. Use the Edit button at the bottom of this page to update this information.

Personal Information	
First Name:	ABCD
Middle Name:	
Last Name:	A
Name Prefix:	Dr.
Date of Birth:	10/01/1965
Gender:	Male
Relationship to Employee:	Father

Beneficiary

Edit

Main Menu > Self Service > Personal Information > Add Dependents/Beneficiaries

Dependent/Beneficiary Information

Select Save once you have edited your Dependent/Beneficiary's personal information. The changes will go into effect on Oct 9, 2017.

Personal Information	
*First Name:	<input type="text" value="ABCD"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text" value="A"/>
Name Prefix:	<input type="text" value="Dr."/>
Date of Birth:	<input type="text" value="10/01/1965"/>
*Gender:	<input type="text" value="Male"/> ▼
*Relationship to Employee:	<input type="text" value="Father"/> ▼

Beneficiary

Save



Queries and Assistance

For further queries and assistance please raise ITSM Incident

Category	HR Support → HR SS
Sub Category	Employee details updation in PACE



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