# **Employee Personal Information update** in PACE HCM





## Critical Employee

### Personal Information

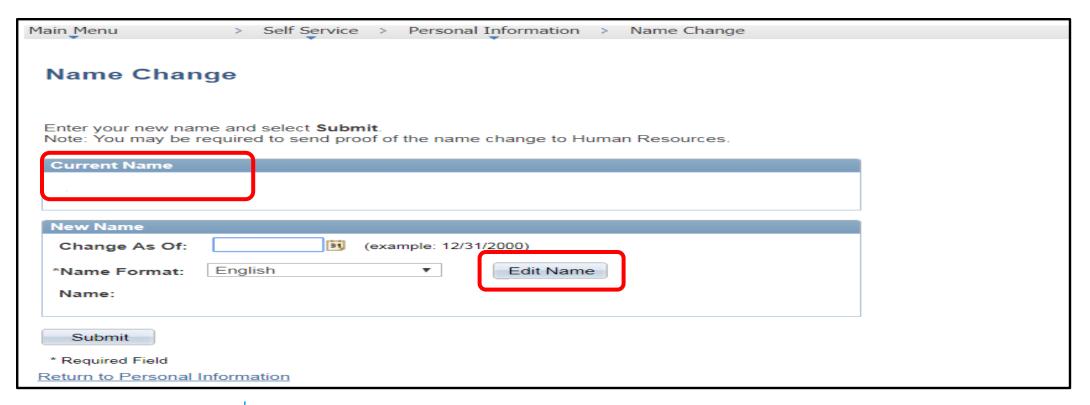
- 1. Name Change
- 2. Date of Birth
- 3. Gender
- 4. Birth Country & Birth State
- Marital Status
- 6. National ID PAN
- 7. National ID AADHAAR Number
- 8. Personal Contact Number Mobile
- 9. Personal Email ID
- 10. Citizenship & Passport
- 11. Home and Mailing Address
- 12. Emergency Contact & Address
- 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"







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

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

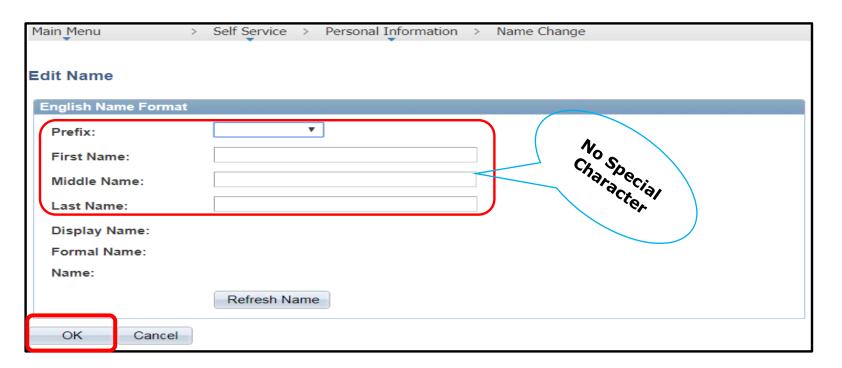
Step 6 : Click on "OK"

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





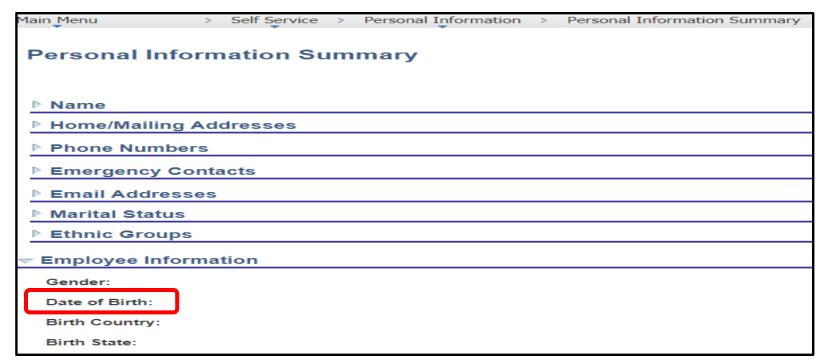
Path : Talent >> Human Resources >> PACE HR & RM >> Main menu >> Self Service >> Personal Information >> Personal Information Summary

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



#### **Proof of Change**

- Birth certificate
- 10th grade mark sheet
- PAN card
- AADHAAR
- Passport

### 03 - Gender



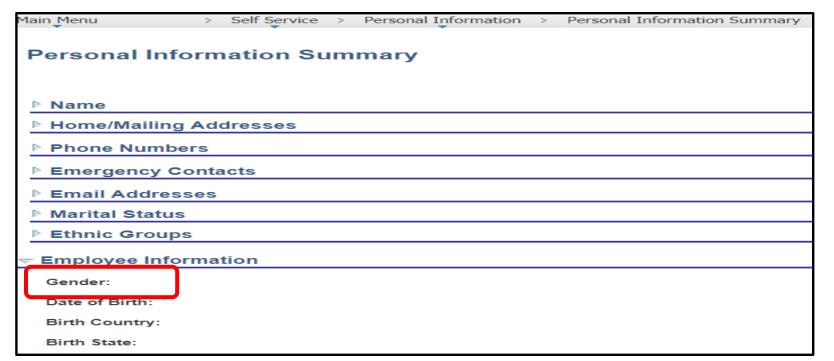
## Path : Talent >> Human Resources >> PACE HR & RM >> Main menu >> Self Service >> Personal Information >> Personal Information Summary

**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



### **Proof for Change**

- Birth certificate
- Aadhaar
- Passport





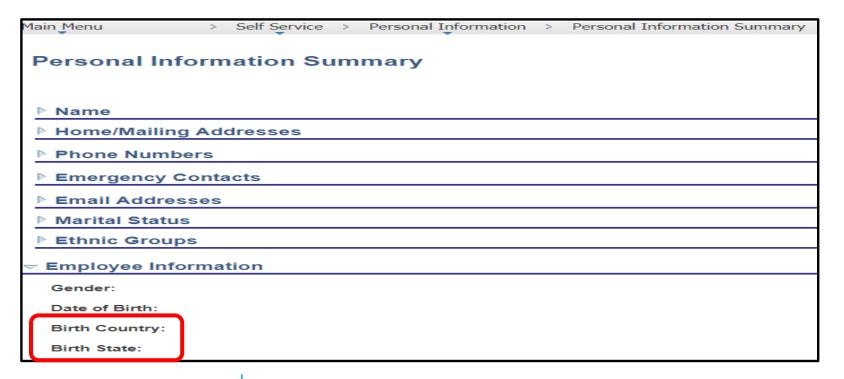
Path : Talent >> Human Resources >> PACE HR & RM >> Main menu >> Self Service >> Personal Information >> Personal Information Summary

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







### Path: Talent >> Human Resources >> PACE HR & RM >> Main menu >> Self Service >>

#### Personal Information >> Marital Status

Step 1 : Select the "Date Change will take effect"

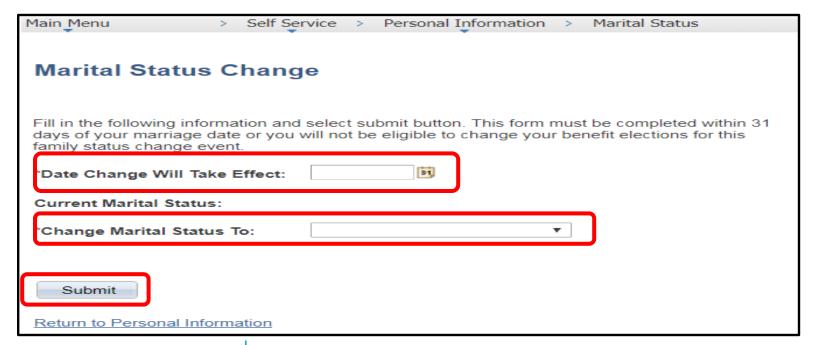
Step 2 : Select the "Change Marital Status to"

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



### **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

Main Menu	>	Self Service	>	Payroll and Compensation	>	Update PAN Details	
PAN Details							
				Person ID:			
Permanent Acc	ount Nun	nber:					
Note: Once PAN is saved , the value cannot be changed by the user. To make any corrections, kindly connect with HR team							
Save							

### **Proof for Change**

PAN Card



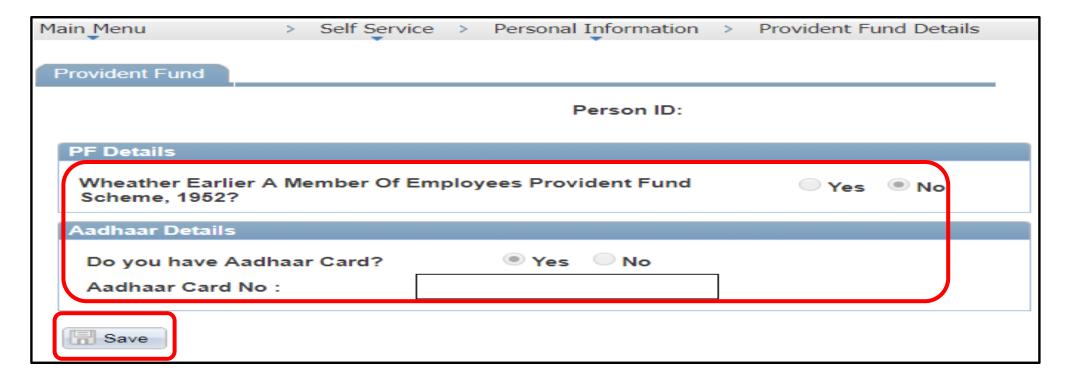


## Path : Talent >> Human Resources >> PACE HR & RM >> Main menu >> Self Service >> Personal Information >> Provident Fund Details

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"







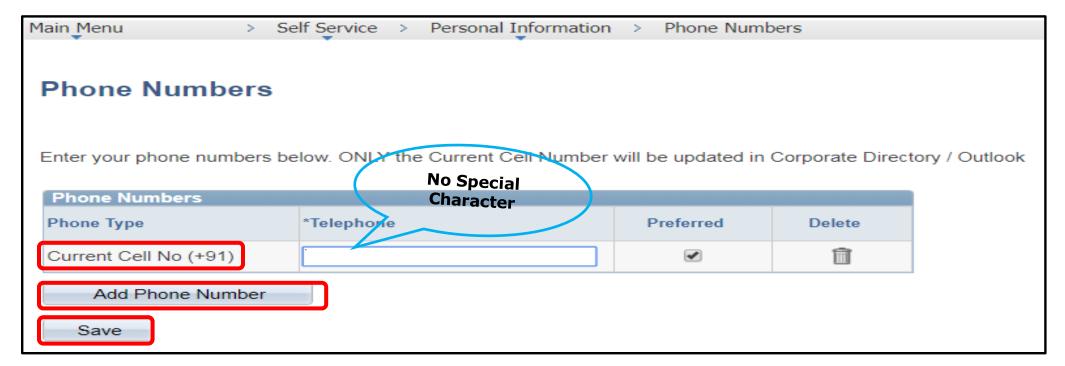
## Path : Talent >> Human Resources >> PACE HR & RM >> Main menu >> Self Service >> Personal Information >> Phone Numbers

**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** 







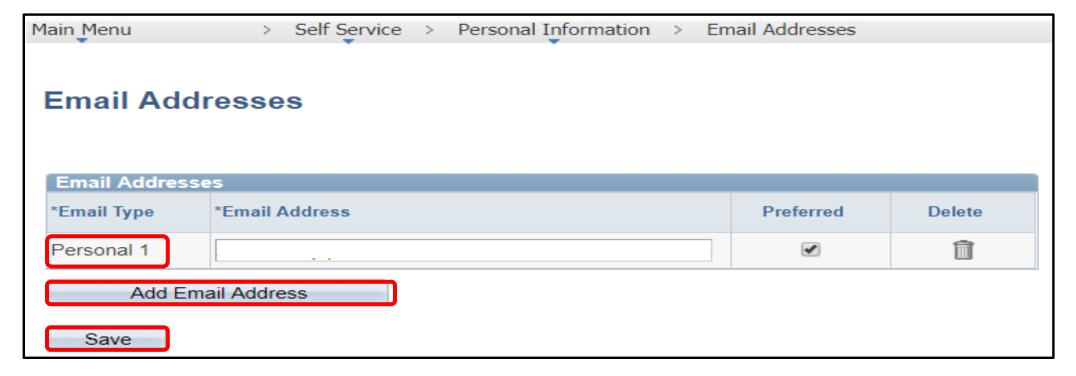
## Path : Talent >> Human Resources >> PACE HR & RM >> Main menu >> Self Service >> Personal Information >> Email Addresses

Step 1 : Click on "Add Email Address"

Step 2 : Select the "Email Type"

**Step 3: Enter you Email Address** 

**Step 4 : Click on Save** 







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

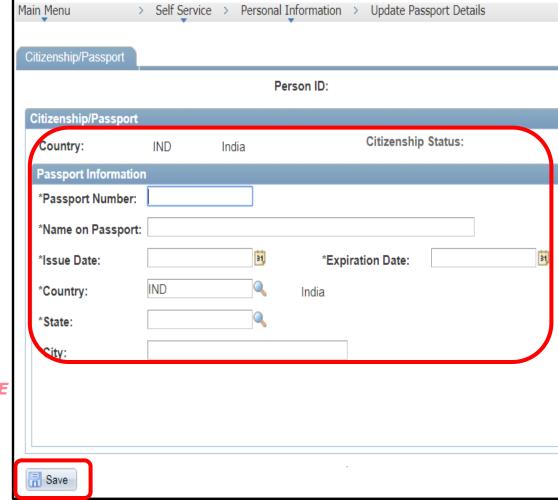
Step 8: Click on Save

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





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



#### Add a new India Home Address

Step 1 : Click on Add

Step 2 : Select Address type as "Home" or "Mailing"



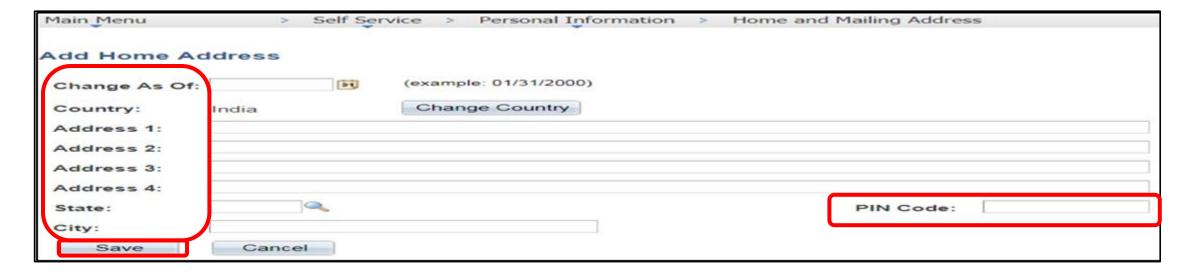


- Step 3: Enter Address Line 1, 2 and 3 (Without any special character such as "",:,;,(), \*, &, @, %,!)
- **Step 4 : Select State from the Search option**
- **Step 5 : Enter** *Six* **digit India PIN code**
- Step 6: Enter City (Without any special character such as "",:,;,(),\*,&,@,,%,!
- Step 7 : 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

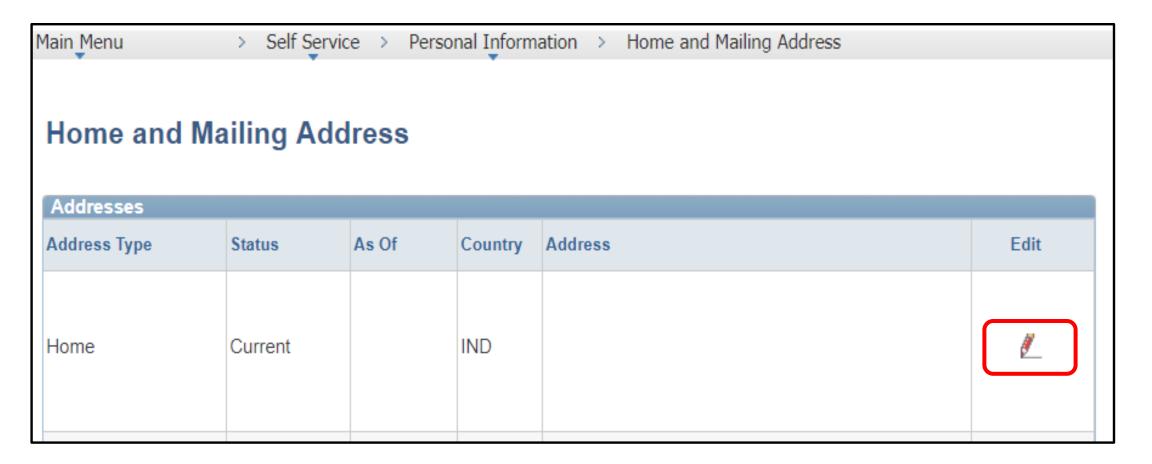




**Review and Update Existing India Home Address** 

**Step 1 : Click on the Edit Icon** 

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





**Step 3 : Select State from the Search option** 

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

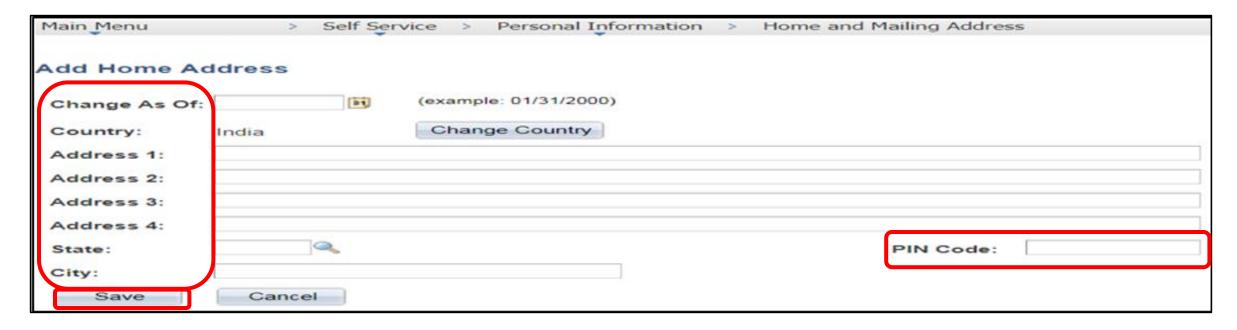
**Step 5 : Enter Six digit India PIN code** 

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

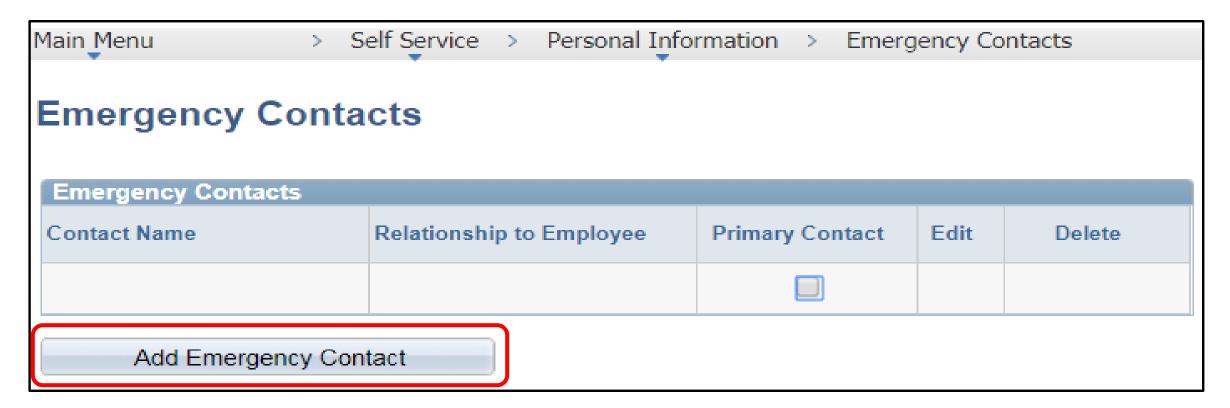




## 12 - Emergency Contact & Address

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

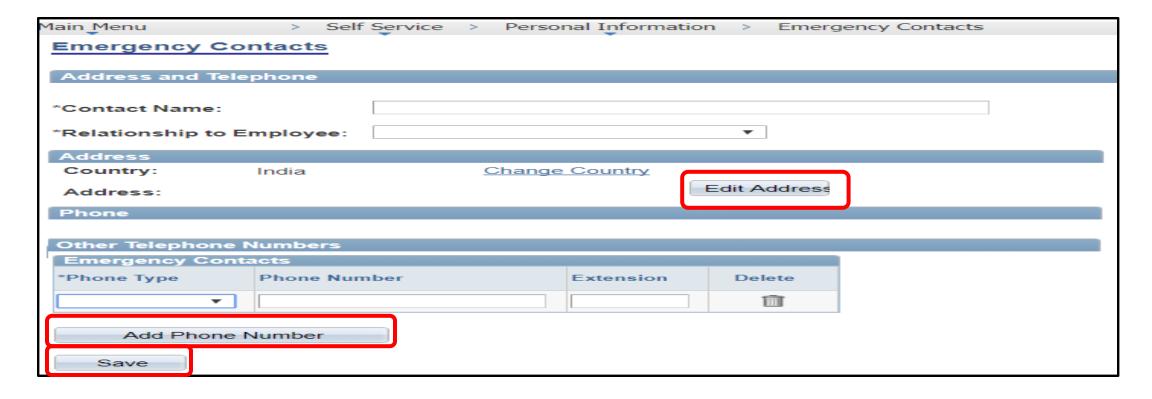
**Step 1 : Click on "Add Emergency Contact"** 





### 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"







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

**Step 1 : Click on "Add Dependent / Beneficiary"** 



Presentation Title | Author | Date





**Step 2: Enter the Name details** 

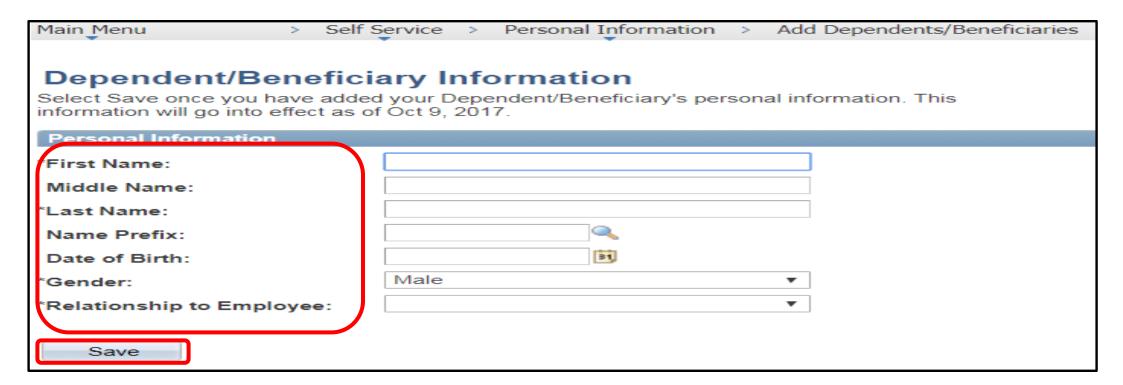
Step 3: Enter "Date of Birth"

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"

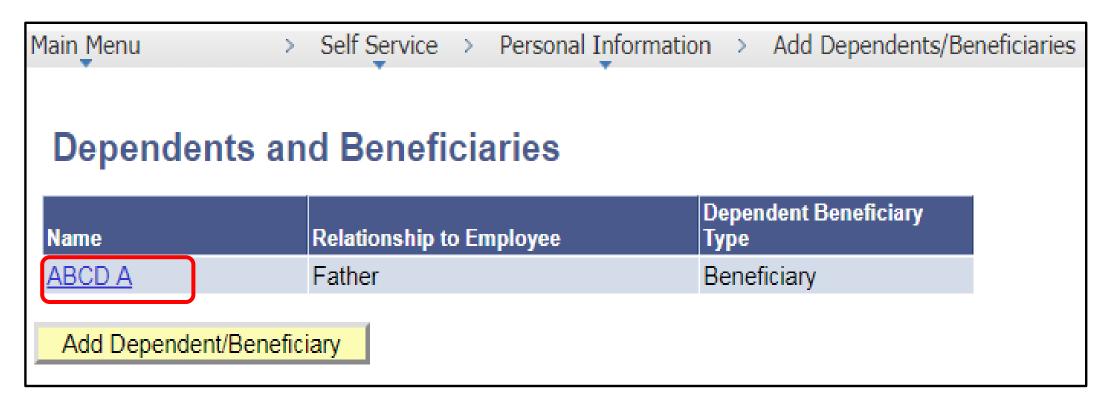




## 13 - Dependent Details Update Existing records

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

**Step 1 : Click on Name field** 





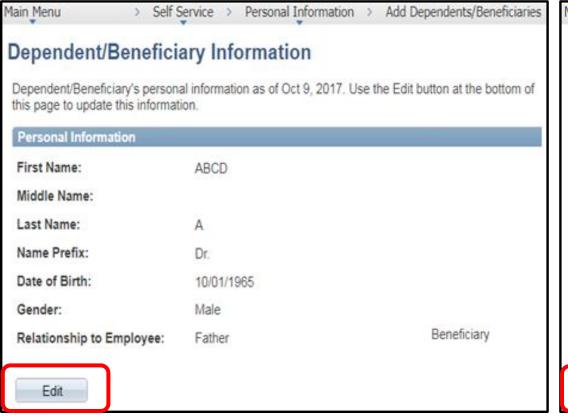


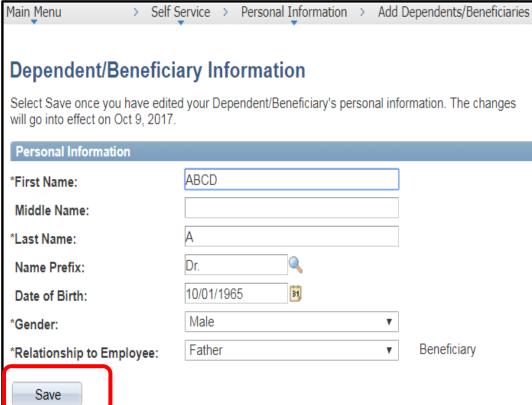
Step 2: Click on "Edit"

Step 3 : Validate the information and update whichever field is applicable such as "Name" "Gender'

"DOB" "Relationship etc..

Step 4 : Click on "Save"



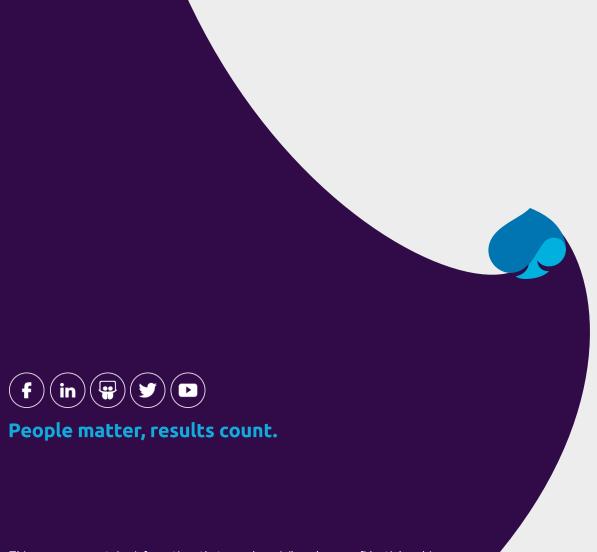




## Queries and Assistance

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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