

How to Update Your Personal Information

Log in to ESS > Personal Information



HOME & MAILING ADDRESS

Be sure to update your addresses as needed in order to receive important information relating to benefits, taxes, and more.



PHONE NUMBERS

Update your mobile, home, and other phone numbers here. All employees must have 1 valid non-work phone number on record.



EMAIL ADDRESSES

Keep your preferred email address on record to receive deadline reminders and other important communications.



NAME CHANGE

Update your name on record and submit supporting documentation (SS Card) via eUpload for approval.



EMERGENCY CONTACTS

Keep your best emergency contact(s) up to date in case of emergency.

NEED HELP?

Email HR at hrhelpdesk@rcuh.com
or call us at 808-956-8900.