

# How to Update Your Personal Information

Log in to ESS > Update 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](mailto:hrhelpdesk@rcuh.com)  
or call us at 808-956-8900.