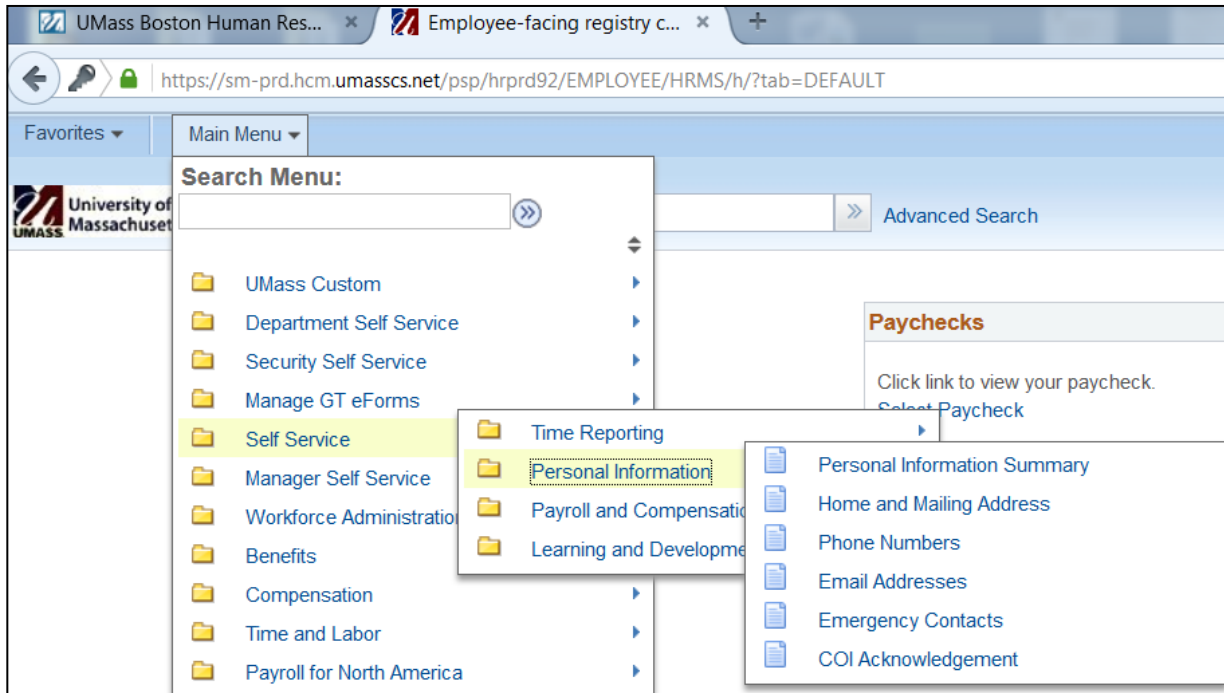# *Review Personal Information Summary*

1.	Click Menu (top left hand corner), Click Self Service, link - Click the Personal Information link, Click Personal Information Summary

2.	Personal Summary Click the Personal Information Summary link Review your current data Verify the Employee Name information Note: The employee name is view only. If the name is incorrect, contact the Human Resources Department. .