View and Update Personal Information

The Link is accessible through the Scotland County Website, How Do I…Employee Self- Serve URL: https://scotlandcountyncemployees.munisselfservice.com/default.aspx

Welcome Page

Select the "Log In" icon in upper right corner

Login Page

Input Username and Password

Welcome to Employee Self Service Page
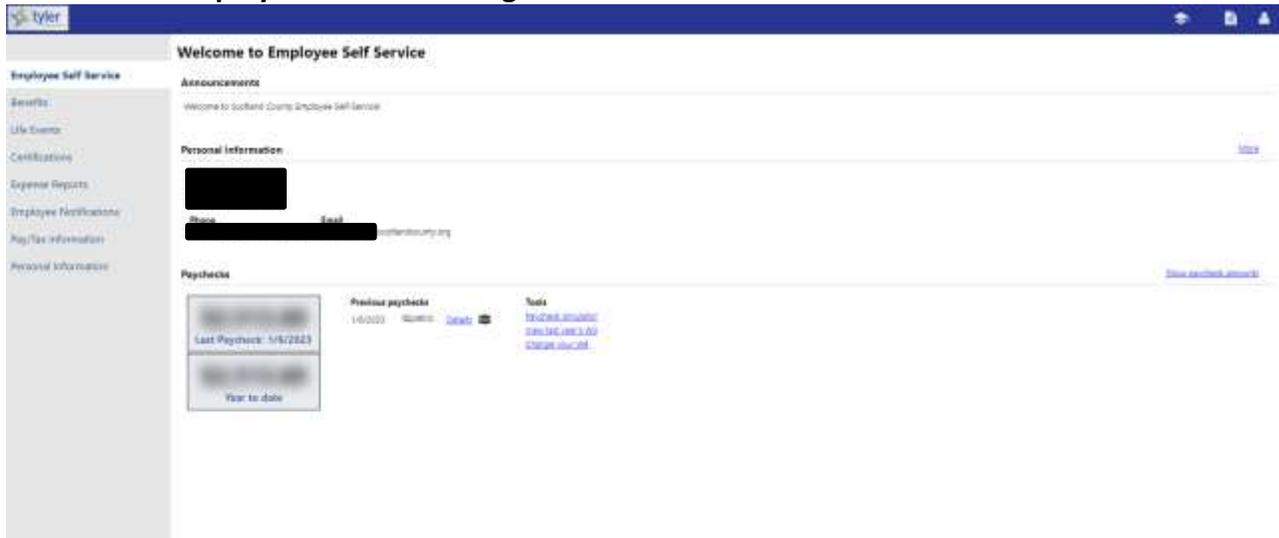
Select the Personal Information from the left menu.

Personal Information

General   Demographics   Contact   Dependents   Skills   Tax form delivery

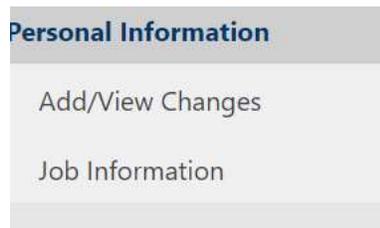Current information will display for each tab.

Select hyperlink "Edit" to make changes under these tabs.

<mark>Address/Phone/Name Changes</mark>

Address, Phone and Name Changes require a Personnel Action.
Select Personal Information from the left menu.
This opens the option for Add/View Changes

Select Add/View Changes

Profile Changes Page

Click on "Add an action"

Profile Changes

Recent actions in process

Back

OTHER

Select "Other"

Profile Changes

Recent actions in process

Back

ADDITIONAL PHONE   ADDRESS CHANGE   NAME CHANGE

Select the Personnel Action for the necessary change.
Complete the new information and "Submit"

NOTE: Name Changes will require an attachment that shows the new legal name.

Additional Phone

All phone numbers on file will be visible.
- Update existing number
- "Add another telephone number"
- Submit

Primary
☐

Type*
CELL PHONE ⌄

Number*
[   ]
required format (999) 999-9999

Comment
[   ]

Unlisted
☐

Text Opt-In
☐

Submit

+
Add another
telephone number

Address Change

Current Address on fill will be visible
- Update information
- Submit

Back

ADDRESS CHANGE

Please modify the fields below as needed to complete the home address change.

Line 1*

[REDACTED]

Line 2

City*

[REDACTED]

State*

NC

ZIP*

[REDACTED]

Submit

Name Change

Current name on file will be visible
- Update information
- Attached documentation showing the new legal name
- Submit

Back   **Submit action**

NAME CHANGE

Please modify the fields below as needed to complete the employee name change. Required fields will be indicated with a red asterisk.

First Name*

█████

Middle Name

██

Last Name*

█████

Suffix

Attachments

Choose File   No file chosen

Submit

The back out of the action screens, select the Back link in the blue banner.

Back

NAME CHANGE