

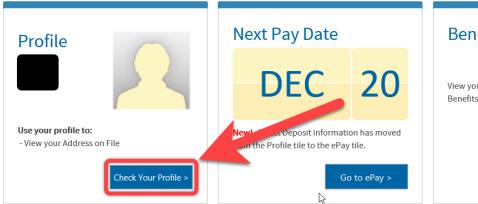
PERSONAL INFORMATION CHANGE

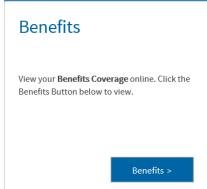
PERSONAL INFORMATION CHANGE REQUESTS ARE SUBMITTED THROUGH THE SECURE ONLINE PERSONAL INFORMATION CHANGE FORM ON THE EMPLOYEE SELFSERVICE (ESS) SITE

Please Note: The Personal Information Change for Physicians should be directed towards Physician Compensation.

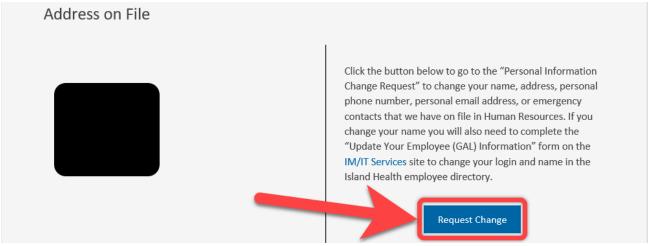
How to request a change to your current name, address, phone number, e-mail address or emergency contact information:

- 1. Go to the Employee SelfService (ESS) log in page on the intranet, https://selfservice.viha.ca/, and sign into the ESS portal.
- 2. Once signed into ESS, click on the Check Your Profile button on the Profile tile:





3. Click on the Request Change button to access the Personal Information Change Request form



4. In the Information Change Request section, select the option(s) you are requesting to be changed. You may select multiple options if you want to make multiple changes. When you select an option, the section corresponding to that option will appear where you can then enter your new information.

Perso	nal Information Cha	ange Reque	est island health	
YOUR INFORMATION				
Employee Name	Island Health	Employee Number	000000	
Department	00.00.000000000 COV Island Health Department	Work Phone	250.519.3500 x28411	
INFORMATION CHANGE REQUEST				
Change Request Type	NameAddressPhone/E-mailEmergency Contact	Effective Date	20/02/2020	
NOTE	Select multiple check boxes for al	l Personal Informat	ion changes that apply.	
PHONE/E-MAIL CHANGE				
	Current Information		New Information	
Home Phone	(250)519-7717			
Cell Phone	(250)519-7700			
Home Email	hraccess@viha.ca			
NOTE	If you receive scheduling shift of telephone number for ASC, please		and you wish to also update your ng ASC Link	

5. Once your new details are filled in, additional comments can be added in the User Comments box in the Submission Section. Be sure to review all the information you have entered to verify it is correct. Check the tick box to confirmation your information is accurate and click the Submit Request button.

SUBMISSION SECTION		
User Comments		
Confirmation	Check this box to confirm your information is accurate before submitting	
NOTE	Personal Information Change requests cannot be amended once submitted. If you have submitted a request in error, please submit a new request to correct your personal information.	
	Submit Request Cancel	

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Please consider the following when submitting a name change:

- Supporting documents MUST be attached (Birth or Marriage Certificate or Legal name Change Documentation). If you have Healthcare Benefits through Island Health, please include the MSP Group Change Request Appointment and/or Change of Beneficiary for Group Life forms. They can be found on the <u>Benefits and Pension Forms intranet page</u>.
- Change of Beneficiary for Group Life must be mailed to Employee Records & Benefits as the original is needed.
 - South Island Employee Records 3rd Floor, 63 Gorge Rd E Victoria, BC V9A 1L2
 - Central & North Island Employee Records 3rd Floor, 6475 Metral Drive Nanaimo, BC V9T 2L9
- Due to legal requirements, preferred names or alias cannot be used in the organization's HR
 information system. As well, punctuation within a name and hyphenated names cannot be
 accommodated will not be included in the name field. All hyphenated names will display as
 combined.
- 6. Once the request is submitted, you will receive a confirmation email to your Island Health email account.

PLEASE NOTE:

- 1. It is advisable to inform your emergency contact that you are sharing their details with us.
- 2. Please be aware that due to system limitations, punctuations cannot be included in the address filed. Please only submit an address change request if your address is incorrect.
- 3. If you receive scheduling shift offers through ASC, and you wish to update your telephone number in the ASC system, go to the ASC intranet page to submit your change.
- 4. Personal Information Change requests cannot be amended once submitted. If you have submitted a request in error, please submit a new request to correct your personal information.

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