ESS – Change Own Data

Location(s): myNKU ➔ Employee Self Service

Purpose: Employee Self Service (ESS) is available to all faculty, staff, and student employees. Tasks available in ESS include a variety of functions that pertain to Benefits. The information contained in this document is for maintaining Office Communication and location information. Virtual Private Network (VPN) is not necessary to access ESS.

ESS changes (phone, building and room location) will automatically update the NKU Directory within 24 hours. Be aware that ESS changes do not update:

- Delivery address within purchasing: Contact procurement services for this change.
- Student records: Contact the Registrar for this change.

1. Log into myNKU.
2. Select the Employee Self Service tab.
3. Select Personal Information.
4. Click Change Own Data.

If working multiple assignments, select the appropriate assignment. The first assignment listed will be your primary assignment. You will be able to input separate information for each concurrent assignment.

Click Continue.
5. Click Edit.

- Edit your telephone number, building and room location on campus.

6. Click Review.

The assignment for which you are entering information will display here.
7. Click Save if changes are correct.

**Note:** If there are changes that still need to be made, the previous step button will take you back to the edit page.

**Note:** A confirmation message will appear at the top of the screen indicating changes were saved.