Currently, Vanderbilt employees access and update their personal information through the **C2HR webpage**. In the future, employees will access and update this information through the **Personal Information** section of **Oracle Cloud**.

**Review and Update Your Personal Information**

1. Use the **Navigator** to access **Personal Information**.

2. The **My Details** page will be displayed.

3. Click **Edit** to update your information (e.g., phone, address).

4. Click the icons to view your information such as:
   - My Details
   - Payment History and Direct Deposit
   - Compensation
   - Employment Information

   **Note:** Benefits information will continue to be available in Benefits Express.

**View Payslips and Direct Deposit Information**

5. Beginning in January 2018, **Payslips** will be listed by date in Oracle Cloud under the **Pay** tab within **Personal Information**.

   Click the **check icon** next to any payment to view or print your detailed payslip.

6. Click **Manage** to view your direct deposit account(s).

   **Note:** You must continue to submit any changes to direct deposit bank information in person in Human Resources (Baker Building, 10th Floor).

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* **Note:** Employment data will be brought into Oracle Cloud as of December 2017. You will be able to access historical information, such as paycheck data, prior to this date using an archived version of the C2HR website rather than through Oracle Cloud.