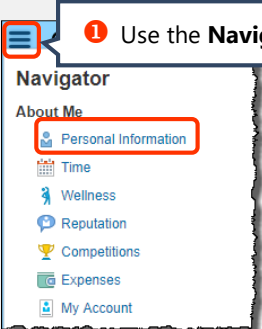


# SKYVU Quick Reference Guide: Accessing Your Personal Information

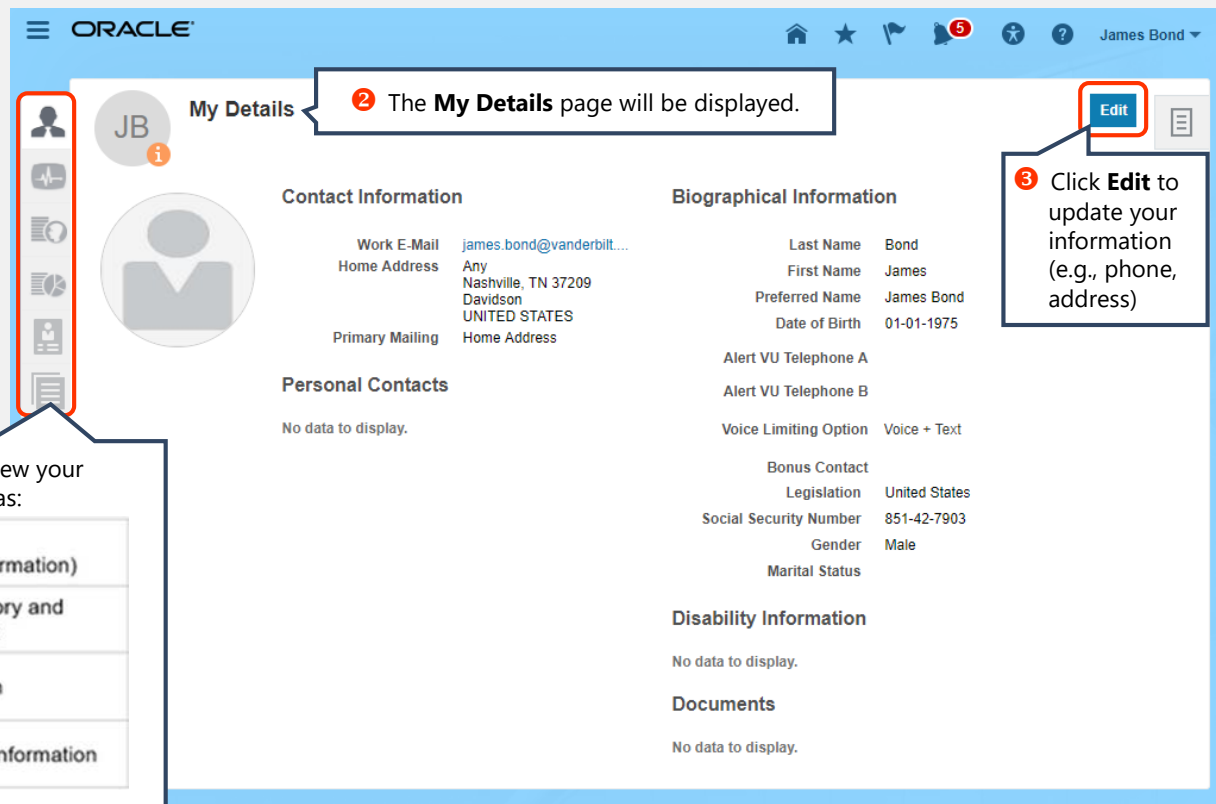
Your contact and paycheck information are contained in the Oracle Cloud **Personal Information** module within the **About Me** section of the **Navigator**. You can review and update your information within this module as shown below.

## 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 (Personal Information)
	Payment History and Direct Deposit
	Compensation
	Employment Information

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

**Contact Information**

Work E-Mail	james.bond@vanderbilt...
Home Address	Any Nashville, TN 37209 Davidson UNITED STATES
Primary Mailing	Home Address

**Biographical Information**

Last Name	Bond
First Name	James
Preferred Name	James Bond
Date of Birth	01-01-1975
Alert VU Telephone A	
Alert VU Telephone B	
Voice Limiting Option	Voice + Text
Bonus Contact	
Legislation	United States
Social Security Number	851-42-7903
Gender	Male
Marital Status	

**Personal Contacts**

No data to display.

**Disability Information**

No data to display.

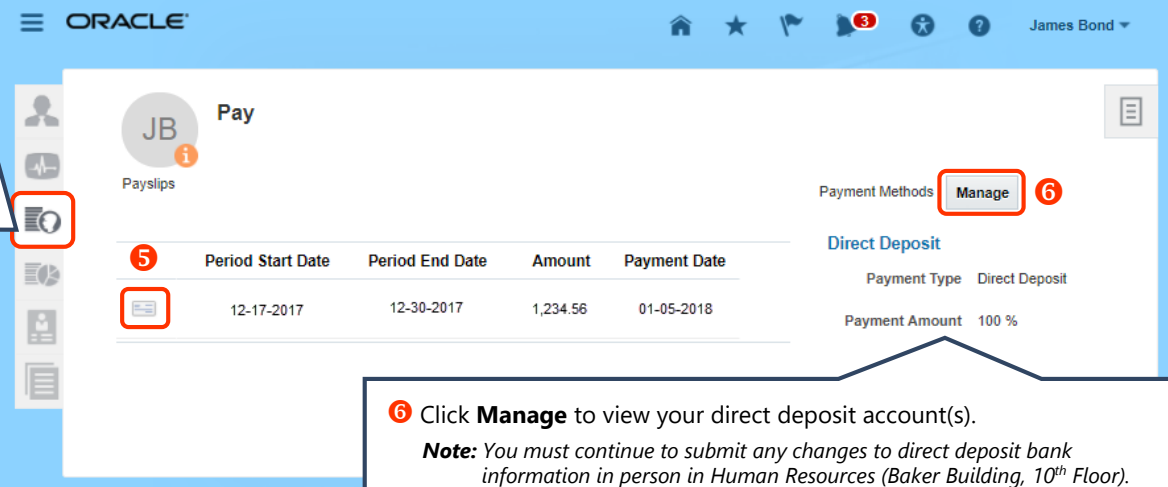
**Documents**

No data to display.

## View Payslips and Direct Deposit Information

**5** Currently, **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, 10<sup>th</sup> Floor).

**Pay**

Payslips

<b>5</b>	Period Start Date	Period End Date	Amount	Payment Date
	12-17-2017	12-30-2017	1,234.56	01-05-2018

**6** **Manage**

**Direct Deposit**

Payment Type	Direct Deposit
Payment Amount	100 %

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 You will be able to access historical information (as applicable), such as paycheck data, prior to this date using an archived version of the C2HR website rather than through Oracle Cloud.