











TILE 1: PERSONAL DETAILS

Personal Details

<p>Addresses</p>  <p>Updated 10/06/2022</p>	<p>Contact Details</p>  <p>4 Details</p>	<p>Emergency Contacts</p>  <p>1 Contact</p>	<p>Name</p>  <p>Updated 10/18/2021</p>
<p>Pronouns</p> 	<p>Ethnic Groups</p>  <p>1 Ethnic Group</p>	<p>Disability</p>  <p>Updated 10/18/2021</p>	<p>Veteran Status</p>  <p>Updated 10/18/2021</p>
<p>Form I-9</p>  <p>Updated 10/18/2021</p>	<p>Additional Information</p> 		



Address & Contact Details

Please review and make any updates to this information as necessary.

Emergency Contact

You are required to enter at least one emergency contact. Use the + sign to add in their information in case of emergency. Be sure to click SAVE.

Name

Please note Self-Service will still contain your legal name in certain sections.

Pronouns

Here you can voluntarily self-identify your pronouns which will be publicly available in the campus directory.

EEOC Data - Ethnicity, Disability & Veteran Status

As a central element of its commitment to excellence, Holy Cross seeks to create a diverse student, faculty, and staff community. **It is important for the College to collect identifying information for initiatives that support a diverse and inclusive community.** While you are not required to provide the College with this information, this information provides the College with an accurate portrait of the workforce for reporting purposes.

Additional Information

Please review the details in additional information and report any errors to HR at [HR](#)

***Note Regarding the Form I 9 Tile** - The Form I-9 was made available in PeopleSoft as of November 2012, replacing the College's previous solution used to manage the Form I-9. Employees hired prior to November 2012 may have an **Action Required** message displayed on the Form I-9 tile that can be ignored. Please contact HR with any questions.

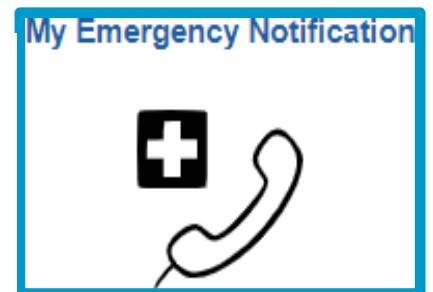
TILE 2: BENEFIT DETAILS

Please access this tile to review your beneficiary and dependent information



TILE 3: MY EMERGENCY NOTIFICATION

Click the tile to view and manage your Emergency Notifications data and settings. Please note, this information will only be used in event of an emergency by the Holy Cross Emergency Notification System and Human Resources. It is strongly encouraged that all employees with a mobile number receive these emergency notifications, however you can select “opt-out” in the acknowledgment section. Please remember to update your information if it changes in the future. To learn more about HC Alerts including instructions on how to download the complementary RAVE Guardian Safety app, please visit Public Safety’s website.



TILE 4: PAYROLL & COMPENSATION

Access this tile to check your direct deposit, W-4, and W2 information. If you require any changes to Massachusetts Tax Withholdings, **please ask HR for the M-4 form.**



Have questions or need assistance, please email [HR](#).