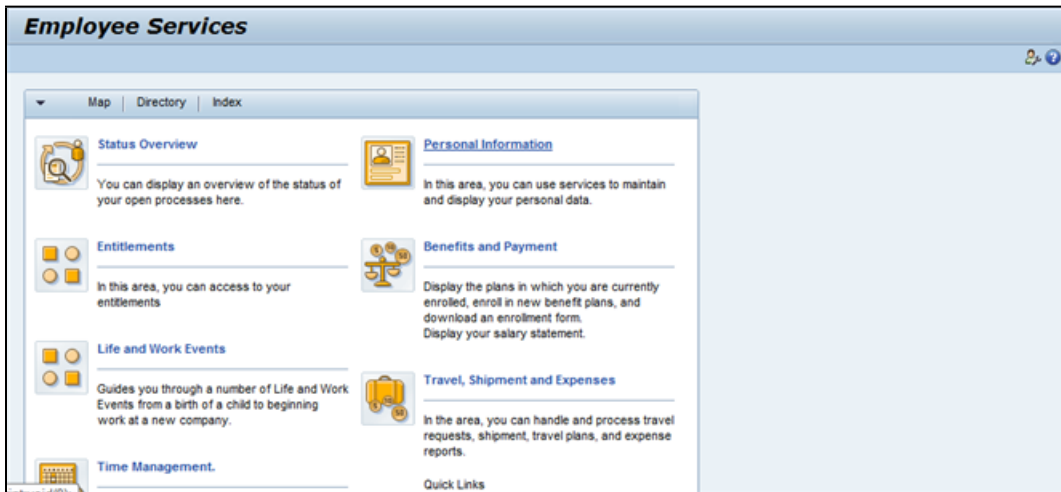


Change Marital Status

Procedure

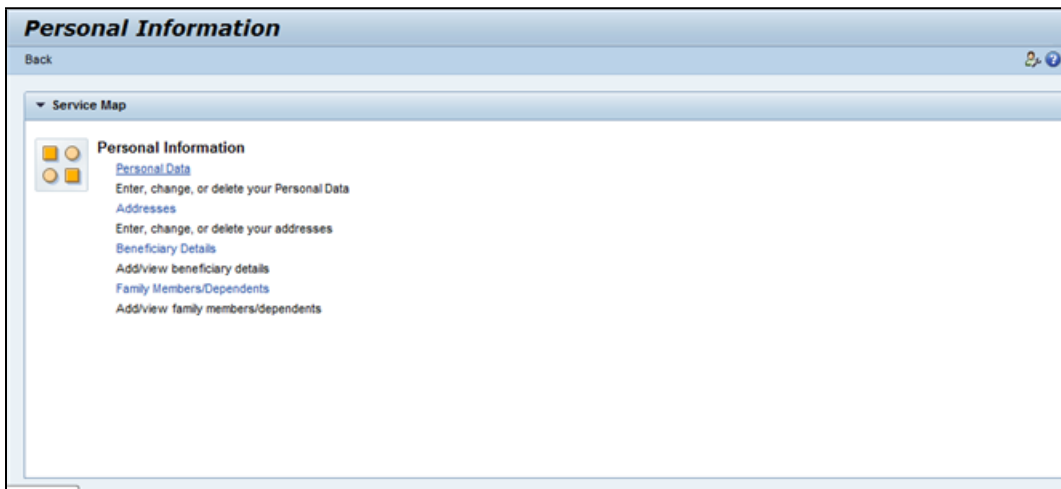
1. Start the transaction using the menu path or transaction code.

Employee Services



2. Click Personal Information link label [Personal Information](#).

Personal Information



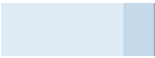
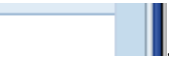
3. Click Personal Data link label [Personal Data](#).

Change Marital Status

Fill Out Form Personal Data Details

4. Click [Update] link label [Update](#).
5. Click New Marital Status: combo box .

Fill Out Form Personal Data Details

6. Drag  to .
7. Click By clicking on this box, I am certifying the above. check box By clicking on this box, I am certifying the above.

Change Marital Status

Fill Out Form Personal Data Details

Update Marital Status

Please certify your marital status. It is important to note that marital status change may impact entitlements and benefits.

Marital Status

Name: Ruth SMITH
 Index Number: 00034328
 Date of Birth: 27.08.1962
 Current Marital Status: Single
 Current Marital Status Effective Date: 27.08.1962
 New Marital Status: Married & Related
 New Marital Status Effective Date: 01.07.2014

Certification

I, staff member, certify that the information that I have provided is correct and up to date, and that any false certification of information and misrepresentation of facts relating to my marital status I am also aware of my obligation to inform the Organization of any change in any situation that would have an effect on my family status and entitlements.

Moreover, I acknowledge that I may be required to provide supporting documentation at any time to OHRM, OIDS, or other designated office, for monitoring or auditing purposes. My failure to do so may result in discontinuance of the impacted entitlement, and could result in disciplinary action.

By clicking on this box, I am certifying the above.

[Back](#)



8. Drag  to .

Fill Out Form Personal Data Details

etails

Expand

tal status change may impact entitlements and benefits.

9. Click Expand tray button .
10. Click Expand tray button .

Change Marital Status

Fill Out Form Personal Data Details

The screenshot shows a web form titled "Fill Out Form Personal Data Details". At the top, there is a progress bar with three steps: 1. Fill Out Form (highlighted in yellow), 2. Review and Send, and 3. Confirmation. Below the progress bar are navigation buttons: "Previous", "Next" (with a right arrow), and "Save Draft". The main content area is mostly blank, with a warning message at the bottom: "Marital status change may impact entitlements and benefits."

11. Drag to .
12. Click Add Attachment button .

Fill Out Form Personal Data Details

The screenshot shows the same form as above, but with the "Attachment" section expanded. Under "Form Utilities", there is an "Attachment" section. It contains a label "Attachment Type:" followed by a dropdown menu, a text input field, and "Browse...", "Upload", and "Cancel" buttons. Below these are "Add Attachment" and "Delete Attachment" buttons. The "Update Marital Status" section is also visible, with a warning message: "Please certify your marital status. It is important to note that marital status change may impact entitlements and benefits." and a "Marital Status" label.

13. Click Attachment Type: combo box .

Change Marital Status

Fill Out Form Personal Data Details

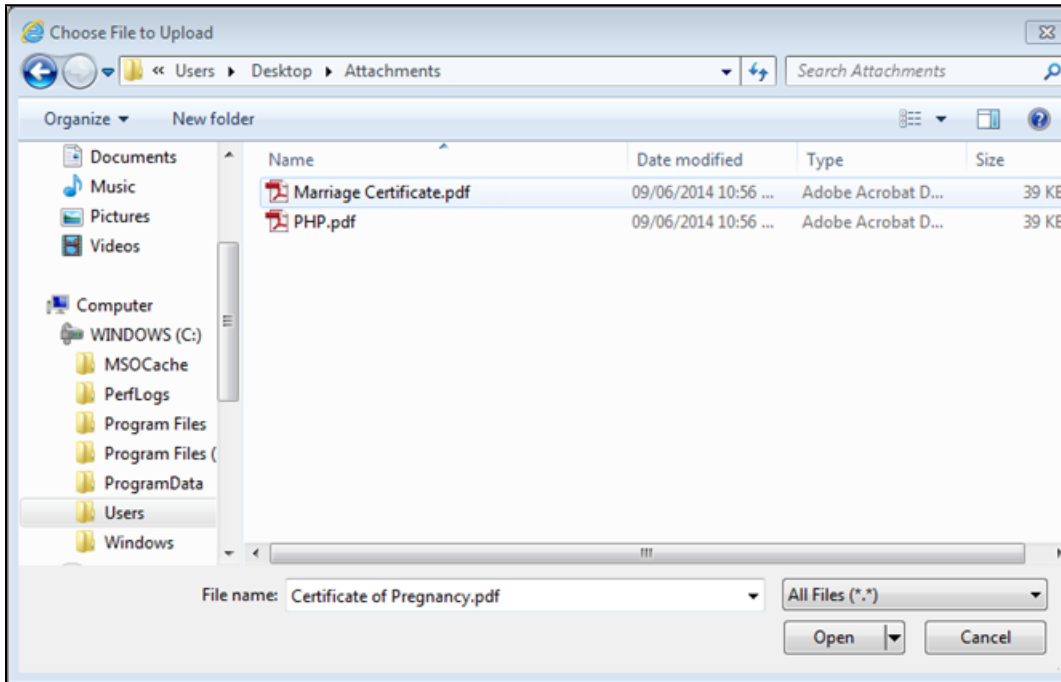
14. Click General Attachments list item **General Attachments**.


Fill Out Form Personal Data Details

15. Click button **Browse...**.

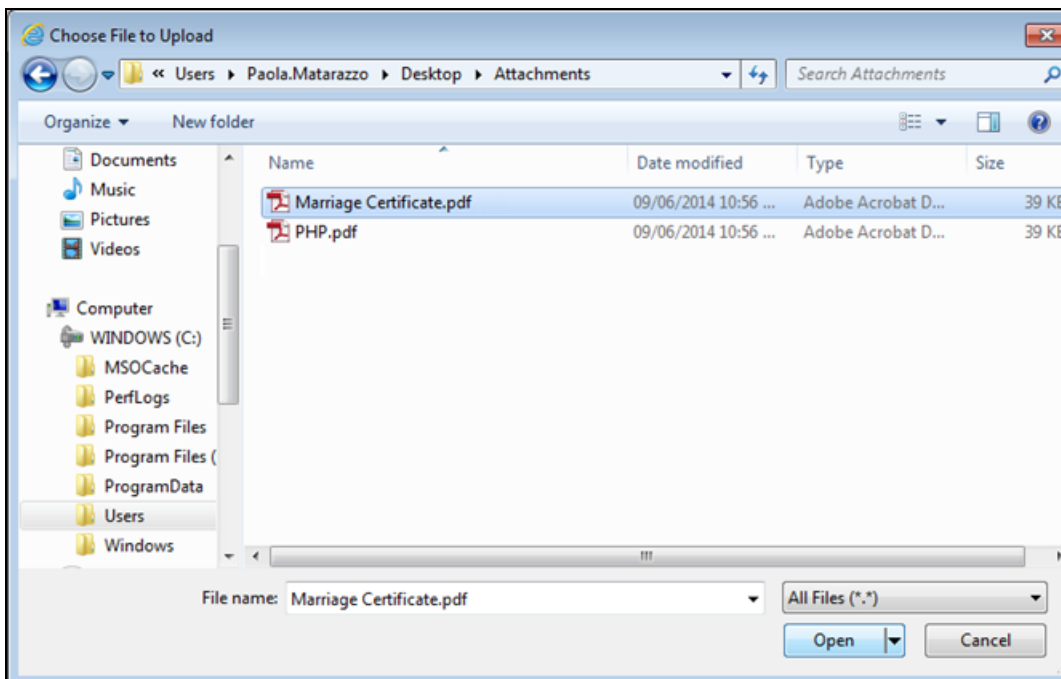
Change Marital Status

Choose File to Upload

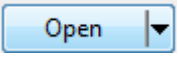


16. Click Marriage Certificate.pdf list item  Marriage Certificate.pdf .

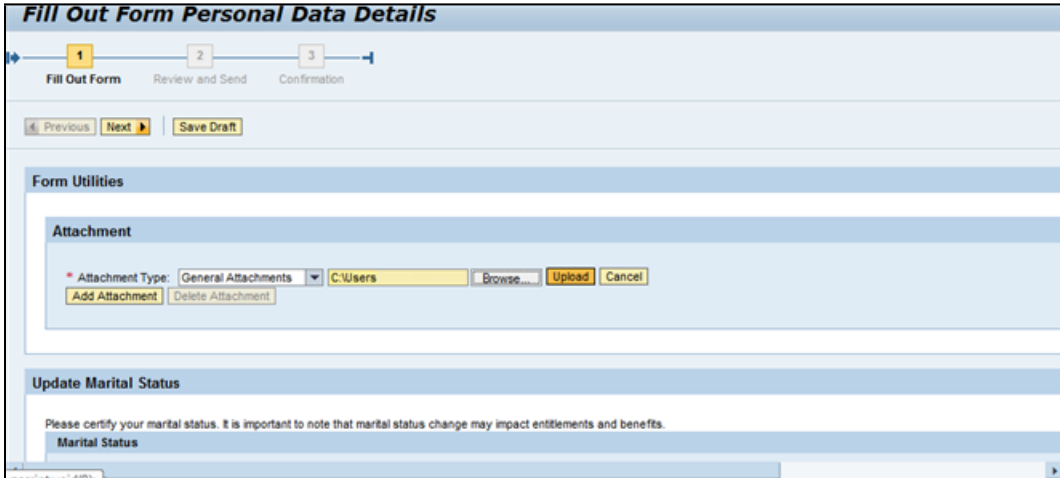
Choose File to Upload




Change Marital Status

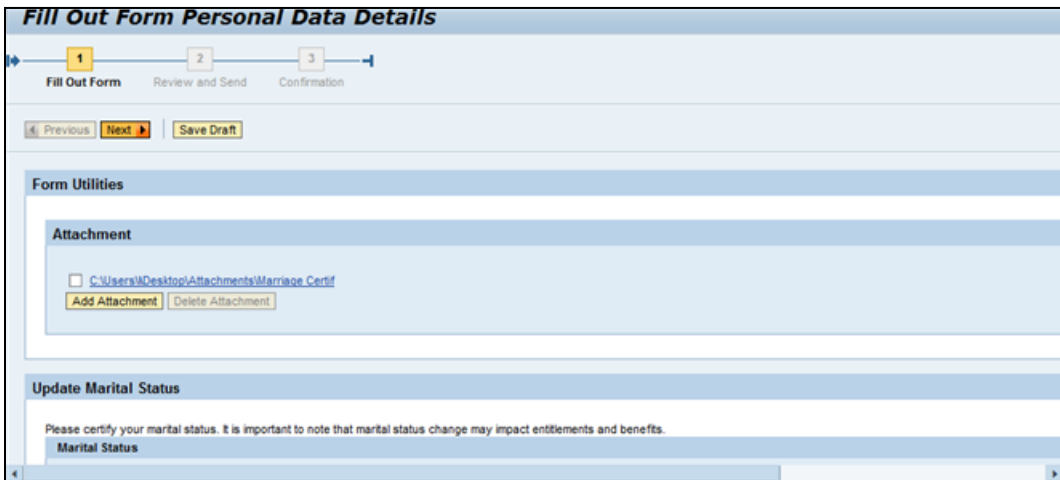
17. Click Open button .


Fill Out Form Personal Data Details



18. Click Upload button .

Fill Out Form Personal Data Details



19. Click Next button .

Change Marital Status

Review Form Personal Data Details

Review Form Personal Data Details

Record stored only in Additional Actions infotype. Save - [Display Help](#)

[Display Message Log](#)

1 Fill Out Form 2 Review and Send 3 Confirmation

[Previous](#) [Send](#)

Form Utilities

Attachment

[C:\Users\Desktop\Attachments\Marriage_Certif](#)

[Add Attachment](#) [Delete Attachment](#)

20. Click Send button [Send](#).

Personal Data - Umoja training portal - T1J - Windows Internet Explorer

umojja Search: [] Log off

Employee Self-Service SM User Map

Overview My Worklist

Employee Self-Service SM > Overview Full Screen Options

Step Completed

Data sent (process reference number: 00000000052)

[Display Message Log](#)

1 Fill Out Form 2 Review and Send 3 Confirmation

[Previous](#) [Next](#)

21. Check the confirmation message Data sent (process reference number: 00000000052).