'How to'
in Edison

PARTNERS FOR HEALTH
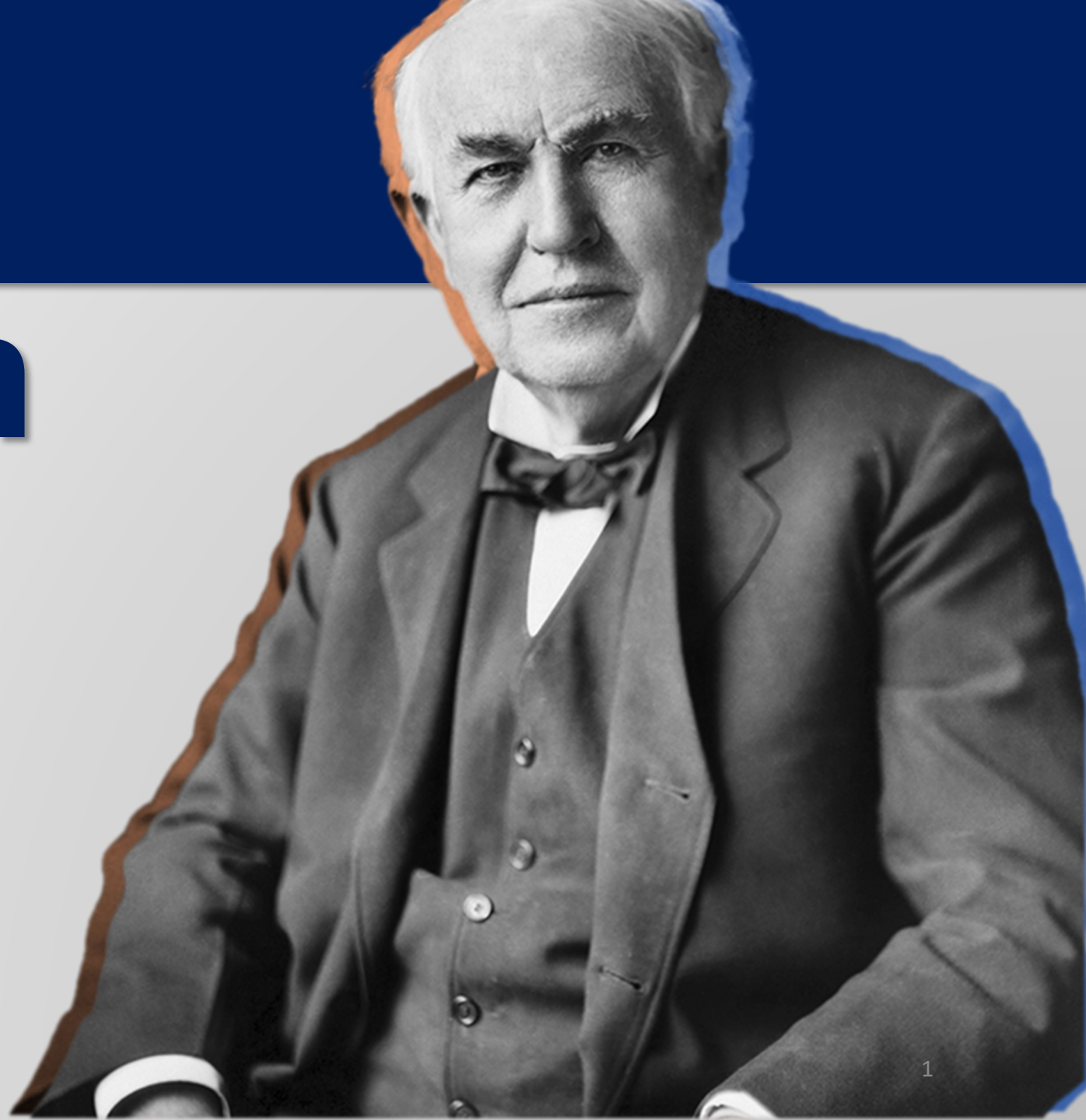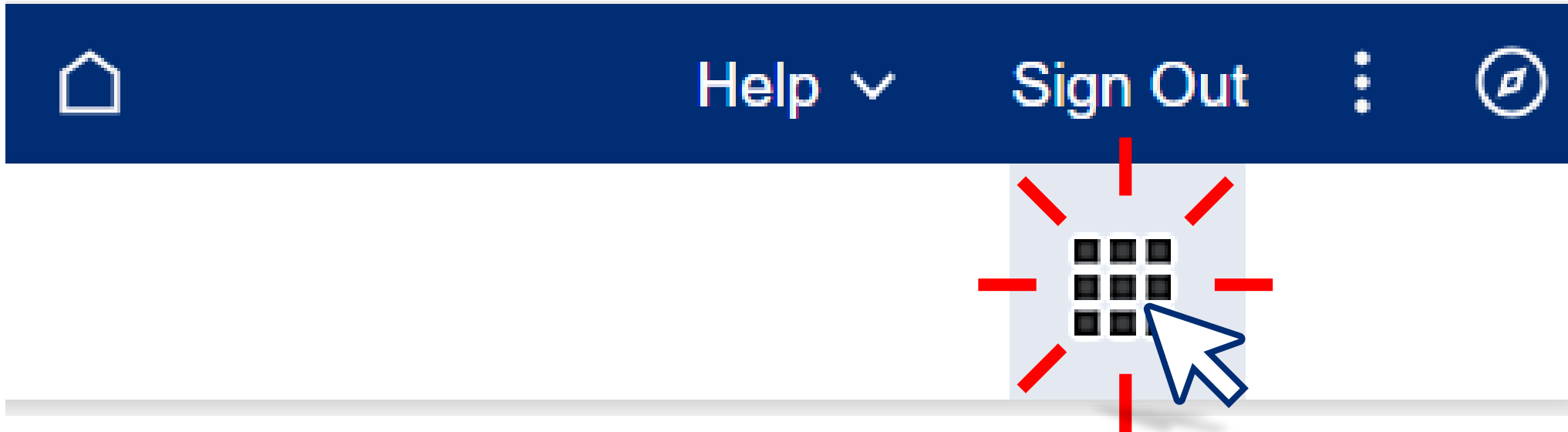
'How to'
modify an employee

PAR **TN** **ERS**
FOR HEALTH
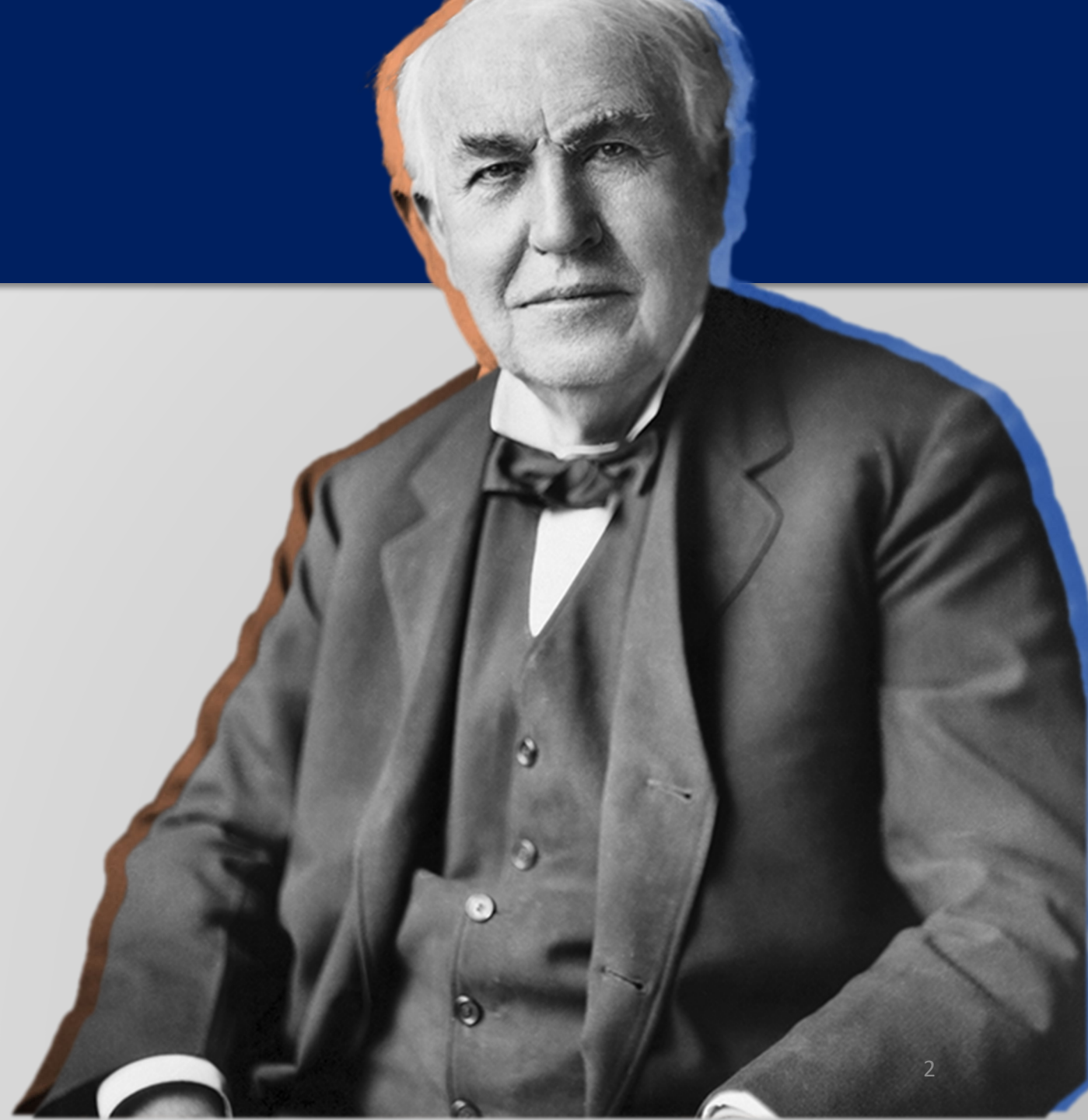
From the Edison homepage click on the 'matrix' at the top, right-hand side of the page.

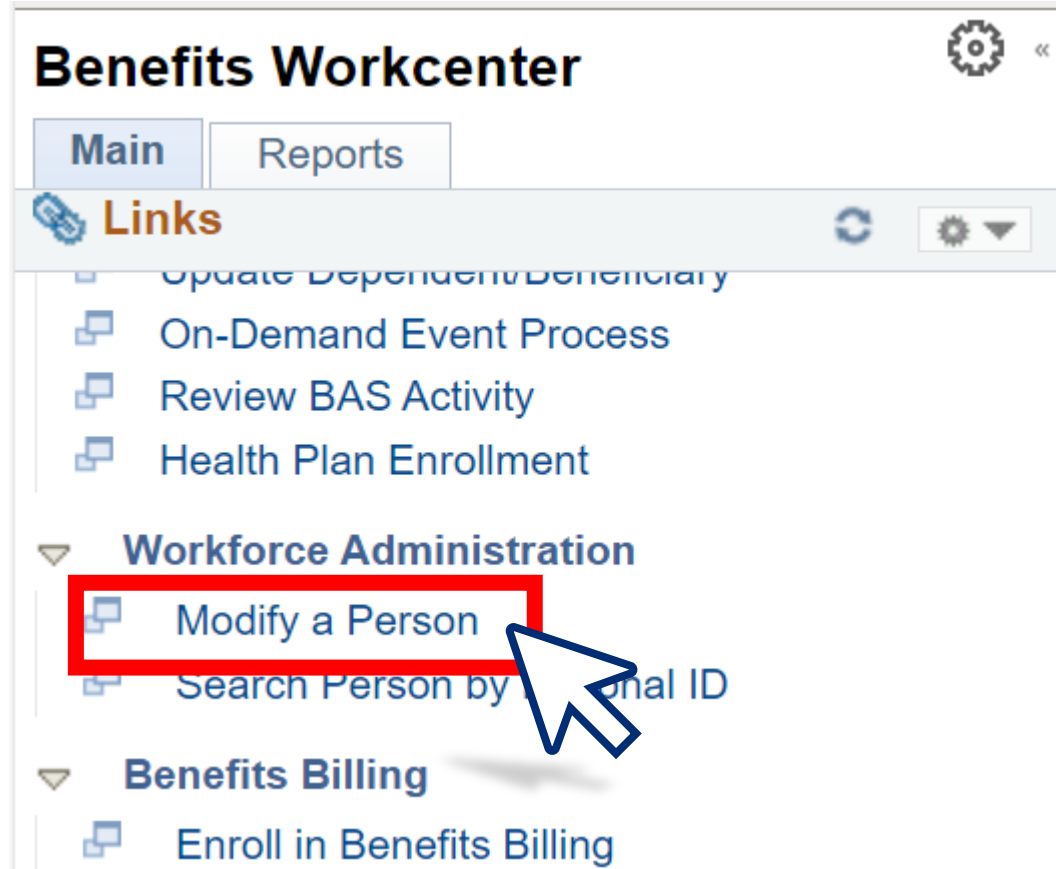# Select "Benefits WorkCenter" located under the WorkCenters header.

Select "Modify a Person."

Enter the employee's Edison ID then click "Search."

'How to' update an employee's marital status
PARTNERS FOR HEALTH
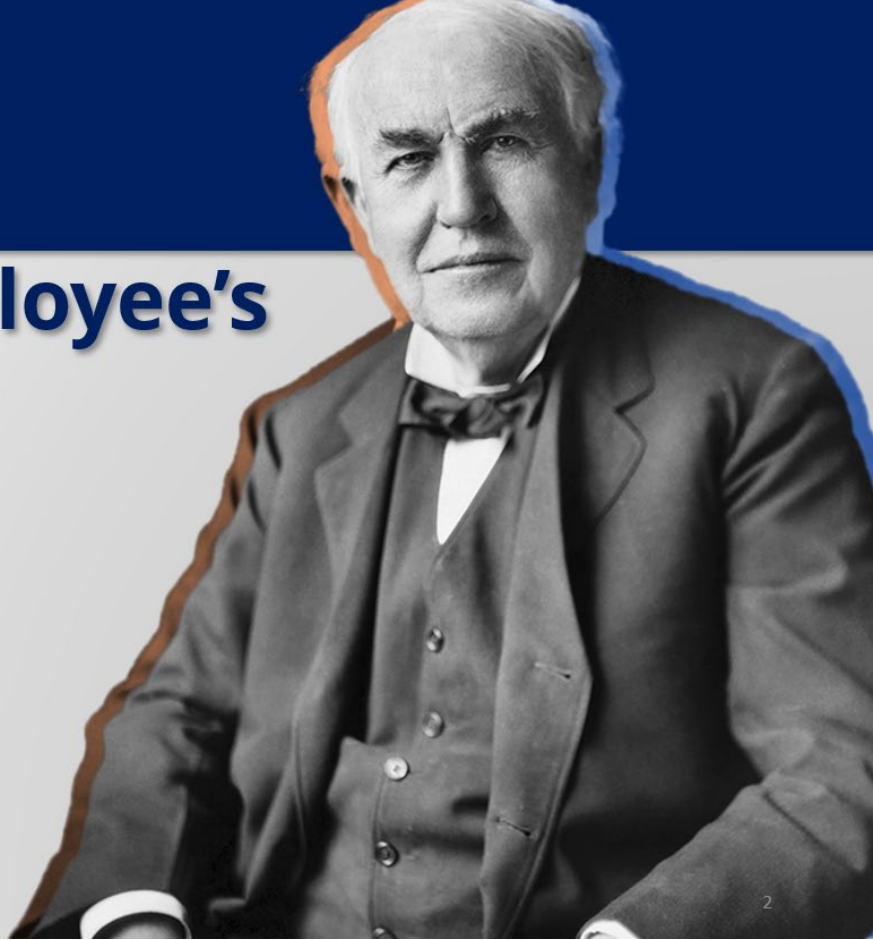
'How to' update an employee's Social Security number
PARTNERS FOR HEALTH
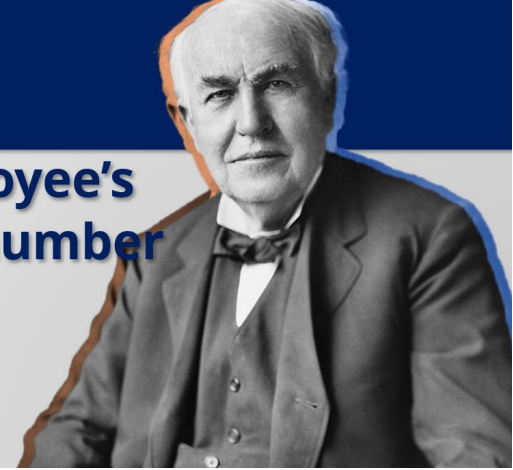
'How to' update an employee's date of birth
PARTNERS FOR HEALTH
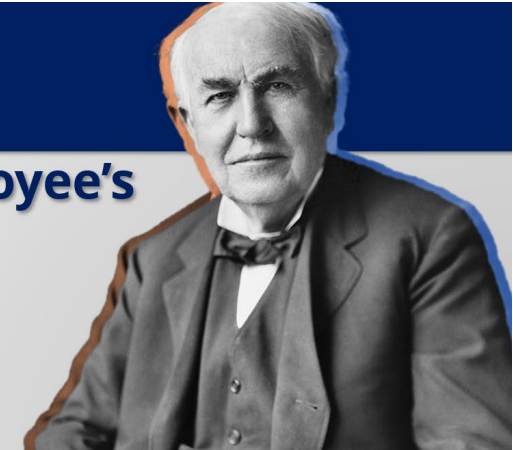
'How to' update an employee's name
PARTNERS FOR HEALTH
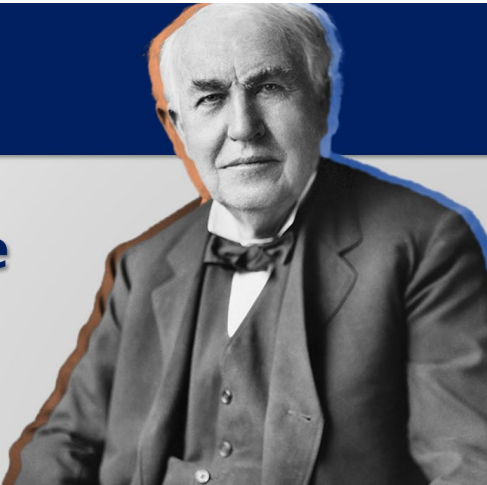
'How to' update an employee's mailing address
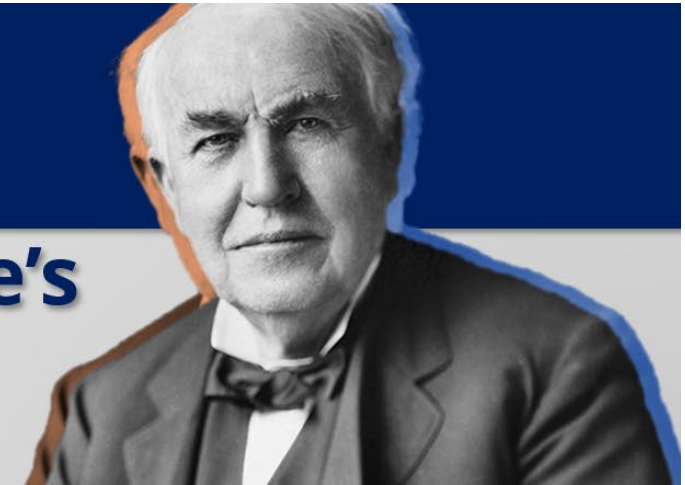
1. **Change the effective date to today's date – this is the day the change took place.**

2. **Change your selection in the "marital status" field.**

Change the "As of" date to match the effective date.

Click here to go back to 'How to' choices

If you're only updating the employee's marital status, click the save button at the bottom of the page to save your changes.

PAR**TN**ERS
FOR HEALTH

Click here to go back to 'How to' choices

Click on the calendar icon next to date of birth

Biographic Information

Date of Birth: 08/05/1982   Years 40   Months 6

Date of Death:

Birth Country: USA   United States

Birth State:

Birth Location   Birth Location: ☐ Waive Data Protection

PAR**TN**ERS FOR HEALTH

Click here to go back to 'How to' choices

Select the correct date.

PARTNERS FOR HEALTH

Click here to go back to 'How to' choices

If you're only updating the employee's date of birth, click the save button at the bottom of the page to save your changes.

Click here to go back to 'How to' choices

Click on the 'plus sign' icon (+). This adds a row to the name section – adding a row creates a new record for that employee while keeping the historical record.

Click here to go back to 'How to' choices

Click "Edit Name."
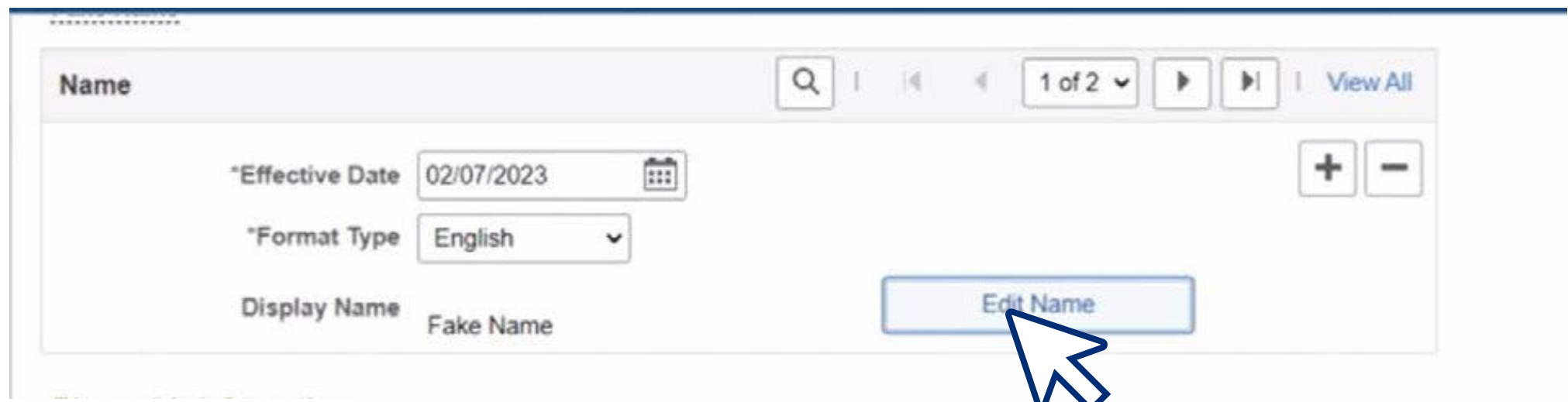
Click here to go back to 'How to' choices

Add the first and last name of the employee you're updating. Then, click "OK."

PAR**TN**ERS
FOR HEALTH

Click here to go back to 'How to' choices

If you're only updating the employee's name, click the save button at the bottom of the page to save your changes.

Click the "Contact Information" at the top of the page.

Biographical Details	Contact Information	Regional

Notreal Name   Person ID   00599047

Name   🔍 | ◄ ◄ | 1 of 3 ▼ | ► ►| | View All

*Effective Date 02/07/2023 🗓

*Format Type English ▼

+ −

Click here to go back to 'How to' choices

Click the "view address detail" link.

Click here to go back to 'How to' choices

Click the plus sign (+) icon, then select "Add Address" link.

Make your changes where necessary. Then, click "OK"

Edit Address

Country United States

Address 1 110 40th Ave N

Address 2

Address 3

City Nashville

State TN 🔍 Tennessee

OK Cancel

PARTNERS FOR HEALTH

Click here to go back to 'How to' choices

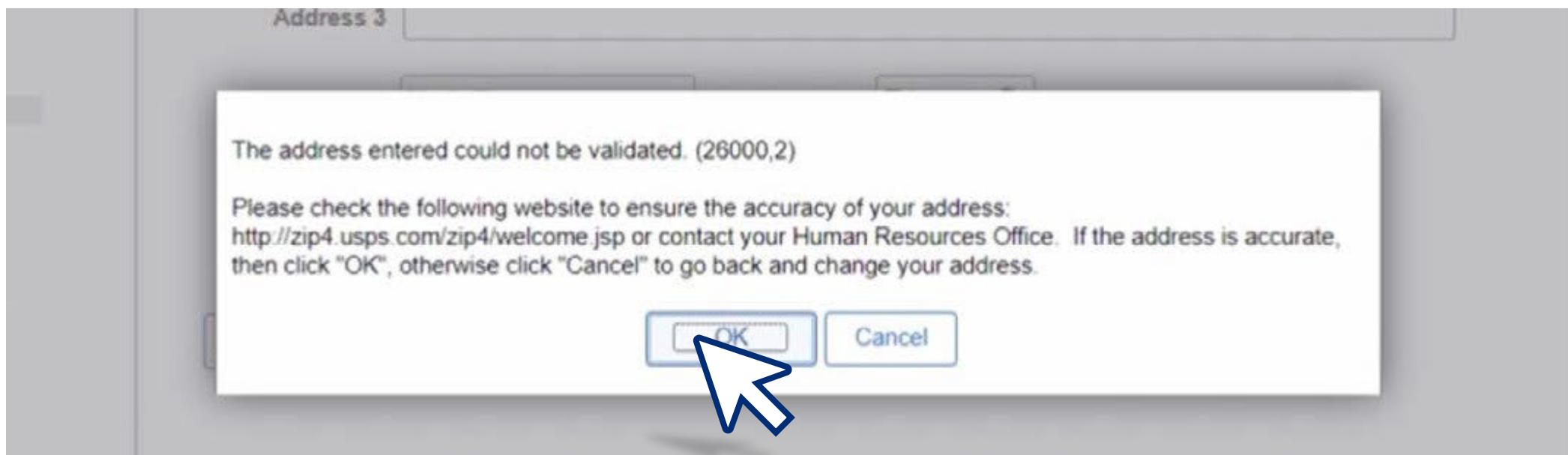**Please note:** A verify address message may appear. If you are sure the address is correct, click OK. If you're not sure, copy the web link starting with http and ending with jsp and pasting it into your browser's address bar and hit enter - to verify the accuracy of the address.

Address 3

The address entered could not be validated. (26000,2)

Please check the following website to ensure the accuracy of your address:
http://zip4.usps.com/zip4/welcome.jsp or contact your Human Resources Office. If the address is accurate, then click "OK", otherwise click "Cancel" to go back and change your address.

OK   Cancel

PARTNERS FOR HEALTH

Click here to go back to 'How to' choices

After all changes are made to employee's address, click "OK."

This will return you to the Contact Information page.

If you're only updating the employee's mailing address, click the save button at the bottom of the page to save your changes.

PARTNERS FOR HEALTH

Click here to go back to 'How to' choices

Scroll down to the bottom of the page to the "National ID" section.

Biographical Details   Contact Information   Regional

Person ID

| Name | | 🔍 | ❘ ❘< < | 1 of 2 ⌄ | > >❘ | ❘ View All |

*Effective Date 03/18/2024 📅   ➕ ➖

*Format Type English ⌄

Display Name   Edit Name
Amy Rouchon

Biographic Information

*Date of Birth 03/04/1980 📅   Years 44   Months 0

Date of 📅

Click here to go back to 'How to' choices

Under "National ID Type," click the down arrow and change Social Security number to 'Former SSN.'

Click here to go back to 'How to' choices

Click the plus sign (+) icon to make a new row.

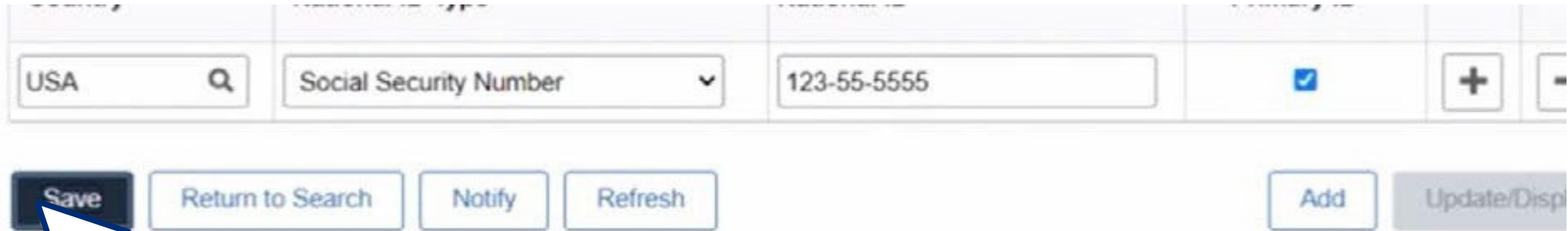**Type in the correct Social Security number. Then, click the Primary ID box to the row with the correct Social Security number.**

PAR**TN**ERS
FOR HEALTH

Click here to go back to 'How to' choices

If you're only updating the employee's Social Security number, click the save button at the bottom of the page to save your changes.

Click here to go back to 'How to' choices