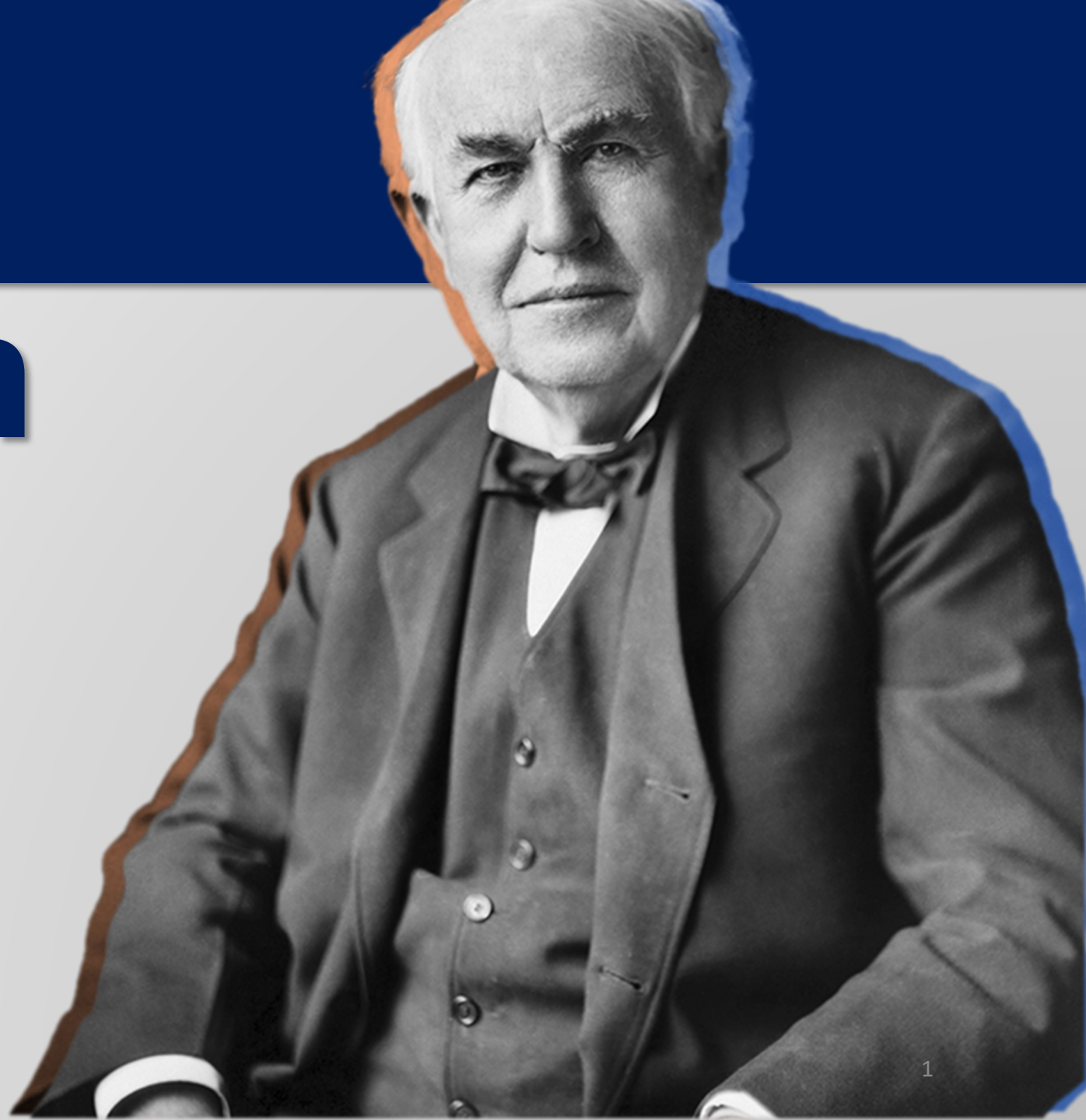


'How to' in Edison

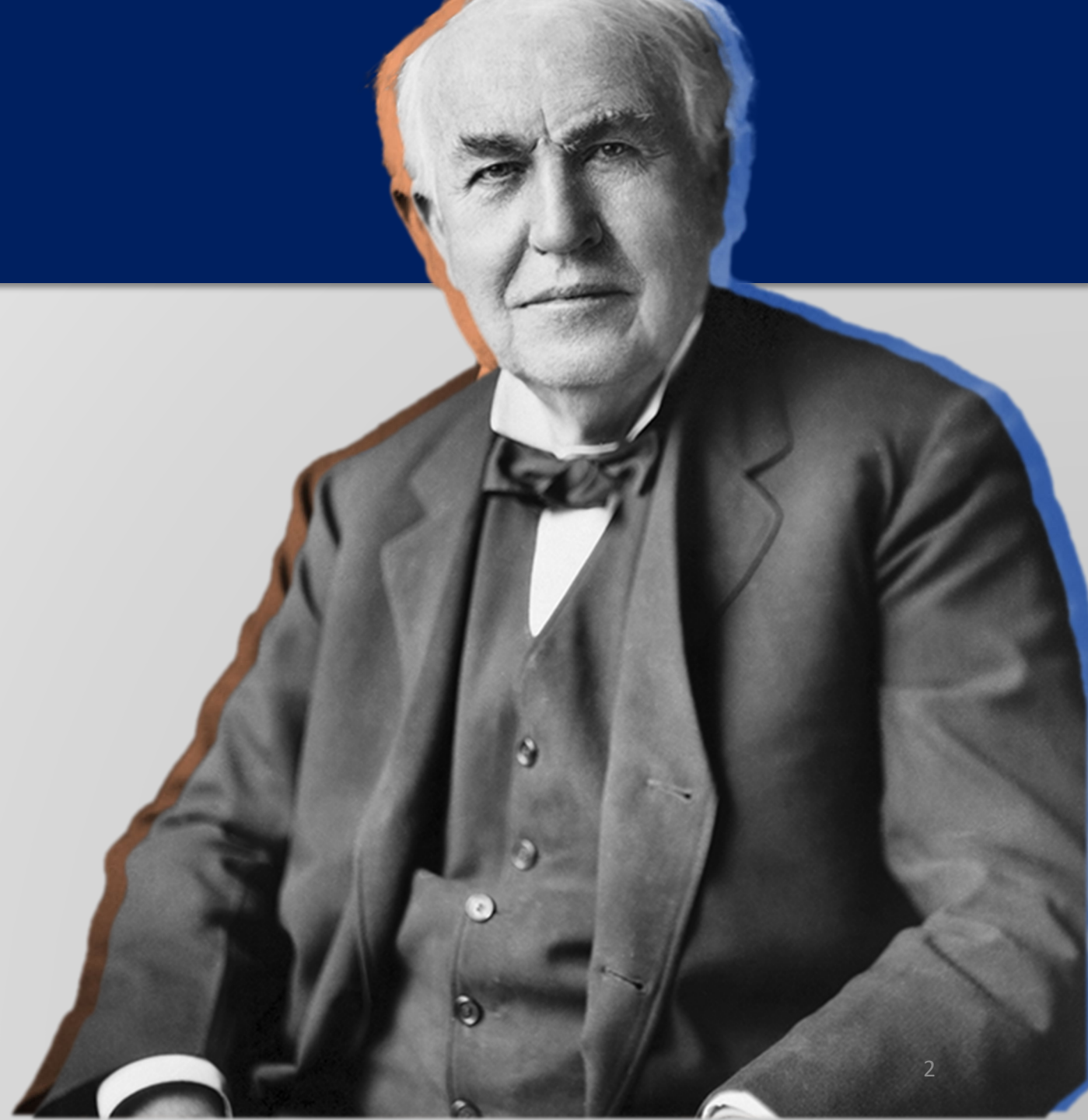
PARTNERS
FOR HEALTH



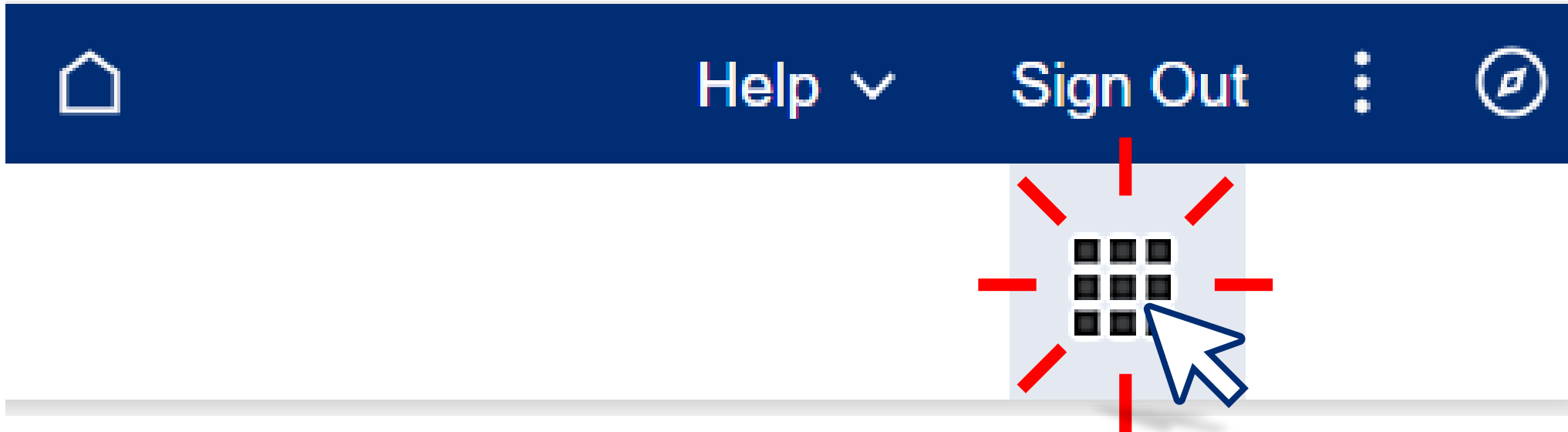
'How to'

modify an
employee

PARTNERS
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.

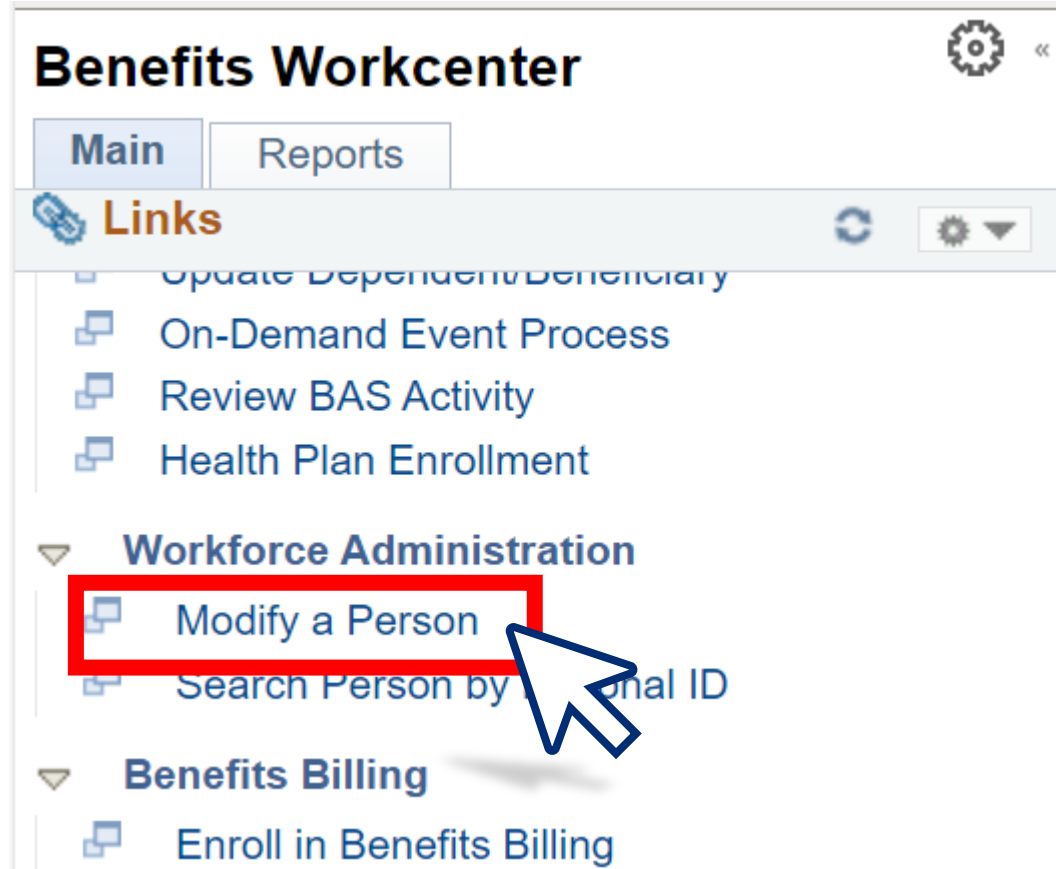
The screenshot shows the top navigation bar of the TN Edison portal. The bar is dark blue with the 'TN edison' logo on the left. A red alert banner in the center says 'You have 1 Alert'. On the right, there are icons for home, help, and sign out. Below the navigation bar, there are five main menu categories: 'Benefits & Health', 'Learning & Career', 'Pay & Tax', 'Time & Leave', and 'Travel & Expense'. A grid icon is visible on the right side of the menu. The 'Learning & Career' category is expanded, showing a list of links under the 'WorkCenters' header. The 'Benefits WorkCenter' link is highlighted with a red box and a blue mouse cursor. Other links in the 'WorkCenters' list include 'Expenses WorkCenter', 'HR WorkCenter', and 'Learning Home WorkCenter'. The 'General Information' section includes links like 'ADA Information', 'Benefits News', 'ELM News', 'Edison Metrics and Standards', 'Finance News', 'HR News', 'Payroll Calendars', 'Payroll News', 'Procurement News', and 'Security Information'. The 'Other Applications' section has a link for 'Report Manager'. The 'User Guides & Support' section includes links for 'Benefits Support Info', 'ELM Support Info', 'Finance Support Info', 'HR Support Info', 'Payroll Support Info', 'Procurement Support Info', 'Time & Labor Support Info', 'User Guides: 3rd Party', 'User Guides: FSCM', and 'User Guides: HCM'. A 'Quick Links' section is visible on the left side of the expanded menu, with a sub-header and a paragraph of text.

Quick Links

The links provided here are a curated list of popular links, and various external links. Power users can access workcenters and other systems.

WorkCenters	General Information	Other Applications	User Guides & Support
Benefits WorkCenter	ADA Information	Report Manager	Benefits Support Info
Expenses WorkCenter	Benefits News		ELM Support Info
HR WorkCenter	ELM News		Finance Support Info
Learning Home WorkCenter	Edison Metrics and Standards		HR Support Info
	Finance News		Payroll Support Info
	HR News		Procurement Support Info
	Payroll Calendars		Time & Labor Support Info
	Payroll News		User Guides: 3rd Party
	Procurement News		User Guides: FSCM
	Security Information		User Guides: HCM

Select "Modify a Person."



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

« **Personal Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

Empl ID begins with ▼ 00599047

Name begins with ▼


Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History Correct History Case Sensitive

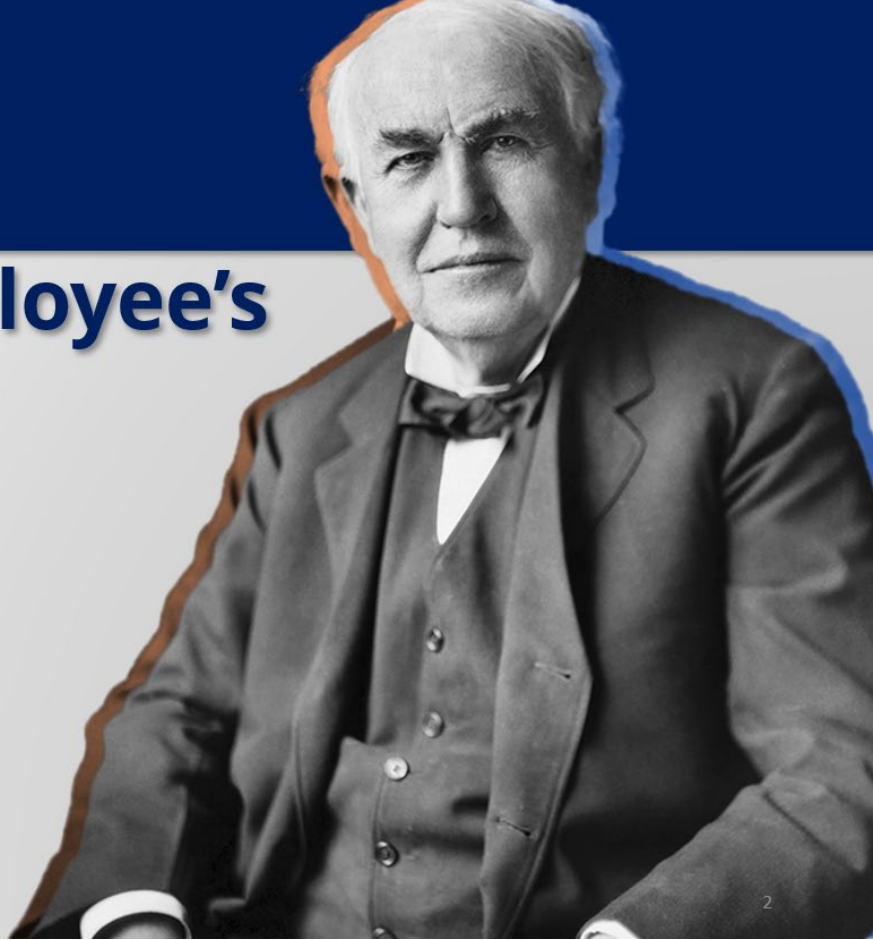
Search **Clear** Basic Search  Save Search Criteria



'How to'

update an employee's marital status

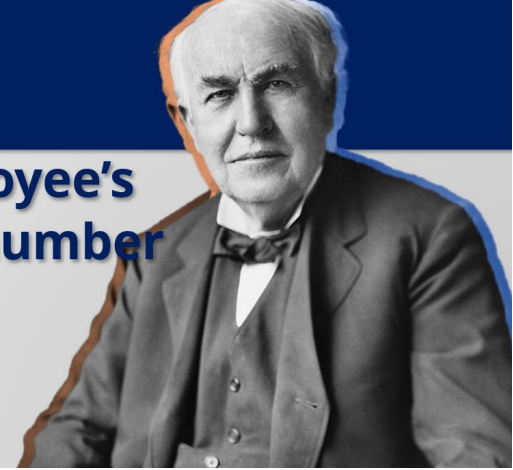
PARTNERS
FOR HEALTH



'How to'

update an employee's Social Security number

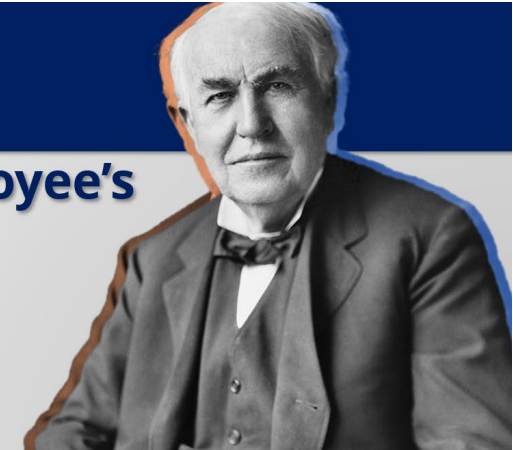
PARTNERS
FOR HEALTH



'How to'

update an employee's date of birth

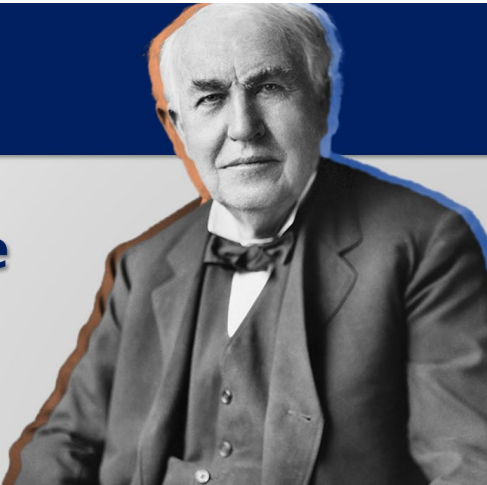
PARTNERS
FOR HEALTH



'How to'

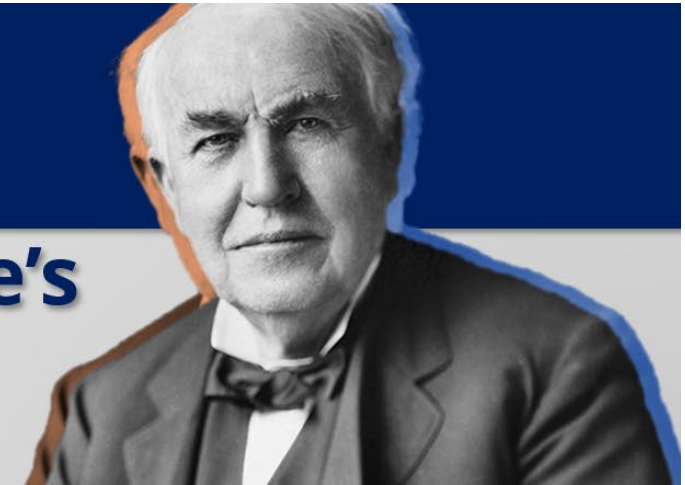
update an employee's name

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.

The screenshot shows the 'Biographical History' form in Edison. The form has a search bar and navigation controls at the top. The 'Effective Date' field is highlighted with a red box and a red circle containing the number '1'. The 'Marital Status' field is highlighted with a red box and a red circle containing the number '2'. Other fields include 'Gender' (Male), 'Highest Education Level' (A-Not Indicated), and 'Language Code'. There are also '+' and '-' buttons on the right side of the form. The 'As of' date is 12/31/2022.

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

The screenshot shows the 'Biographical History' form in Edison. The 'Effective Date' is set to 'Today's date'. The 'As of' date field is highlighted with a red box, and a calendar pop-up is shown with the date 31 selected. The calendar is for December and shows the days of the week (S, M, T, W, T, F, S) and the dates (1-31). The date 31 is highlighted in blue.

Biographical History

*Effective Date: Today's date

*Gender: Male

*Highest Education Level: A-Not Indicated

*Marital Status: Married

Language Code: []

Alternate ID: []

Full-Time Student

National ID

Country	*National ID Type	National ID

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.



The screenshot shows a web form with several input fields and buttons. The top row contains a dropdown menu with 'USA' selected, a search icon, a dropdown menu with 'Social Security Number' selected, a text input field containing '123-55-5555', a checked checkbox, and a plus sign button. The bottom row contains a 'Save' button (highlighted with a mouse cursor), a 'Return to Search' button, a 'Notify' button, a 'Refresh' button, an 'Add' button, and an 'Update/Disp' button.


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				<input type="checkbox"/> Waive Data Protection

Select the correct date.

Biographic Information

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

Date of Death:

Birth Country: USA

Birth State:

Birth Location:


Biographical History

*Effective Date: 12/31/2022



*Gender: Male



*Highest Education Level: A-Not Indicated

Single

As of: 12/31/2022 

Waive Data Protection

1 of 1   | View All

Calendar ×

August 1982

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

[Current Date](#)

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.



A screenshot of a web form interface. The form contains several input fields: a dropdown menu with 'USA' selected, a search icon, a dropdown menu with 'Social Security Number' selected, and a text input field containing '123-55-5555'. To the right of these fields are a checked checkbox, a plus sign button, and a minus sign button. Below the form is a row of buttons: 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Disp'. A blue mouse cursor is pointing at the 'Save' button.

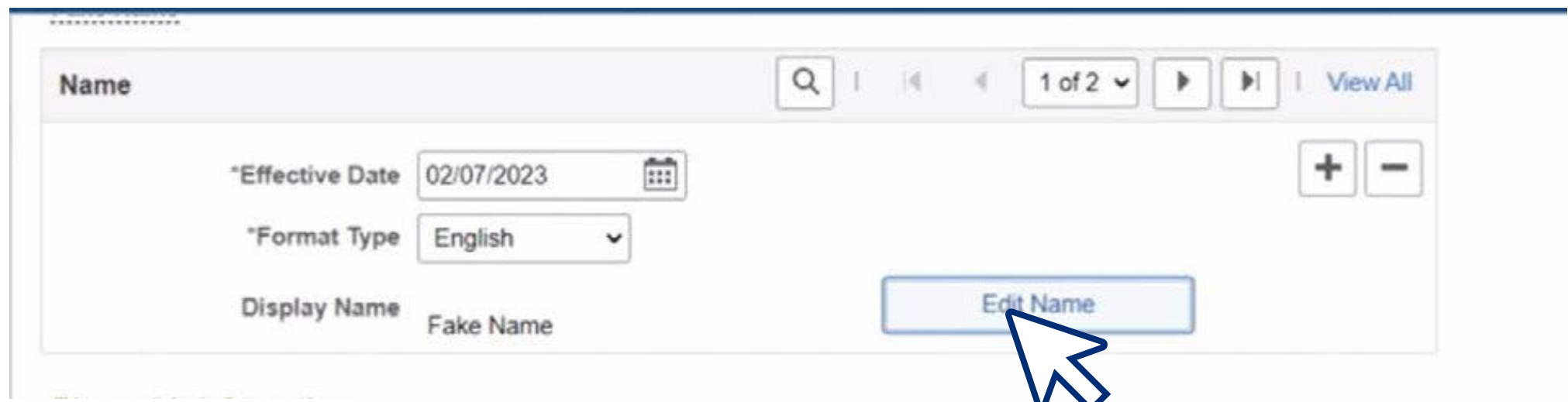
[Click here to go back to 'How to' choices](#)

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.

The screenshot shows the 'Name' section of the Edison system. At the top, there is a search bar and navigation controls, including a '1 of 2' dropdown and 'View All' link. Below this, the 'Effective Date' is set to 02/07/2023, the 'Format Type' is English, and the 'Display Name' is Fake Name. A red box highlights the '+' and '-' icons, with a mouse cursor pointing to the '+' icon. An 'Edit Name' button is also visible.

Biographic Information

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."

Effective Date 02/07/2023

Name

English Name Format

Name Prefix

*First Name Fake

Middle Name

*Last Name Name

Name Suffix

Display Name Fake Name

Formal Name Fake Name

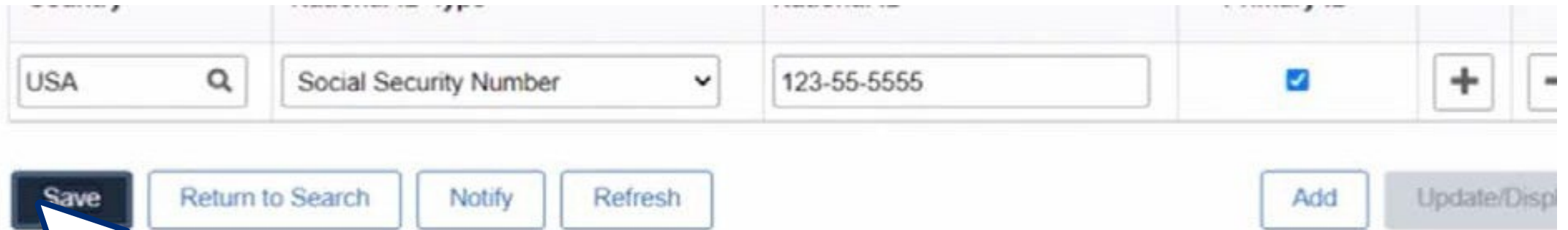
Name Name,Fake

OK Cancel Refresh Name

Marital Status Single As of 12/31/2022

[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.



The screenshot shows a portion of a web application interface. At the top, there are several input fields: a dropdown menu with 'USA' selected, a search icon, a dropdown menu with 'Social Security Number' selected, and a text input field containing '123-55-5555'. To the right of these fields are a checked checkbox, a plus sign button, and a minus sign button. Below these fields is a row of action buttons: 'Save' (highlighted with a blue mouse cursor), 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Disp' (partially visible).

[Click here to go back to 'How to' choices](#)

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

Biographical Details | **Contact Information** | Regional

Notreal Name | Person ID 00599047

Name	Effective Date	Format Type
	02/07/2023	English

[Click here to go back to 'How to' choices](#)

Click the “view address detail” link.

Notreal Name Empl ID 00599047

Current Addresses

Address Type	As Of Date	Status	Address
Home	12/31/2022	A	View Address Detail

Click here to go back to 'How to' choices

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

Address History

Address Type Home

Address History

Effective Date 12/31/2022

Country USA

*Status A

[Add Address](#)

Address

1 of 1

+ -

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

Edit Address


Country United States

Address 1

Address 2

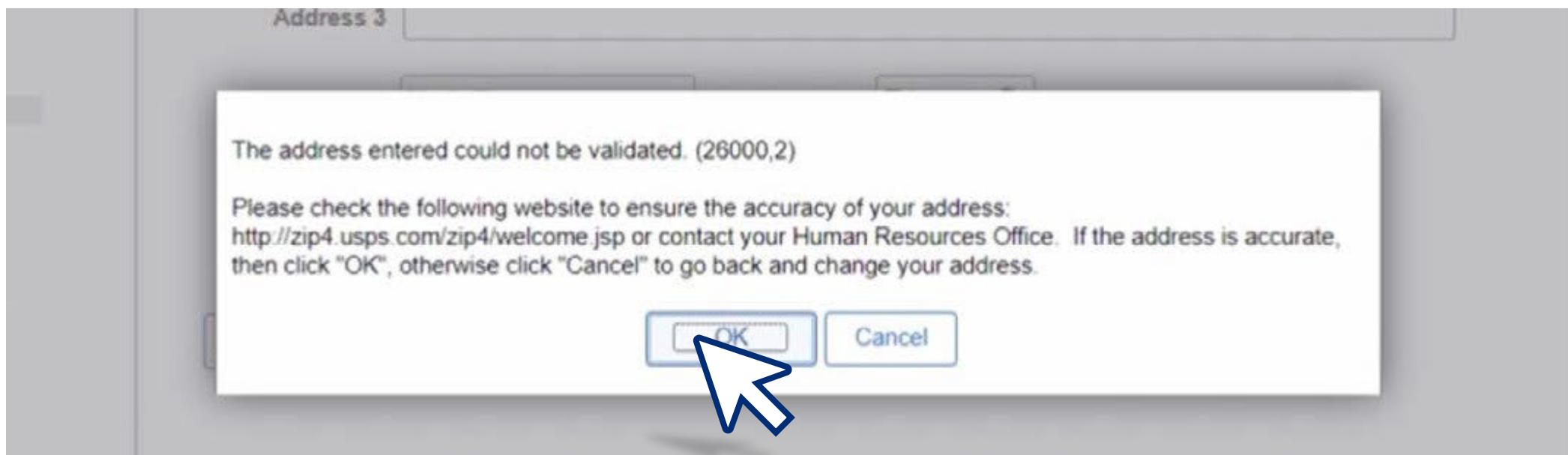
Address 3

City State Tennessee



[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.



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

Address Type Home

Address History

*Effective Date 02/07/2023 Address + -

Country USA

*Status A

Add Address

Effective Date 12/31/2022 + -

Country USA

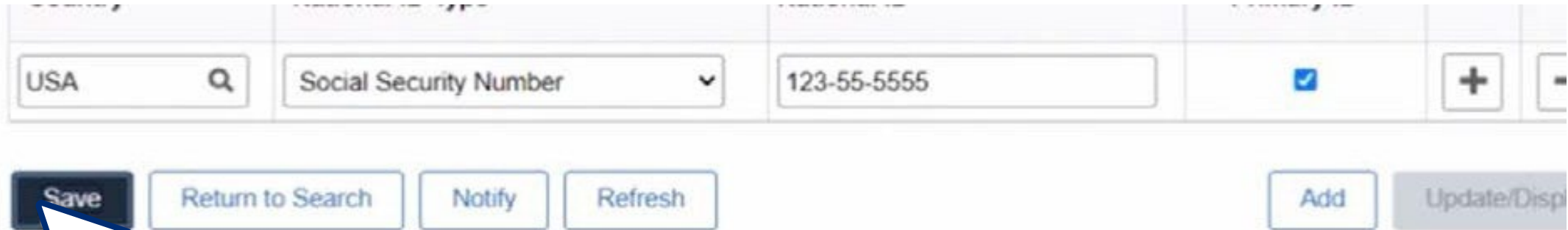
Status A

OK Cancel Refresh

Click here to go back to 'How to' choices

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.



A screenshot of a web form interface. The form contains several input fields: a dropdown menu with 'USA' selected, a search icon, a dropdown menu with 'Social Security Number' selected, and a text input field containing '123-55-5555'. To the right of these fields are a checked checkbox, a plus sign button, and a minus sign button. Below the form is a row of buttons: 'Save' (highlighted with a blue mouse cursor), 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Disp'.

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	Search	Navigation	Page	Actions
	<input type="text"/>	<< < > >>	1 of 2 ▾	<input type="button" value="+"/> <input type="button" value="-"/>
*Effective Date	<input type="text" value="03/18/2024"/>	<input type="button" value="Calendar"/>		
*Format Type	<input type="text" value="English"/>	<input type="button" value="v"/>		
Display Name	<input type="text" value="Amy Rouchon"/>		<input type="button" value="Edit Name"/>	

Biographic Information

*Date of Birth	<input type="text" value="03/04/1980"/>	<input type="button" value="Calendar"/>	Years 44	Months 0
Date of	<input type="text"/>	<input type="button" value="Calendar"/>		

[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.’

National ID	
*Country	*National ID Type
USA	Former SSN

[Click here to go back to 'How to' choices](#)

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

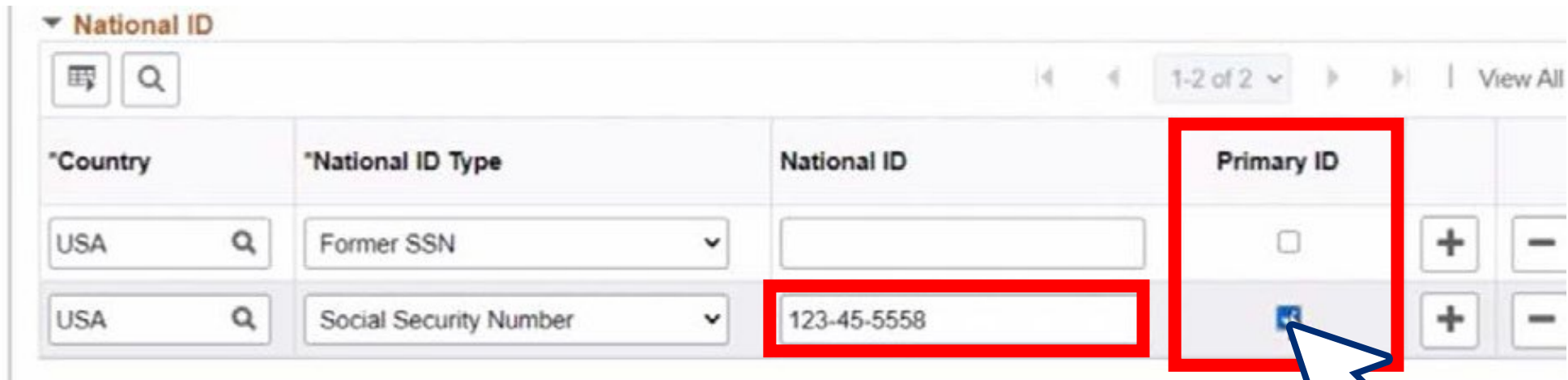


The screenshot shows a table titled "National ID" with the following columns: *Country, *National ID Type, National ID, and Primary ID. The first row contains "USA" in the *Country column, "Former SSN" in the *National ID Type column, an empty text box in the National ID column, and a checkbox in the Primary ID column. At the end of this row, there are two icons: a plus sign (+) and a minus sign (-). These icons are enclosed in a red rectangular box, and a blue mouse cursor is pointing at the plus sign icon.

*Country	*National ID Type	National ID	Primary ID		
USA	Former SSN		<input type="checkbox"/>	+	-

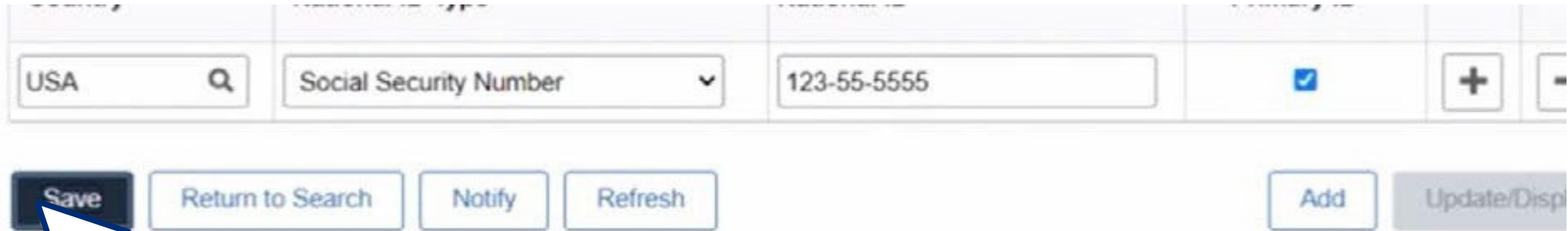
Click here to go back to 'How to' choices

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



*Country	*National ID Type	National ID	Primary ID		
USA	Former SSN		<input type="checkbox"/>	+	-
USA	Social Security Number	123-45-5558	<input checked="" type="checkbox"/>	+	-

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.



The screenshot shows a web form with several input fields and buttons. The first row contains a dropdown menu with 'USA' selected, a search icon, a dropdown menu with 'Social Security Number' selected, a text input field containing '123-55-5555', a checked checkbox, and a plus sign button. The second row contains a 'Save' button (highlighted with a blue mouse cursor), a 'Return to Search' button, a 'Notify' button, a 'Refresh' button, an 'Add' button, and an 'Update/Disp' button.

[Click here to go back to 'How to' choices](#)