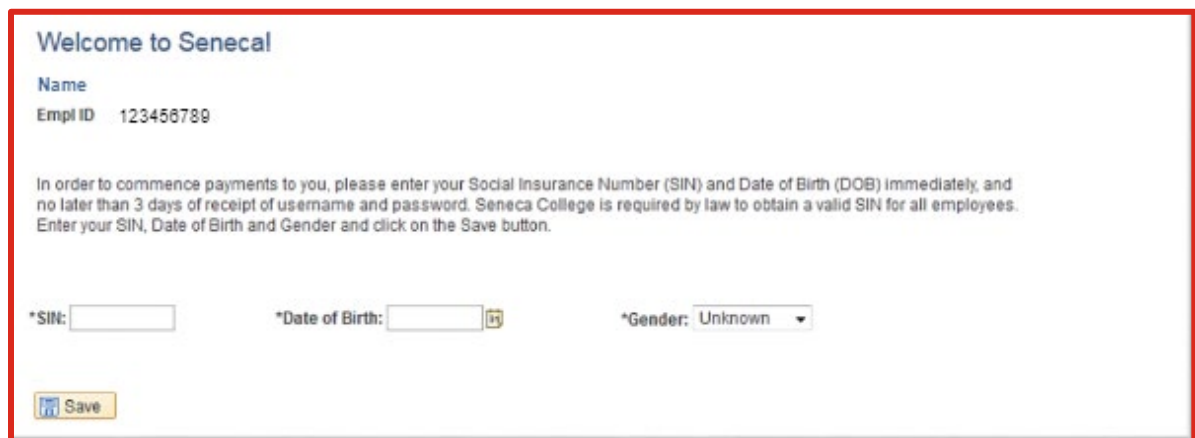


Entering and Reviewing Personal Information

Entering Social Insurance Number (SIN), Date of Birth (DOB) and Gender as a new employee

- A welcome email that contains your **username** (firstname.lastname) and **password** will be sent to your personal email address
- Click on the link in your welcome email and login using the credentials provided
- A second email will be sent to you to enter your SIN, DOB and Gender.



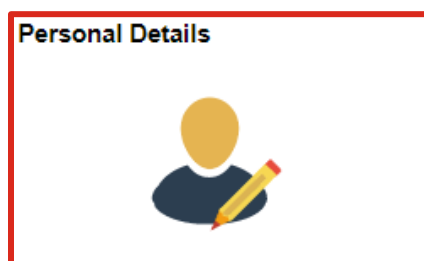
The screenshot shows a web form titled "Welcome to Seneca". Below the title, it says "Name" and "Empl ID 123456789". A paragraph of text states: "In order to commence payments to you, please enter your Social Insurance Number (SIN) and Date of Birth (DOB) immediately, and no later than 3 days of receipt of username and password. Seneca College is required by law to obtain a valid SIN for all employees. Enter your SIN, Date of Birth and Gender and click on the Save button." Below this text are three input fields: "*SIN:" followed by a text box, "*Date of Birth:" followed by a date picker, and "*Gender: Unknown" followed by a dropdown arrow. At the bottom left is a "Save" button with a floppy disk icon.

- Click on the **Save** button

Note: This is the only time that you are able to enter your SIN and DOB in the process. Once it is saved, you cannot change this information. If you do find an error, please contact Human Resources to correct the information.

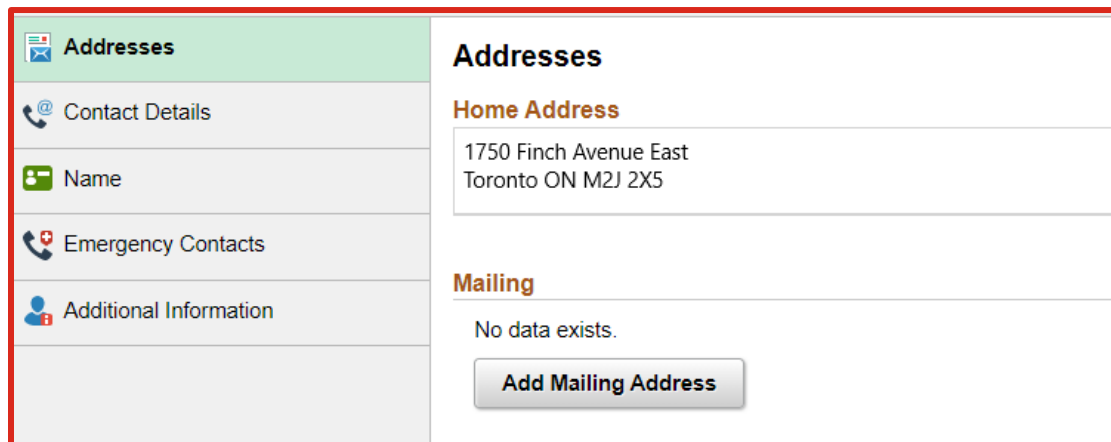
Reviewing Personal Information

- Click on the [Employee Home \(i3\)](#) button on the MySeneca homepage



- Click on the **Personal Details** quick link
- The system will display the **Personal Information** page, with options to view and update your address, contact details and emergency contact:

Address:



Addresses

Home Address

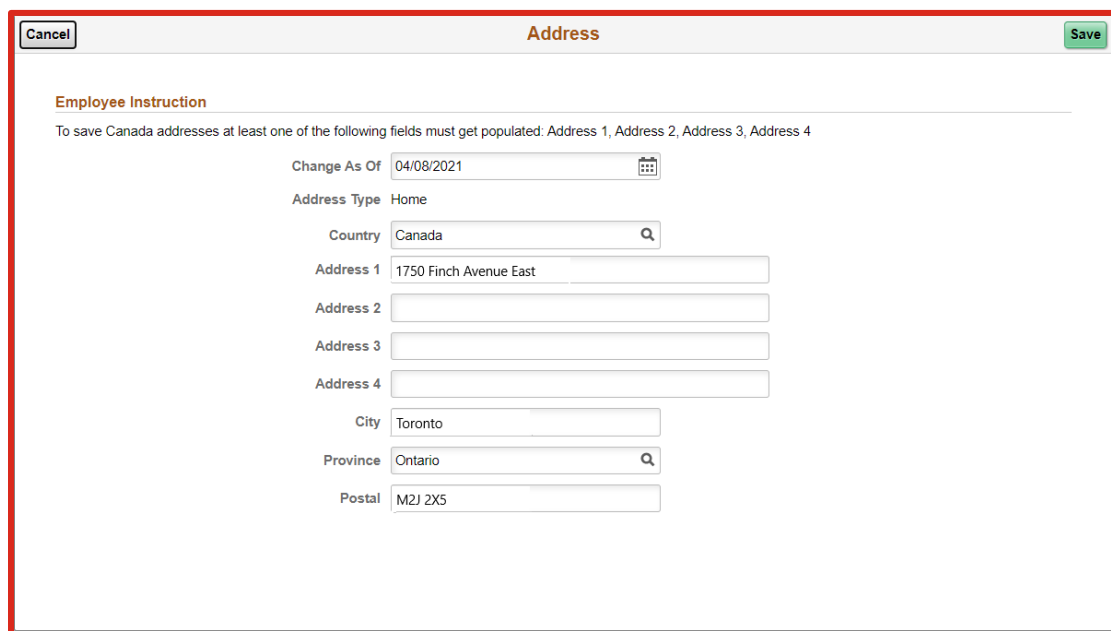
1750 Finch Avenue East
Toronto ON M2J 2X5

Mailing

No data exists.

Add Mailing Address

- To update an existing address, select the address you would like to change
- Enter the following information:
 - Change as of date
 - Address 1
 - City
 - Province
 - Postal code



Address

Employee Instruction

To save Canada addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3, Address 4

Change As Of 04/08/2021

Address Type Home

Country Canada

Address 1 1750 Finch Avenue East

Address 2

Address 3

Address 4

City Toronto

Province Ontario

Postal M2J 2X5

- Click on the **Save** button

Contact Details:

Contact Details

Phone

Number	Extension	Type	Preferred
416/491-5050		Business	
647/265-3850		Primary	✓

Email

Email Address	Type	Preferred
sammy.sting@senecacollege.ca	Employee Seneca	✓
	Personal	
	Seneca Student	

Instant Message

No data exists.

- To update contact details, select the detail you would like to change
- Click on the **Save** button

Emergency Contact:

Emergency Contacts

Contact Name	Relationship	Preferred
Sally Sting	Sibling	
Sammy Sting Sr.	Parent	✓

- To add a new emergency contact, click on the + add button
- Enter the following information:
 - Contact Name
 - Relationship
 - Preferred (check off to select this contact as your primary emergency contact)
 - Address (if contact address is the same as yours, check off the box at the top)
 - Phone Number:
 - Check off 'Same as mine' if contact number is the same
 - Type
 - Number
 - Extension (if applicable)
- Click on the **Save** button