The HR Manager will use this job aid to view and to enter or edit Accommodation information for an Employee that is related to a Disability that has already been reviewed and approved. This process can also be used for future updates to this Accommodation.

# ****Add/Edit Accommodation Information****

HR Managers have access to edit the Accommodation information which is located in the Global Information section of the Personal Information portlet.

To edit **Personal Information**, complete the following steps:

Log into the SuccessFactors Home page

1. **People Search Box**: Find an employee by entering their name

into the **People Search Box**. When the employee's name

appears in the search results, click on the name to be

directed to the employee's **Public Profile**.

1. **Employee Records Menu**: Click on **Public Profile** and

select **Personal Information** from the Employee Records
Dropdown Menu to be directed to the Personal Information page.

1. **Edit**: Click on the **Edit** button on the Personal Information portlet.
You will be prompted to enter the date when the accommodation
will take effect. *See Step 4 below.*



1. ******Enter** the date the accommodation will take effect. Click **Confirm.**

The Personal Information portlet will display with the effective date entered and
the accommodation fields will be opened for editing.
2. In the Global Information section, **Enter** the Date the Employee requested the
Accommodation.
3. **Select** Yes or No to indicate if the Accommodation Request was made.
4. In the Accommodation Comments, **Enter** a brief description of the Accommodation
and the End Date, if applicable.

*Example Accommodation Comments, but not limited to:
 “Provide larger computer monitor.”
 “Provide ergonomic chair. Raise desk height.”
 “Limited phone work from 04/01/2016 to 04/30/2016”*

1. **Save**: At the bottom on the screen, click **Save** to save the changes.
2. ****Once the changes have been saved, the accommodation information will appear in the
Personal Information portlet and will remain in the portlet History by Effective Date.

 **Effective as of: 03/07/2016**



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