# **Update Employee HR Personnel Data Online** in SchoolFront





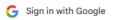
#### **Frontier Central School District**

This guide offers a straightforward process for updating your HR personnel data online, ensuring that your records remain accurate and up-to-date. By following the steps outlined, you can efficiently make necessary changes to your information, enhancing communication with your HR department. Viewing this guide is essential for any employee looking to manage their personal data quickly and effectively within the system.

- 1) Navigate to https://frontiercsd.schoolfront.com/login.aspx
- 2) Click the "Sign in with Google" link. Our Tech department has worked with SchoolFront to ensure that we have Single Sign-On with SchoolFront- so you do not need to remember another password.



3) If you have multiple GMail accounts on your computer, select your work account.





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4) Click "Available Forms" on the Employee Dashboard



5) Select "Current Employee HR Personnel Data Change Form"

This form will allow you to make changes to your name, address, phone numbers and/or emergency contact information.



- 6) Use the dropdown lists to update the needed information.
  - a. If you are changing your legal name, you will need to attach documentation (new Social Security card or name change confirmation page).

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7) Once you have updated the necessary information, scroll to the bottom of the page and click "Generate Preview"

#### **Emergency Contact 2**

Full Name	Phone	Relationship
		Save Drace Generate Preview Dancel
Please click Genera	ate Preview to see you	r information within the form. After reviewing, please sig

8) Review the information to be changed to ensure accuracy. When ready, scroll to the bottom of the page and digitally sign the form in the red box. Finally, click on "Sign and Submit."

□ I authorize the us	se of my saved signature to sign and approve this form.
	Signature
Please sign above wi	thin the red box. <u>Clear Signature</u>
Comments	
Sign and Submit	ave Draft Cancel

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9) HR will be notified of the requested changes.