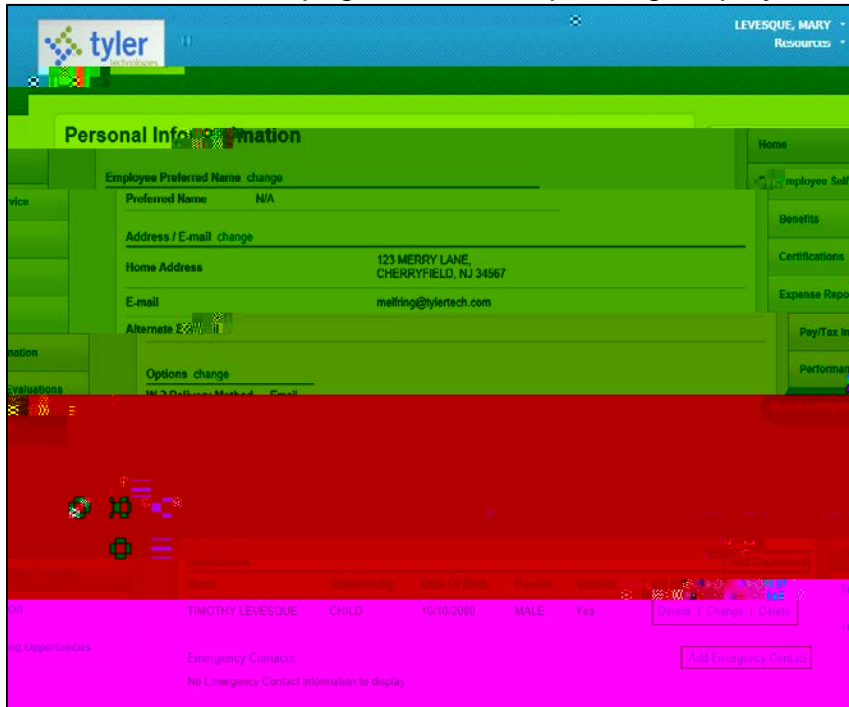


Personal Information

The Personal Information page displays your contact information and emergency contacts. *The information found under Personal Information and Employee Profile is located in the Munis Employee Master program. When you change any of the information on these pages, the corresponding Employee Master record is updated.*



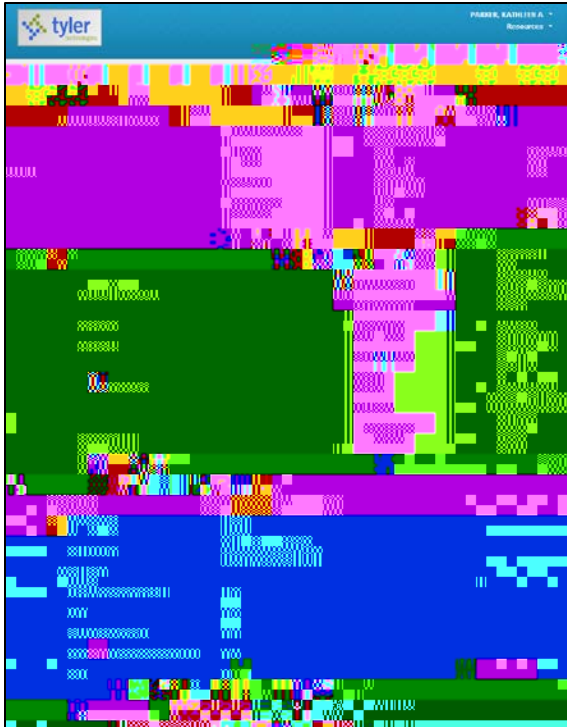
The screenshot shows the Tyler Personal Information page for Mary Levesque. The page is divided into several sections:

- Employee Preferred Name:** Preferred Name: N/A
- Address / E-mail:** Home Address: 123 MERRY LANE, CHERRYFIELD, NJ 34567; E-mail: mailing@tylertech.com
- Options:** Options change
- Emergency Contacts:** A table with columns: Name, Relationship, Date of Birth, Gender, and Number. One contact is listed: TIMOTHY LEVESQUE, CHILD, 10/10/2000, MALE, Yes.

Name	Relationship	Date of Birth	Gender	Number
TIMOTHY LEVESQUE	CHILD	10/10/2000	MALE	Yes

You can make changes to your mailing address and email address, telephone numbers, and emergency contacts.

The **Employee Profile** page displays general and demographic information, such as hire date and date of birth, as well as race and ethnicity information. If you are a supervisor, and you have the appropriate permissions you can view profiles of employees who report to you by selecting a name from the Employee list.



You are able to change the values of the fields under Demographic Information by changing information and hitting “update” at the bottom of the page.