Former employee Personal information updates

Instructions

Process Overview
Accenture developed a new ServiceNow transaction to allow our former employees to perform personal information updates directly in our HR Systems. There are four personalization areas:

- Name
- Contact Phone & Email Address
- Permanent Address

Your latest Accenture information is pre-populated on the form for your quicker reference. All the updates you request are pushed to Workday immediately. There are no approvals workflow for former employee updates – everything is self-service. So, we kindly request you double check everything before submitting.

Former EE portal link (available after June 24th)
https://support.accenture.com/former_employee_portal

Personalization areas
When logged, you will be able to see the below 4 cards and need to click on the “Change Personal Data” to display the 3 personalization areas.
**Update name**

Once you click on the “Update Name”, the following fields will be available for editing:

- **First Name** - 40 characters maximum
- **Last Name** - 40 characters maximum

**Update contact information**

Once you click on the “Update Contact Phone & Email”, the following fields will be available for editing:

- **Contact Phone Number** - 14 characters maximum
- **Personal Email Address** - 241 characters maximum
Update permanent address

If you click on the “Update Permanent Address”, the following fields will be available for editing:

- **Address 1** - 60 characters maximum
- **Address 2** - 40 characters maximum
- **District (Only for Brazil)** - 40 characters maximum
- **City** - 40 characters maximum
- **Country/Territory** - Populated from Workday’s Country/Territory reference table.
- **State/Province** - Populated from Workday’s State/Province reference table.
- **Postal code** - 10 characters maximum