



1 Log in to C2HR
<http://vu.edu/c2hr>

Personal Profile

Personal Information

Name: JAMES HUNTER Gender: Male
Date of Birth: 02/02/1958 Marital Status: Married
Military Status: Not Active

Address

Address: 1100 VANDERBILT
City: Nashville State: Tennessee - TN Zip Code: 37203
County: Davidson Country: United States

Personal Contact Information

	Alert VU Phone Call	Alert VU Text Message
Home Phone:	<input type="checkbox"/>	<input type="checkbox"/>
Business Phone:	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vanderbilt Mobile:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Phone:	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Contact

Name: JAMES HUNTER Relationship: Spouse
Address: 1100 VANDERBILT
City: Nashville State: Tennessee - TN Zip Code: 37203
County: Davidson Country: United States
Phone: 615-555-1212 Business: 615-555-1313

Edit

3 Select 'Edit' at the bottom of the page

Enter contact info in the 'Personal Contact Information' section:

- 1) Phone #s
- 2) Personal Email
- 3) Checkboxes for phone call or text msg

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5 Select **Next** at the bottom of the page

C2HR – Connect to HR

Human Resources C2HR Kronos Exempt Time Off e-Timesheet My VU Benefits Help Log Out

Home

CONNECT TO HR... Your direct connection to your HR information.
Check here frequently for important message updates:

Select 'Personal Profile'

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Name: Hunter, Tim
Employee ID: 0116156

- Home
- Personal Profile**
- Direct Deposit
- Payment History
- Job Information
- Benefits
- Time Off Balances
- Taxes

Personal Contact Information

	AlertVU Phone	AlertVU Call	AlertVU Text	Non-Emerg Phone	Non-Emerg Call	Non-Emerg Text	Non-Emerg Message
Home Phone: 615-555-1212	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Phone: 615-555-1313	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone: 615-555-1414	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vanderbilt Mobile: 615-555-1515	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	AlertVU Email	Non-Emerg Email
Personal Email:	<input type="checkbox"/>	<input type="checkbox"/>
Vanderbilt Email: joe.commodore@vanderbilt.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6 Finally, select **Confirm** to save your entries