## **Updating Phone Number Information**

### Created on 10/23/2012 2:17:00 PM

# Table of Contents

Updating Phone Number Information......1

# **Updating Phone Number Information**

Core-

The **Phone Number** page displays an employee's current home phone number and a business phone number. To edit this information, click the "Add a Phone Number" button. The preferred Core-CT format is XXX/XXX-XXXX. Employees cannot change or add an additional Business phone number.

**Important**: The Online Telephone/Email Directory for the State of Connecticut is populated in many cases by the Business Phone Number and Business E-Mail Address from employee Personal Data. Employees will not have the ability to add or change their Business Phone Number or Business E-Mail through self-service functionality.

#### Procedure

Navigation:

My HR tab> Personal Information > Phone Numbers

Select the Personal information Summary link > Select the Phone Numbers button.

Main Menu> Self Service> Personal Information> Phone Numbers

Cov State of Connecticut				<u>Home Workist</u>	Add to My Links	Sign out
Favorites Main Menu My HR Core.CT Help					- Select One	a: 💌
Personal Information	Time and Labor		¢ -	HR News		02-
Constant Constan	Imme and Labor requests. Approve Time Payroll Review current and p	iew your time, and	submit absence	Welcome to Core-CT More EPM News EPM Upgrade to 9.11 More Finance News	<u>[Portal</u>	
System Profile Set up personal preferences, such as email and language preferences, password and forgot my password hints. Set up system Profile Change My Password	View Paycheck	erts Occurrences	8 Z -	Year End Activities C More HR News HCM 9.1 Upgrade is More	alendar now Live!	
Employee Benefits	Reached Overtime Approval	0		Feed -		
Review a summary of current, past or future benefit enrolments.	Required Payable Time Approval Required Exceptions to Review	0		View All Articles and Section	ons	02-
With Life Events Initiate a life event to record your marriage or the birth or adoption of your child. Elegith/Adoption Marriage				No Reports To Display		
Benefits Job Aid				Reporting	ilaqei	

Step	Action
1.	Click the <b>Phone Numbers</b> link.
	Phone Numbers

Clov State o	f Connecticut					Home	Worklist	Add to My Links	<u>Sign out</u>
vorites Main M	enu > Self Service >	Personal i	Information > F	hone Numbers					
My HR	Core-CT Help							Select One	
						A Now Window		Customizo Rogo	ptto.
						E-Hew Wildow	O Help	Customizer age	em mitp
Phone Nu	Imbers								
Mona Lisa Ri	verson								
Enter your pho	ne numbers below.								
Phone Numbe	rs								
Phone Type	*Telephone		Extension	Preferred	Delete				
Business	612/554-5554				Û				
Home	860/828-6818				1				
Add Phone Save * Required Field	e Number								

Step	Action
2.	Enter <b>3124577894</b> into the <b>Telephone</b> field.

Step	Action
3.	Click the Add Phone Number button. Add Phone Number
4.	Click the Phone Type list.
5.	Click the <b>Mobile</b> list item. Mobile
6.	Enter 7083312547 into the Telephone field.
7.	Click the <b>Preferred</b> option.
8.	Click the Save button.

Connecticut	Home	<u>Worklist</u>	Add to My Links	<u>Sign out</u>
Favorites   Main Menu > Self Service > Personal Information > Phone Numbers				
			Select One	: <b>*</b>
Phone Numbers	P New Window	Help	📝 Customize Page	📰 http
Save Confirmation				
V The Save was successful.				
OK				
<				>

Step	Action
9.	Click the <b>OK</b> button.
10.	
	End of Procedure.