

Updating Phone Number Information

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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.

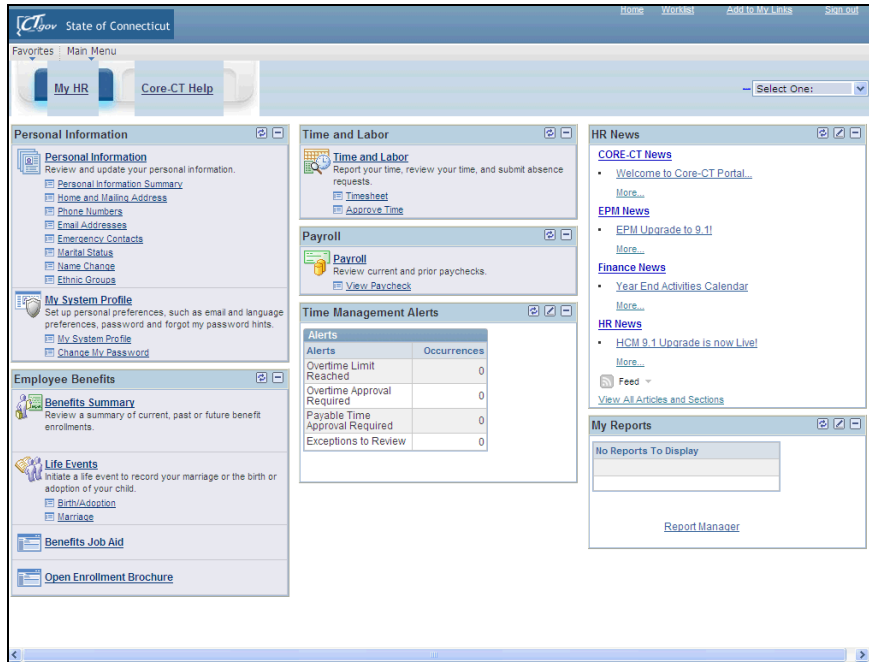
Procedure

Navigation:

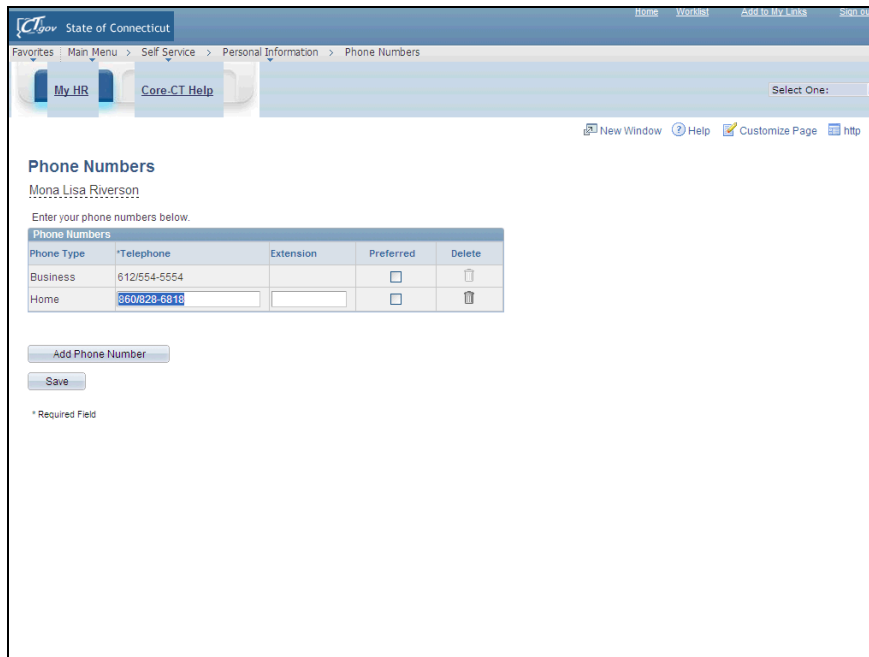
My HR tab> Personal Information > Phone Numbers

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

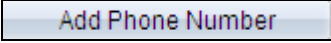


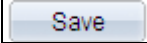
Main Menu> Self Service> Personal Information> Phone Numbers

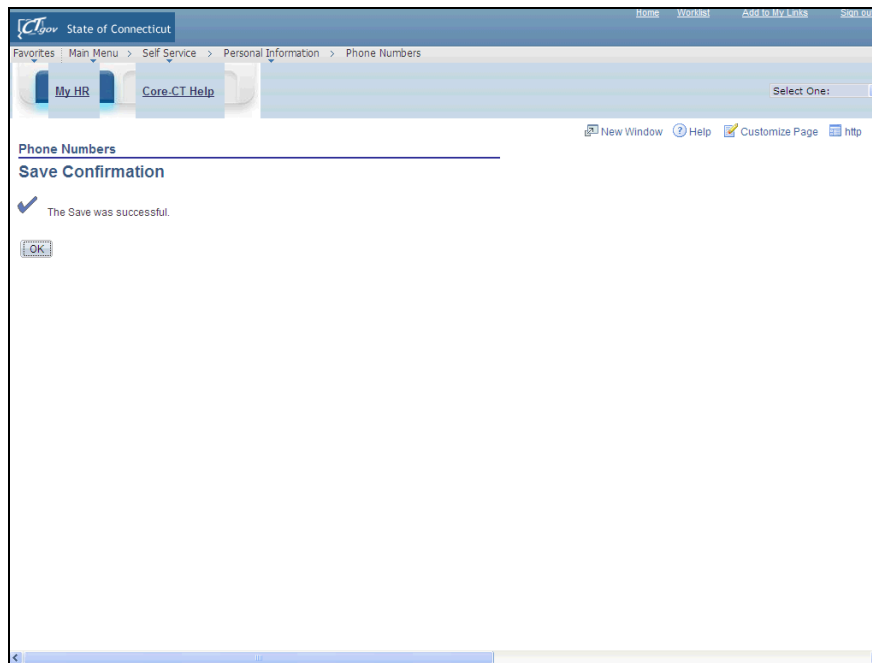



Step	Action
1.	Click the Phone Numbers link. Phone Numbers



Step	Action
2.	Enter 3124577894 into the Telephone field.

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



Step	Action
9.	Click the OK button. 
10.	End of Procedure.