

TIP SHEET

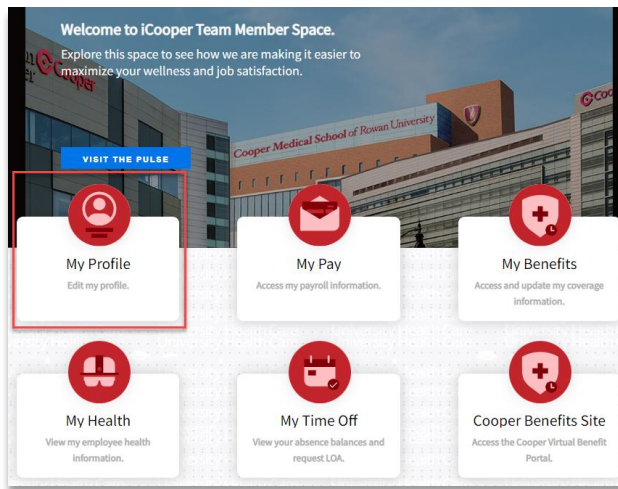
Human Resources

Purpose: Add and Update Phone Number in Team Member Space

This tipsheet is available to assist you with updating your phone number in Team Member Space.

Workflow

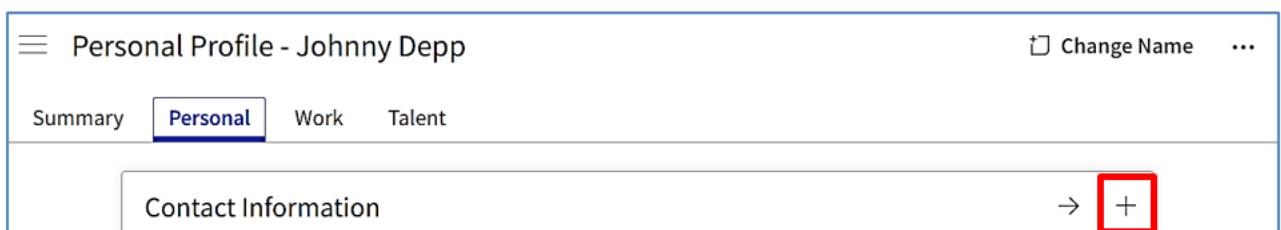
1. Click **My Profile**.



2. Select the **Personal** tab.



3. In the **Contact Information** section, select **Add Phone** (plus sign).



4. Complete the information to add or update a phone number. A **red asterisk** indicates a required field.

Add A Telephone Pager Or Fax Number For Johnny Depp-142201

Effective Date *

Active

Work Or Personal *

Telephone Type *

Phone Number Extension

Preferred Telephone Pager Or Fax Number

Field	Value
Effective Date	Required. Specify the effective date. If you are updating a current phone number, the updated number will be effective on this date.
Active	Select the Active check box to make the number active. The number is active by default. Clear the check box to inactivate it.
Work or Personal	Select if the phone number is your work number or personal number.
Telephone Type	Enter the type of phone, for example, mobile.
Phone Number	Enter the complete telephone number, including the country code.
Extension	Enter the phone number extension, if applicable.
Preferred Telephone Pager or Fax Number Contact	Select to use this number as a preferred telephone, pager, or fax number contact.
Cancel	Select to return to the previous page without saving.
Submit	Select to save the information.

You have successfully added or updated a phone number.