

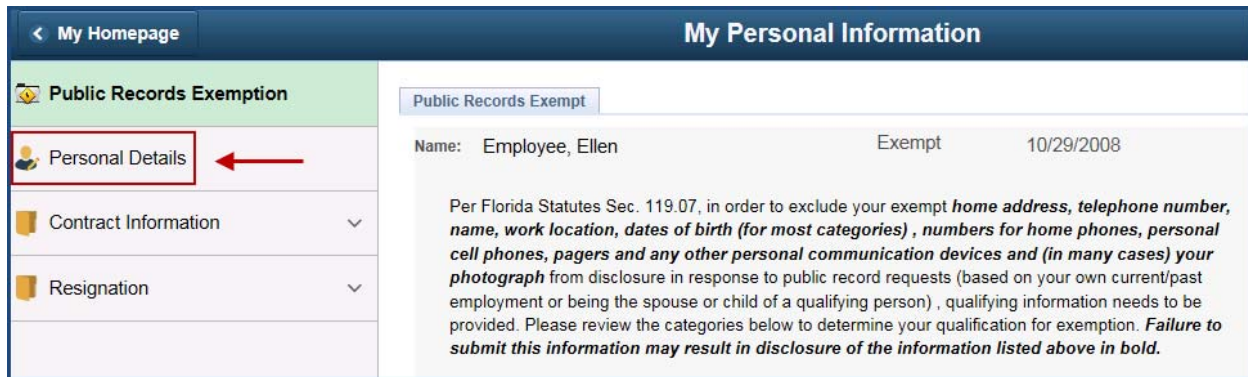
Business Phone Number Changes

Self Service allows employees to review and update their personal information, including Business Phone Number Changes, when necessary.

1. On your **PeopleSoft** homepage, click on the **My Personal Information** tile.



2. The **My Personal Information** page will display. Click on **Personal Details** on the left menu.



3. Once the **Personal Details** page appears, click on **Contact Details**.



4. The **Contact Details** page will appear displaying phone number information that is already listed in the system for you. If a *Business* number is not listed for you and you have a *District Business Phone number*, you will need to enter the information.

Home Personal Details

Employee, Ellen
Administrative Assistant

Addresses

Contact Details

Name

Ethnic Groups

Emergency Contacts

Additional Information

Veteran Status

Contact Details

To add a new number, click the + icon.

Phone

Number	Extension	Type	Preferred
561/555-5555		Home	✓
555/555-5555		Text	

Email

Email Address	Type	Preferred
Ellen.Employee@palmbeachschools.org	Business	✓
Ellen.Employee@homeinternetemail.com	Home	

5. To add a *District Business Phone number*, click on the + icon. A **Phone Number** popup window will appear. Choose *Business* from the **Type** dropdown menu. Enter the full number in the **Number** field using the correct format (561/123-4567). Enter the 5-digit PX (44567) in the **Extension** field. Click **Save**.

Cancel Phone Number Save

*Type Business

Preferred

Number 561/123-4567

Extension 44567

Delete

6. If a *Business* number is already displayed and the number has changed, you will need to update the information. Click on the arrow to the right of the *Business* number.

Personal Details

Employee, Ellen
Administrative Assistant

Addresses

Contact Details

Name

Ethnic Groups

Emergency Contacts

Additional Information

Veteran Status

Contact Details

Phone

Number	Extension	Type	Preferred
561/123-4567	44567	Business	<input type="checkbox"/>
561/529-1550		Home	<input checked="" type="checkbox"/>
555/555-5555		Text	<input type="checkbox"/>

7. A **Phone Number** popup window will appear with the current *Business Number* listed. Highlight the numbers and type the new numbers over the existing numbers. Be sure to use the correct format (555/555-5555) for the **Number** field and the correct format (45555) for the **Extension** field.
(Please note: *Business numbers cannot be deleted.*)

Cancel Phone Number Save

Type Business

Preferred

Number 561/123-4567

Extension 44567

8. Click **Save**.

HR CUSTOMER CARE CENTER

DIVISION OF HUMAN RESOURCES

Compensation & Employee Information Services



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ONE-ON-ONE PERSONAL SERVICE!

*If we cannot answer your question,
we will put you in touch with someone who can.*

NO TIME TO CALL?

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