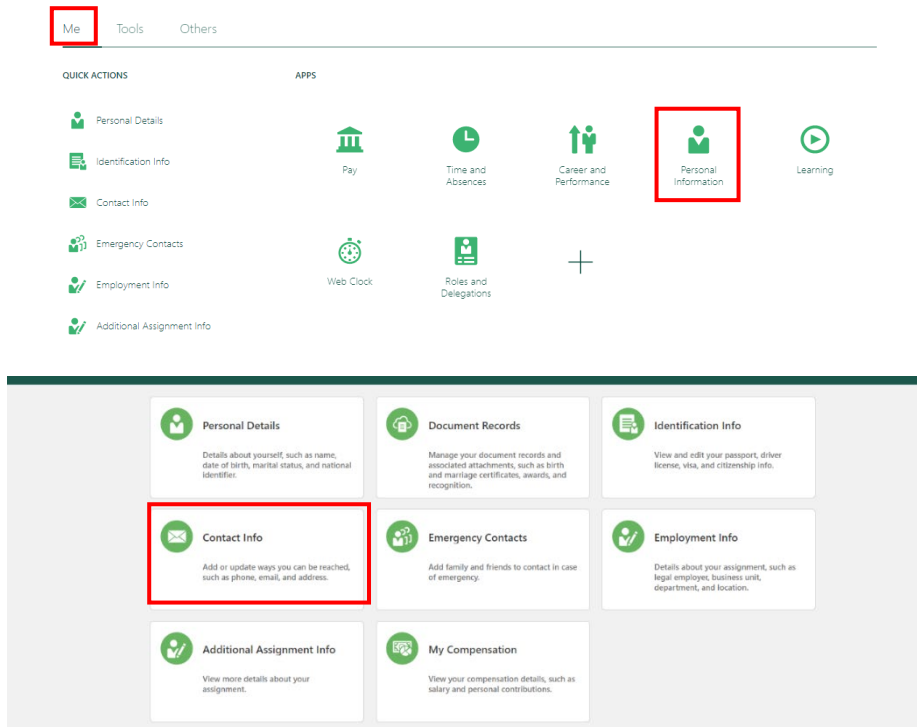


Step-by-Step Instructions

Update Contact Information (All)

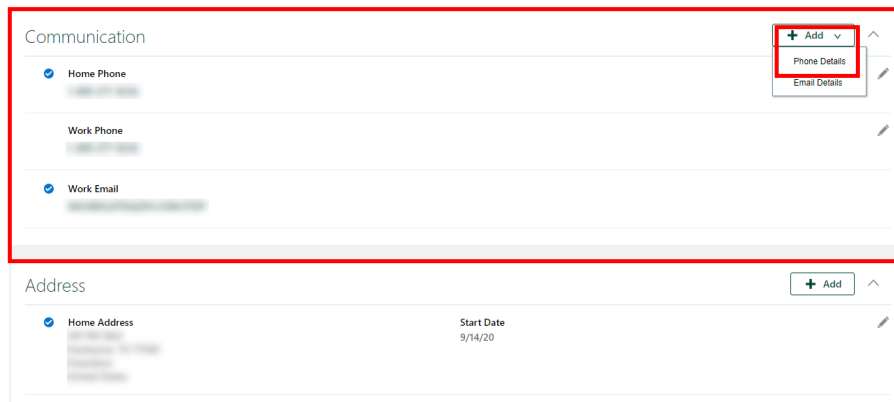
Performed By: Employee

- From the **Me** dashboard, navigate to **Personal Information** tile and select **Contact Info**.



Update Contact Information (Phone Details)

- Review the details under **Communication**, click **+Add** (drop-down menu), and select **Phone Details**.



- In the **Communication** section, populate the following mandatory fields: *Type (Home Phone, Personal Mobile, Work Mobile, Work Phone), Area Code, Number, From Date*. All other fields are optional. Once completed, select **Submit**. Updated phone numbers will be saved to the employee record.

Contact Info

Communication

Country: United States 1

Extension: [text field]

*Type: Select a value

*From Date: 1/6/23

*Area Code: [text field]

To Date: m/d/yy

*Number: [text field]

Primary

Comments: [text area]

Attachments: [text area]

Submit Cancel

Update Contact Information (Email Details)

Review the details under **Communication**, click the **+Add** (drop down menu), and select **Email Details**.

Communication

- Home Phone
- Work Phone
- Work Email

+ Add

- Phone Details
- Email Details

Address

- Home Address Start Date: 9/14/20

5. Populate the following fields: *Type* (*Personal Email* or *Work Email*, if not already assigned), *Email*, and select *Primary* if applicable. Click **Submit**. The updated email address is saved to the employee record.

Type: Select a value

Email: [text field]

Primary

Comments: [text area]

Attachments: [text area]

Submit Cancel

Drag files here or click to add attachment

Update Contact Information (Address)

6. Review the details under the Address section and click **+Add**.

7. Populate the following mandatory fields: *Country, Type of Address (Home, Resident Tax, Mailing, Temporary), Start Date, Country, Address Line 1, ZIP Code, City, State, County*. Optional fields include *Address Line 2*, and *Primary* select box. Click **Submit**.

Important Note for this Step:

There are four Address types are available:

- **Home Address:** *Previously known as Permanent Address, now Home Address, is the primary residential address where the employee currently lives. This address is required for payroll/tax processing (resident tax address), Per Diem and other allowances.*
- **Mailing Address:** *This is the official address where an employee receives their mail, including Benefits related correspondence. This field defaults to Home Address, but it should only be updated if the employee’s mailing address is different from their home address.*
- **Resident Tax Address:** *The geographical region where an employee spends the most time for business purposes, regardless of their permanent (home) address. For example, if an employee is designated as 100% Remote by their manager, their resident address will be used for their work location for payroll tax purposes. This does not apply to flexible work scenarios where employees have an option to work between an office or from their home.*
- **Temporary Address:** *Previously known as Local Address, now Temporary Address, is the address (other than home address) of a place at which an employee intends to reside, or has resided, for an undetermined amount of time.*