



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

### Add a Phone Number

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel on the **Personal Details** page.
3. Click on the **Plus** (Add a Phone Number) button on the **Information** panel.
4. Select a phone type in the **Type** field on the **Phone Number** page.
5. Enter your phone number information in the **Number** and **Extension** (optional) fields.
6. Click the **Save** button.

### Note

You can store up to four phone numbers in the system: Business, Home, Mobile (cell), and Pager 1.

Your business phone should be marked as your preferred phone. You can have only one preferred phone number.

The screenshots illustrate the process of adding a phone number in the Oracle PeopleSoft Employee Self Service system. The first screenshot shows the 'Employee Self Service' home page with the 'Personal Details' tile highlighted (1). The second screenshot shows the 'Personal Details' page with the 'Contact Details' link highlighted (2). The third screenshot shows the 'Contact Details' page with the 'Plus' button highlighted (3). The fourth screenshot shows the 'Phone Number' page with the 'Type' dropdown highlighted (4), the 'Number' and 'Extension' fields highlighted (5), and the 'Save' button highlighted (6).