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 Numbeer) 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.