



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Delete 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 the phone number you want to delete in the **Phone** grid on the **Information** panel.
4. Click the **Delete** button.
5. Click the **Yes** button on the Delete confirmation page.

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 following steps:

- Step 1:** The 'Personal Details' tile is highlighted on the Employee Self Service home page.
- Step 2:** The 'Contact Details' link is selected in the left-hand navigation menu.
- Step 3:** In the 'Contact Details' section, the 'Phone' grid is shown. A red box highlights the 'Home' phone number (925/558-5523).
- Step 4:** A 'Phone Number' dialog box is displayed. The 'Type' is set to 'Home'. The 'Delete' button is highlighted with a red box.
- Step 5:** A confirmation dialog box asks, 'Are you sure you want to delete your "Home" phone?'. The 'Yes' button is highlighted with a red box.