



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

#### Edit 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 edit in the **Phone** grid on the **Information** panel.
4. Edit your phone number information in the **Number** and **Extension** (optional) fields.
5. 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 editing a phone number in the Oracle Employee Self Service system. The first screenshot shows the 'Personal Details' tile (1) on the home page. The second screenshot shows the 'Contact Details' link (2) in the left sidebar. The third screenshot shows the 'Phone' grid (3) with a red box highlighting the 'Number' and 'Extension' fields. The fourth screenshot shows the 'Phone Number' edit form (4) with a red box highlighting the 'Number' and 'Extension' fields. The fifth screenshot shows the 'Save' button (5) on the form.

| Number       | Extension | Type     | Preferred |
|--------------|-----------|----------|-----------|
| [Redacted]   |           | Business | ✓         |
| 925/558-5523 |           | Home     |           |

| Type     | Preferred |
|----------|-----------|
| Business | ✓         |
| Home     |           |

| Type     | Preferred |
|----------|-----------|
| Business | ✓         |
| Home     |           |