

## Reviewing and Changing Your Phone Number

### Reviewing Your Phone Number Information

1. Select **Self Service, Employee, Home, [Employee Home](#)**. The **Employee Home** page displays. Click on **[Personal Information Home](#)** to go to the **Personal Information Home** page.
  - **NOTE:** You can also select **Self Service, Employee, Home, [Personal Information Home](#)**. The **Personal Information Home** page displays.
2. Click on **[Phone Numbers](#)** under **Phone Numbers**. The **Phone Numbers** page displays.
  - **NOTE:** You can also select **Self Service, Employee, Tasks, [Phone Numbers](#)**.

**Phone Numbers**

Sample Employee


Enter your phone numbers below.

*Phone Type	Telephone	
Business	706/555-1234	Delete
Home	706/555-5678	Delete

Add a Phone Number

3. Review the **Phone Type** and **Telephone** information.

### Changing an Existing Phone Number

1. Change the **Phone Type** and **Telephone** information as needed.
  - **NOTE 1:** Fields marked with an \* are required fields.
  - **NOTE 2:** Telephone numbers must be 10 digits with no letters.
2. Click on **Save**. The **Save Confirmation** page displays.
3. Verify  The Save was successful. appears.
4. Click on **OK**. This brings you back to the **Phone Numbers** page.


### Deleting an Existing Phone Number


1. Click on **Delete** for the phone number you wish to delete. The **Delete Confirmation** page displays.

**Phone Numbers**


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**Delete Confirmation**

 Are you sure you want to delete Phone Number (Main)?

2. Verify  Are you sure you want to delete Phone Number (Main)? appears.
3. Click on  to delete the contact, or  to cancel the deletion. This brings you back to the **Phone Numbers** page.
4. Verify the phone number is deleted.

### Adding a New Phone Number

1. Click on . A new blank row displays.
  - **NOTE:** Fields marked with an \* are required fields.
2. Enter or select the **Phone Type**.
3. Enter the **Telephone** information.
  - **NOTE:** Telephone numbers must be 10 digits with no letters.
4. Click on . The **Phone Numbers Save Confirmation** page displays.
5. Verify  The Save was successful. appears.
6. Click on . This brings you back to the **Phone Numbers** page.
7. Verify the telephone information.