

## **UPDATING PERSONAL INFORMATION IN SELF-SERVICE**

**Fields with a double \*\* are required to be completed.** The remaining fields can be completed at your discretion. The download is an automatic process, so as long as your information is correct in Self-Service, it will download correctly.

**Phone Numbers** - in Employee Self Service, click on My Personal Information and then Phone Numbers.

**All phone numbers must be formatted as 000/000-0000.**

**Business Phone\*\*** – this should be your **desk** phone at work or the best number to reach you at work other than your work cell phone.

**This number is public information. Do not enter your work-issued cell phone number.**

**Home Phone\*\*** – this should be used for your home landline or cell phone if you do not have a landline. You **must** enter a number in this field.

**Mobile Phone** – this should be your personal cell phone.

**Work Phone\*\*** – this should be your **WORK-ISSUED CELL** phone **ONLY**.

**Text** – this is a new option. Enter the cell number at which you wish to receive text messages if you want to use that feature.

**DOC will not pay any charges you incur from receiving text messages, i.e., a test message, etc.**

**Email Addresses** - in Employee Self Service, click on My Personal Information and then Email Addresses.

**Business\*\*** – this should be your work email address.

**Home** – this should be your home email address. You are not required to provide this email address.

**Emergency Contacts** – in Employee Self Service, click on My Personal Information and then Emergency Contacts.

**All phone numbers must be formatted as 000/000-0000.**

Names should be entered as last name, first name.

If you are injured, a name without a phone number will greatly delay notification of your emergency contact.