



Office Memorandum

Date: 10/25/2018

To: HR Directors & Designees, SEMA4 HR Users

From: Jeff Moe, SEMA4 HR Sr. Analyst

RE: Business Email Address and Phone Numbers in Self Service

As part of continuing efforts to improve system security, MMB is making the Business email address in Self Service **read-only**. Employees can view the Business email address, but can no longer enter, change, or delete it. As always, employees can still enter their personal email addresses, and designate one email address as “Preferred” on the Self Service Email Addresses page.

Coming soon

MMB is taking steps to make Business phone number read-only in Self Service as well. Similar to the Email Addresses page, employees will still be able to enter their personal phone numbers, and designate one phone number as “Preferred” on the Self Service Phone Numbers page. We anticipate this change to be in production in the next couple of weeks.

Questions

If you have questions, please contact your MMB SEMA4 HR specialist:

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