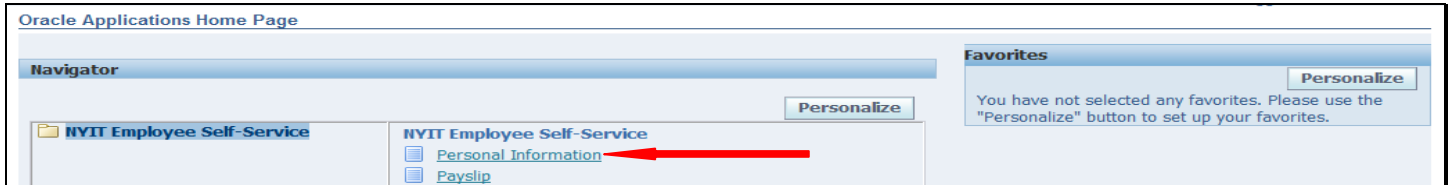


## NYIT Self-Service Application Updating Phone Numbers

Employees will be able to update their HOME or MOBILE phone numbers via Self-Service. Work phone numbers cannot be altered - WORK numbers can only be updated by contacting the HR department. Changes made through this section of the application will change the employee's NYIT Personnel Record in Human Resources.

### NYIT Self Service Applications → Personal Information → Phone Numbers

1. Select 'Personal Information' from the Oracle Self Service Menu.



2. From this screen you can change your **Phone Numbers**, **Primary Address** and **Emergency Contacts**. *You cannot alter your Basic Details or Dependents and Beneficiaries.*

The screenshot shows the 'Personal Information' page for Employee Name **Counselor, Don** and Employee Number **7388**. A 'Home' button is in the top right.

**Basic Details:** You cannot update here. Contact HR for any corrections.

Full Name: **Counselor, Don**  
Marital Status: **Single**  
Date of Birth: **20-Jul-1970**  
Social Security: **123-45-1112**  
Employee Number: **7388**  
Organization Email Address: [Redacted]

**Phone Numbers:** You can add or update phone numbers. A phone number should be entered only with NUMBERS as in: 5161234567.

Home: **5161231112**  
Home Fax: **6315567843**  
Mobile: **5168889595**  
Work: **5166860002**

**Primary Address:** Changing your Primary Address may affect your Payroll Taxes. Please contact NYIT's Payroll Office with any questions.

Address Line 1: **214 Driveway Lane**  
Address Line 2: [Redacted]  
City: **Westbury**  
State: **NY**  
Zip Code: **11590**  
County: **Nassau**

**Emergency Contacts**

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

**Select Emergency Contact:** Update Remove | Add

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
<input checked="" type="radio"/>	Counsel, James	Mother	Yes			
<input type="radio"/>	Counsel, Frederick	Child	No			

**Dependents and Beneficiaries:** You can add or update this section only from the Benefits Page.

Name	Relationship
Counsel, James	Mother
Counsel, Frederick	Child
Counsel, Fredrick	Child
Counsel, James	Brother

Home

## Adding or Changing a Phone Number

1. Choose **UPDATE**

Phone Numbers: You can add or update Phone Numbers. A Phone Number should be entered only with NUMBERS as in: 5161234567

Home	5161231112
Home Fax	6315567842
Mobile	5168889595
Work	5166860002

Update

2. Choose 'Add Another Row' to **add a new number**. To **change a number**, simply backspace over- or delete the existing number and re-type the new number including the area code and seven-digit phone number. *Dashes are not required; if you add them, they will not be displayed.*

**Note:** For new employees there may be a delay getting your work number in Oracle. Also, when the Phone Numbers: Enter and Maintain screen opens, notice that WORK phone numbers are not displayed. **You should not add or update any WORK numbers.** If you do, *they will be overwritten* by a daily 'phone update' process.

Phone Numbers: Enter and Maintain

Employee Name **Counselor, Don**  
Organization Email Address

Type	Number
Home	5161231112
Home Fax	6315567842
Mobile	5168889595

Add Another Row

Cancel Next

3. Use the dropdown arrow to choose the phone *TYPE*.

**Note:** Do not select any "Work" phone types shown below, as they are usually updated by IT Telecom Department. Even if you add any Work type of phone /fax / secondary / tertiary – it will be overwritten by IT

Phone Numbers: Enter and Maintain

Employee Name **Counselor, Don**  
Organization Email Address

Type	Number
Home	5161231112
Mobile	5168889585
Home	
Home	
Home Fax	
Home Secondary	
Home Tertiary	
Mobile	
Other	
Pager	
Work	
Work Fax	
Work Secondary	
Work Tertiary	

Home Logout Preferences Help

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Cancel Next

- The **blue dot** designates a change to the **current** information. Review the **proposed** changes and check for accuracy. Choose to go 'Back', 'Cancel', print using 'Printable Page', or 'Submit'. Use 'Back' to re-do your changes – you'll be brought to the previous update screen.

Personal Information: Review

Employee Name **Counselor, Don**  
Organization Email Address

Indicates Changed Items.

Phone Numbers: Review your change(s) and submit

	Current	Proposed
Home	5161231112	5161231112
Home Fax	6315567843	6315567843
Mobile	5168889595	5168889595
Home Secondary		555-555-5555 <span style="color: blue;">●</span>

- When you choose 'Cancel', you will get the "Warning" screen below. Choose 'Yes' to discard your changes.

**Warning**

Do you want to cancel this action?

Your new action will be canceled.

No Yes

Home Logout Preferences

- When you click on 'Printable Page' you will get the page below. The print options will appear in the **FILE** window.

File Edit View Favorites Tools Help

Personal Information: Review

Employee Name **Counselor, Don**  
Organization Email Address

Indicates Changed Items.

Phone Numbers: Review your change(s) and submit

	Current	Proposed
Home	5161231112	5161231112
Home Fax	6315567843	6315567843
Mobile	5168889595	5168889595
Home Secondary		555-555-5555 <span style="color: blue;">●</span>

- Choose 'Submit'; a CONFIRMATION message appears informing you that your changes have been applied.

**Confirmation**

Your changes have been applied.

Return to Overview

## Changing Phone Types

- Use the 'Type' dropdown to choose the phone type then click NEXT. In this example, we changed the Mobile number to a Home Secondary number.

Phone Numbers: Enter and Maintain

Employee Name **Counselor, Don**  
Organization Email Address

Type	Number
Home	5161231112
Home	5168889595
Home	
Home Fax	W
Home Secondary	
Home Tertiary	
Mobile	
Other	
Pager	
Work	
Work Fax	
Work Secondary	
Work Tertiary	

Drop down list for Phone Types

Home Logout Preferences Help

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If you make a phone type change to a type that already exists, when you click the NEXT button you will get an error message like the one below. You will have to CANCEL this change.

**Error**  
Only one active home phone number is allowed. Action: Delete existing home phone, or use secondary home phone type.

Phone Numbers: Enter and Maintain

Employee Name **Counselor, Don**  
Organization Email Address

Type	Number
Home	5161231112
Home	5168889595

Buttons: Cancel, Next

**Note: Although the WORK phone is not displayed, if you attempt to add one here, you will get a similar error**

**Error**  
ORA-20001 Only one active work phone number is allowed. Action: Delete existing work phone, or use secondary work phone type.

2. Click on the 'Yes' button to confirm your cancellation.

**Warning**  
Do you want to cancel this action?  
Your new action will be canceled.

Buttons: No, Yes

3. Review your changes; the **two proposed changes** are designated with the **blue dot** below. Choose to go 'Back' to re-do your changes, print using 'Printable Page', or 'Submit'. Follow steps 6 and 7 under **Adding or Changing a Phone Number** to produce a Printable Page or Submit your change.

Personal Information: Review

Employee Name **Counselor, Don**  
Organization Email Address

Indicates Changed Items.

Phone Numbers: Review your change(s) and submit

Current	Proposed
Home 5161231112	5161231112
Mobile 5168889595	5168889595

Home Secondary

Buttons: Cancel, Printable Page, Back, Submit