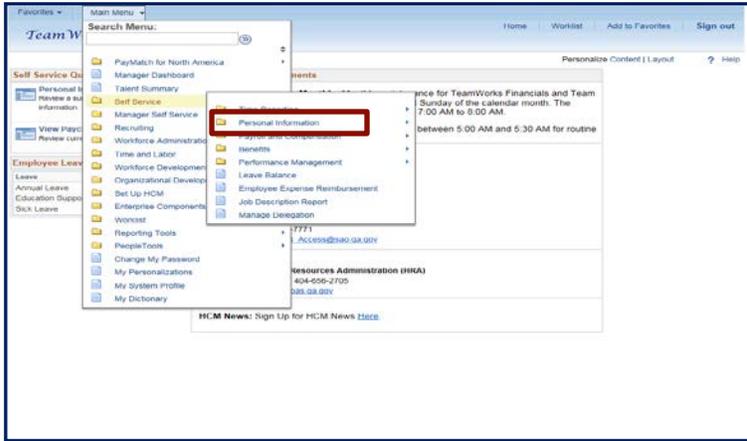
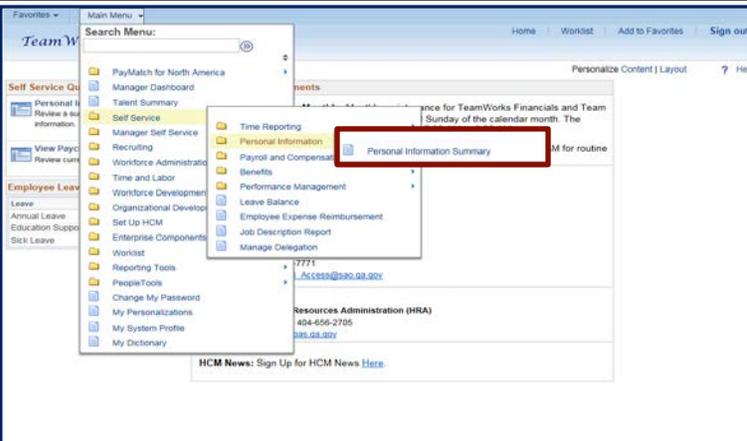
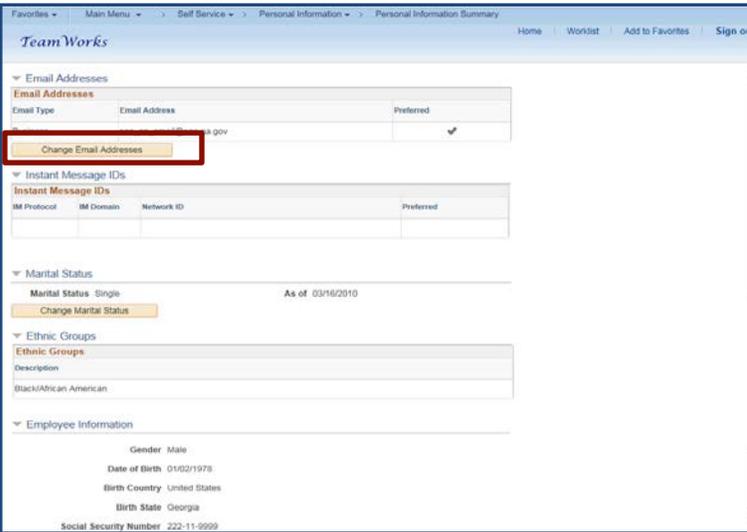


Employee Self-Service - Update Business or Set-Up Additional Email Address

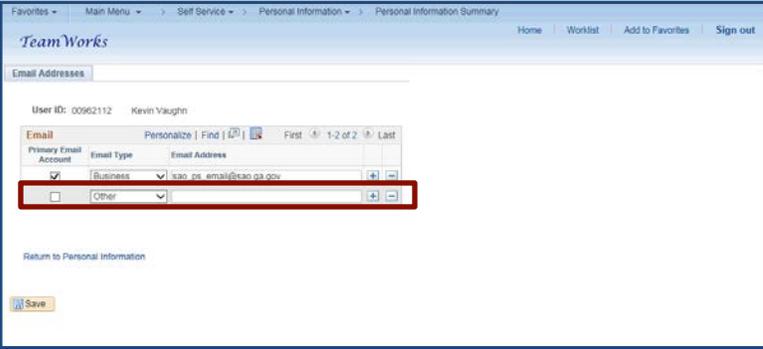
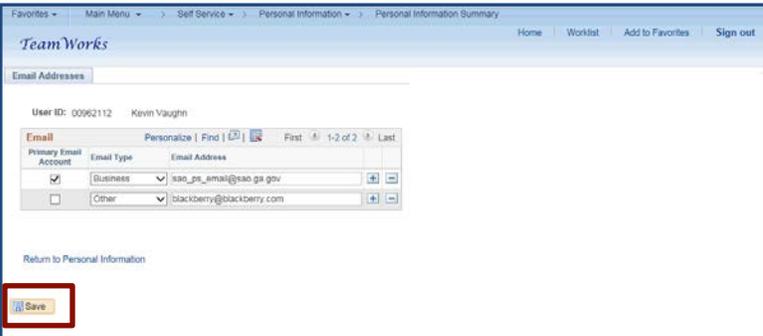
To begin > Navigate to the **Personal Information Summary** page.

Step	Action
<p>1. Log into Employee Self Service, type your [UserID and Password]</p>	
<p>2. Click [Sign In]</p>	

Step	Action																
<p>3. Click [Main Menu]</p>	<p>The screenshot shows the TeamWorks HRMSSPP dashboard. The 'Main Menu' dropdown is highlighted with a red box. The dashboard includes sections for 'Self Service Quick Links', 'Employee Leave Summary', 'News and Announcements', and 'HCM Payroll Processing'. The 'News and Announcements' section contains information about Customer Service Center availability and a 'January 2019 Payroll Processing Schedule' table.</p> <table border="1"> <caption>January 2019 Payroll Processing Schedule</caption> <thead> <tr> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Friday, January 4, 2019</td> <td>6:00 PM</td> </tr> <tr> <td>Tuesday, January 8, 2019</td> <td>6:00 PM</td> </tr> <tr> <td>Wednesday, January 9, 2019</td> <td>3:00 PM</td> </tr> <tr> <td>Tuesday, January 15, 2019</td> <td>6:00 PM</td> </tr> <tr> <td>Friday, January 18, 2019</td> <td>6:00 PM</td> </tr> <tr> <td>Tuesday, January 22, 2019</td> <td>6:00 PM</td> </tr> <tr> <td>Friday, January 25, 2019</td> <td>3:00 PM</td> </tr> </tbody> </table>	Date	Time	Friday, January 4, 2019	6:00 PM	Tuesday, January 8, 2019	6:00 PM	Wednesday, January 9, 2019	3:00 PM	Tuesday, January 15, 2019	6:00 PM	Friday, January 18, 2019	6:00 PM	Tuesday, January 22, 2019	6:00 PM	Friday, January 25, 2019	3:00 PM
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<p>4. Click the [Self Service] link.</p>	<p>The screenshot shows the TeamWorks HRMSSPP dashboard with the 'Self Service' link highlighted in a red box. The 'Self Service' dropdown menu is open, showing various options like 'Manager Dashboard', 'Workforce Administration', and 'Self Service'. The background content is partially obscured by the dropdown menu.</p>																

Step	Action
<p>5. Click the [Personal Information] link.</p>	 <p>The screenshot shows the TeamWorks main menu. A search menu is open, and the 'Personal Information' option is highlighted with a red rectangular box. Other menu items include PayMatch for North America, Manager Dashboard, Talent Summary, Manager Self Service, Recruiting, Workforce Administration, Time and Labor, Workforce Development, Organizational Development, Set Up HCM, Enterprise Components, Worlist, Reporting Tools, PeopleTools, Change My Password, My Personalizations, My System Profile, and My Dictionary.</p>
<p>6. Click the [Personal Summary] link</p>	 <p>The screenshot shows the TeamWorks main menu with the search menu open. The 'Personal Information Summary' option is highlighted with a red rectangular box. The background menu items are the same as in the previous screenshot.</p>
<p>7. Using the vertical scroll-bar, scroll down to the Email Addresses section.</p> <p>Click on the [Change Email Addresses] link</p>	 <p>The screenshot shows the 'Personal Information Summary' page. The 'Email Addresses' section is expanded, showing a table with columns for Email Type, Email Address, and Preferred. Below the table, the 'Change Email Addresses' button is highlighted with a red rectangular box. Other sections visible include Instant Message IDs, Marital Status (Single), Ethnic Groups (Black/African American), and Employee Information (Gender: Male, Date of Birth: 01/02/1979, Birth Country: United States, Birth State: Georgia, Social Security Number: 222-11-9999).</p>

Step	Action
<p>8. Use the Email Addresses page to view, add, update, or delete email addresses.</p>	
<p>9. Click the (+) button to add a new row.</p>	
<p>10. Use the Email Type field to select the type of email address the user is adding.</p> <p>Click the [Email Type] drop-down list to select a different email type.</p>	

Step	Action
<p>11. After making your Email Type selection, enter the full email address in the [Email Address] field.</p>	
<p>12. Click the [Save] button.</p> <p><i>Note:</i> the Business email address has a check mark in the Primary Email Account field. This indicates the business email address is the preferred email address. Only one email address can be marked as preferred.</p>	
<p>13. End of Procedure</p>	<p><i>Note:</i> Employees cannot delete business email addresses, only the system administrator can do this. Employees should keep their business email address updated at all times.</p>