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

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



Step	Action					
B. Click [Main Menu]						
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	Self Service Quick Links	S O OT NO	ews and Announcements	1	0	
	Review a summary of you	our personal C	Customer Service Center Availability			
	information.	T	The SAO Customer Service Center will be available evo	ery business day in January 2019,		
	View Paycheck Review current and prior	e paychecks.	except for the following holidays:			
			 January 21, 2019 - New Year's Day January 21, 2019 - Martin Luther King, Jr.'s Birth 	nday		
	Employee Leave Summa	aryo ov T	Thank you for your ongoing support. We look forward to	o serving you.		
	Annual Leave	16				
	Education Support Leave General Comp Time Plan	8 H	HCM Payroll Processing			
	Holiday Leave	0 P	Please refer to the chart below for the upcoming payrol	I process dates and start times.		
	Personal Leave Previous Unpaid Leave	0	January 2019 Payroll Processing	Schedule		
	Sick Leave	20	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, 2015	0.00 PM		
. Click the [Self Service] link.			Friday, January 25 , 2019	3.00 PM		
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7.Using the vertical scroll-bar, scroll down to the Email Addresses section. Click on the [Change Email Addresses] link	Favorities + Main Menu + Self Service - Personal Information Summary If carm/WorkS Hone Workist Add to Favorities Sign out - Email Addresses Imail Addresses <

Step	Action
8. Use the Email Addresses page to view, add, update, or delete email addresses.	Favorites • Main Menu • > Self Bervice • Personal Information Summary Imail Addresses
9. Click the (+) button to add a new row.	Farontes - Main Menu - > Self Service - > Personal Information Summary Team/Works Home Workist Add to Pavortes Sign out User ID: 00092112 Kevin Yougdm First di 1-2 of 2 di Last Personal Information Premare Final Count You Gar on a count of the set of t
10. Use the Email Type field to select the type of email address the user is adding.Click the [Email Type] drop-down list to select a different email type.	Favorites - Main Menu

Step	Action
11.After making your Email Type selection, enter the full email address in the [Email Address] field.	Favorites - Main Menu + > Self Bervice - > Personal Information Summary Home Workist Add to Favorites Sign out Email Add to Favorites User ID: cose2112 Kevin Vaugin First 4 12 of 2 is Last Personal Information First 4 12 of 2 is Last Personal Information First 4 12 of 2 is Last Personal Information First 5 20 is Last Refum to Personal Information First 5 20 is Last Store First 5 20 is Last
12. Click the [Save] button.	
<i>Note:</i> the Business email address has a check mark in the Primary Email	Favorites - Main Menu - > Self Service - > Personal Information - > Personal Information Summary To any Worklist Add to Favorites Sign out
Account field. This indicates the business	Email Addresses
email address is the preferred email	User ID: 00982112 Kevin Vaughn
address. Only <u>one</u> email address can be marked as preferred.	Email Personator (Find) (20) (20) (20) (20) (20) (20) (20) (20
13. End of Procedure	<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.