

Manage Personal Phone & Email Address – ALL EMPLOYEES

This Job Aid walks employees through the process of managing personal phone and email address using Employee Self Service (ESS) in GUS HR.

Audience: All Employees

Examples:

- ✓ Update phone number in GUS HR using Employee Self Service (ESS). See steps starting 1.0.
- ✓ Update email address in GUS HR using Employee Self Service (ESS). See steps starting 2.0.

The PSU email address (pittstate.edu or gus.pittstate.edu) will be used for all university business. Employees should continue to use their PSU email account for university business even if a personal email address is added in GUS HR.

Step	Action
1.0	Use the following steps to update a personal phone number in GUS HR using Employee Se Service (ESS).
1.1	Logon to GUS Cloud.
	E GUS Cloud Rayta Devereaux ~
	Share thoughts with your colleagues
	1 0 0 Conversations Following Followers 0 Employee News Image: Second secon
	0 My Flags ↔ Getsing Started By Dashboard Setup and Hastenance Reports and Analytics
	Scheeled Processes



1.2	On the GUS Cloud sp	pringboard, select the Navigator icon.					
	😑 😽 GUS Clor	ud					
1.3	1.3 Select "Personal Information" under "About Me."						
	Navigator						
	Payables Invoices General Accounting Image: General Accounting Dashboard Image: General Account Image: General Account	Procurement Image: Purchase Requisitions Image: Purchasing Image: Purchasi					
1.4	Your "My Details" pa	age will open.					
	My Details	Mork Phone Last Name Work E-Mail Last Name Work E-Mail First Name Home Address 1701 S Broadway Ptisburg, KS 68762 Date of Birth UNITED STATES Nationality Primary Mailing Home Address Legislation United States	Edit	III			



1.5	Click on the "Edit" button in the upper right.							
	🙎 My Details 📼							
	Contact Information Biographical Information Work Phone Last Name							
	Work E-Mail First Name							
	Home Address 1701 S Broadway Middle Name Pftsburg, KS 66762 Crawford Date of Birth							
	UNITED STATES Nationality American							
	Primary Mailing Home Address Legislation United States							
1.6	The "Edit My Details: Contact Information" page will open.							
k	Edit My Details: Contact Information							
	La Contacts + →							
	Primary Type Details							
	Work Poole Work Filal	-						
		_						
1.7	To add a personal phone, click on the "+."							
	Edit My Detailer Contact Information	יק						
	All Contacts + v							
	Image: Second	_						
	Work E-Mail							
1.8	Click on Phone in the dialog box.							
	Edit My Details: Contact Information							
	Contacts + V							
	F Phone Type							
	E-Mail							
	Other Communication Accounts							
	TT							
	Work E-M							



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10 1		Contacts 🕂 🔻				
10 1		Primary		_		
10 1				Туре		
10 1				Home Ph	one	
.10	In the box	under "Details," ty	pe in the name	of the Country	y where the pho	ne numbe
	originates	e.g. United States)	, then enter.			
1	A Country	Code search dialog	g box will open	. Look for the	e County and Ph	one
(Country Co	ode. Click on the c	orrect county, t	then click "Ok	<	
	Details				1	
	-					
 	United State	s				
	United State	Search and Select: Count	as Aoss try Code	×		
	sdowning	d Count				
	Her House and Kristine	Search		Agvanced		
		Phone Country Code				
		Country	United States			
		Country Code				
e	288		Se	earch Reset		
	s	Country	Phone	Country Code		
		United States	1			
3	- duran					



1.11	Type the Area code and Phone Number in the other 2 boxes.					
		Details				
		United States 1 🗸	620 232-1122			
1.12						
1.12	Click Save a	nd Close. Note	you can add bot	h a phone and	personal email bef	ore
1.12	Click Save a clicking sav	nd Close. Note : e and close.	you can add bot	h a phone and	l personal email bef	ore
1.12	Click Save a clicking sav	and Close. Note : e and close.	you can add bot	h a phone and	l personal email bef	ore
1.12	Click Save a clicking sav	e and close. Note	you can add bot	h a phone and	l personal email bef	ore
1.12	Click Save a clicking sav	e and close. Note :	you can add bot	h a phone and	l personal email bef	ore accessed as



2.0	Use the following steps to	update a personal email ad	dress in GUS I	HR us	ing		
	Employee Self Service (ESS).						
21	To enter a personal email dialog box.	address, repeat steps 1.1 – 1	1.8 above. Sele	ect em	ail in the		
	Edit My Details: Co	Phone E-Mail	Туре				
	+ +	Other Communication Accounts	Work Ph				
			Work E-N				
2.2	A new row will open. Select Home E-mail from the drop down box, then enter your personal email address in the next box. Edit My Details: Contact Information						
	Primary	Туре	Details				
		Home Mobile Phone	United States 1	620	308-1111		
	+†	Home Phone	United States 1	620	232-1987		
		Work Phone	United States 1	▼ 620	235-7878		
		Home E-Mail	gusgorilla@gmail.com				
	✓	Work E-Mail	sdowning@pittstate.ed	u			
2.3	Click Save and Close.						
	Contrary Unitarity: Contact Information	Initials Image: Second States 1 Image: Second States 2 Image: Second States 2 Initials States 1 Image: Second States 2 Image: Second States 2 Image: Second States 2			gen and Class - Groot		