FIO-07 My Communication Data

View My Communication Data Tutorial Video

Purpose

Ensuring your communication data is current is important for employees of the State of North Carolina. The purpose of this Business Process Procedure is to explain how to display your work communication data and update your personal communication data via the My Communication Data application.

Overview

In regard to work communication data, employees can display:

- Your work Email
- First telephone number at work (this is the phone number used in the NC.GOV Employee Directory and in LMS).

Your work email address is fed into the Integrated HR-Payroll System from NCID. Please contact your NCID Administrator first if your work email is incorrect. If your work telephone number is incorrect, please contact your Agency HR.

Personal communication data is used in the event it is necessary to communicate important information to state employees, including during non-work hours. This could include emergency or other time-sensitive information. Employees can display/edit:

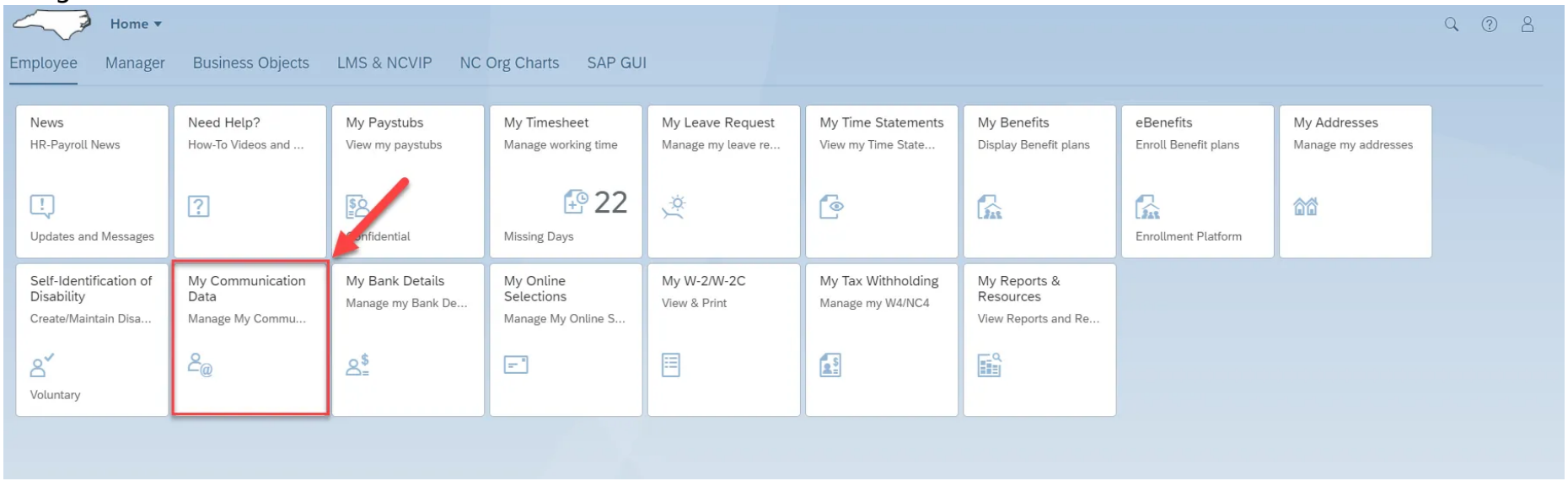
- Personal Cell Phone Number
- Personal Email Address

Note: Your personal contact information provided here will be used exclusively for state business and will never be shared with other parties or organizations for any reason.

There are 10 steps to complete this process.

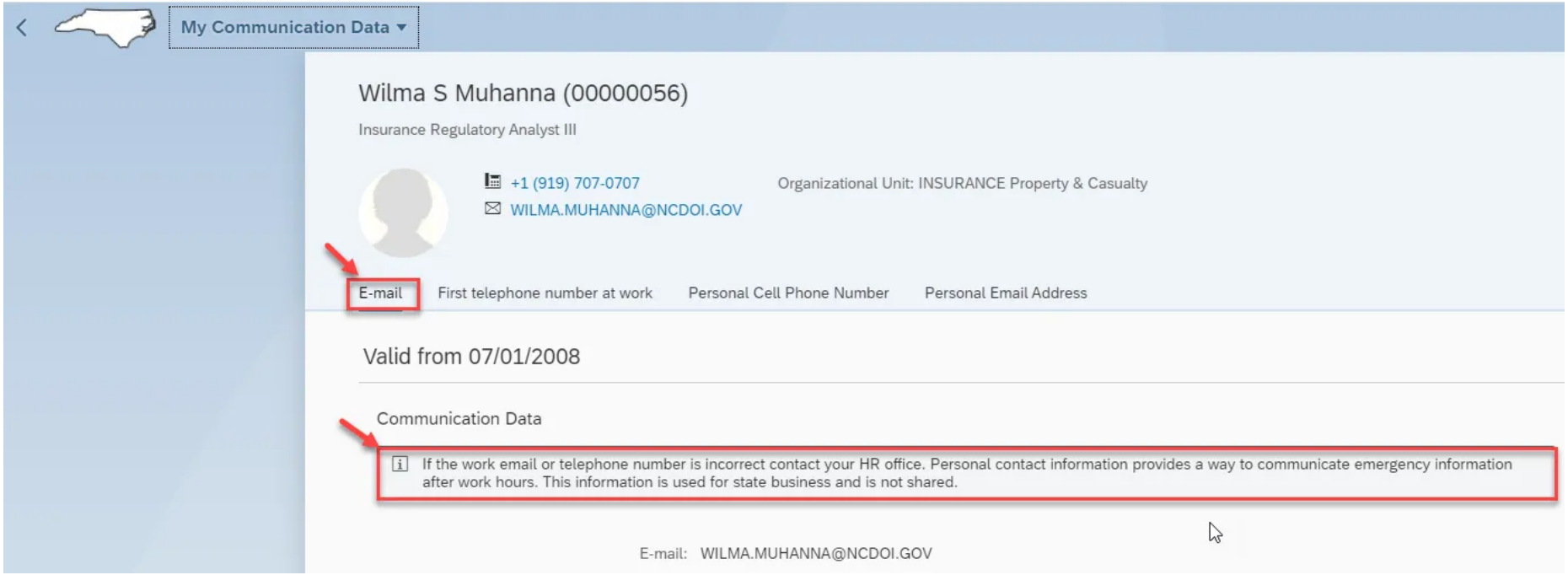
Step 1. From the Fiori Home page, click the **My Communication Data** tile located under the Employee tab.

Image



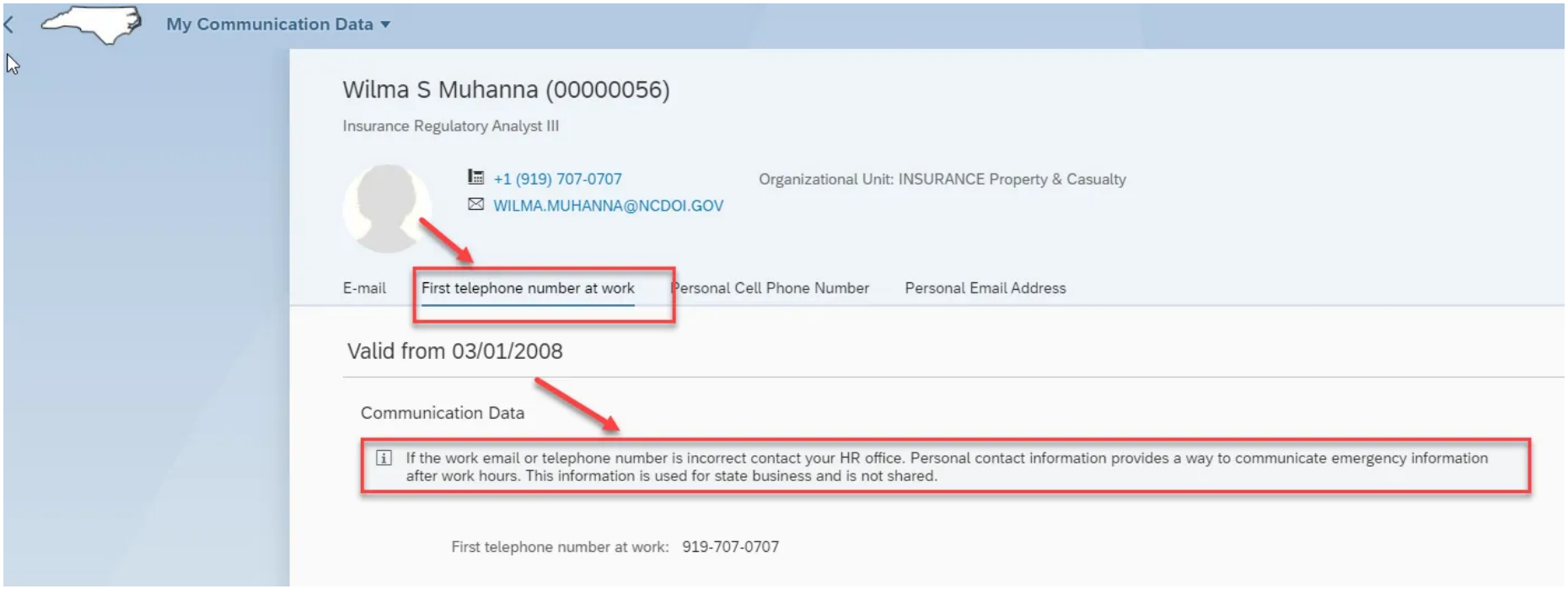
Step 2. Your work email address is fed into the Integrated HR-Payroll System from NCID. Please contact your NCID Administrator first if your work email is incorrect.

Image



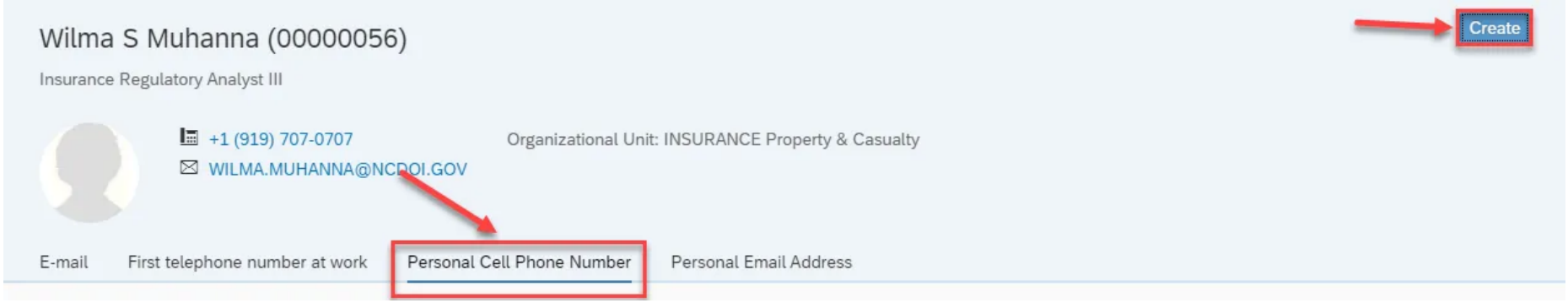
Step 3. If your **First telephone number at work** is incorrect, please contact your Agency HR. This is the phone number used in the NC.GOV Employee Directory and in LMS.

Image



Step 4. To create a record of your Personal Cell Phone Number, click on the **Personal Cell Phone Number** tab. Then click on the **Create** tab on the right edge of your screen.

Image



Step 5. Once you click on **Create** you can select **Personal Cell Phone Number** from the drop-down menu. Then type your cell phone number in the **Telephone** section. Then click **Save**.

Image

My Communication Data /

New Personal Cell Phone Number

Type

Record Type: Personal Cell Phone Number

- E-mail
- First telephone number at work
- Personal Cell Phone Number
- Personal Email Address

Personal Cell Phone Number

Communication Data

If the work email or telephone number is incorrect contact your HR office. Personal contact information provides a way to communicate emergency information after work hours. This information is used for state business and is not shared.

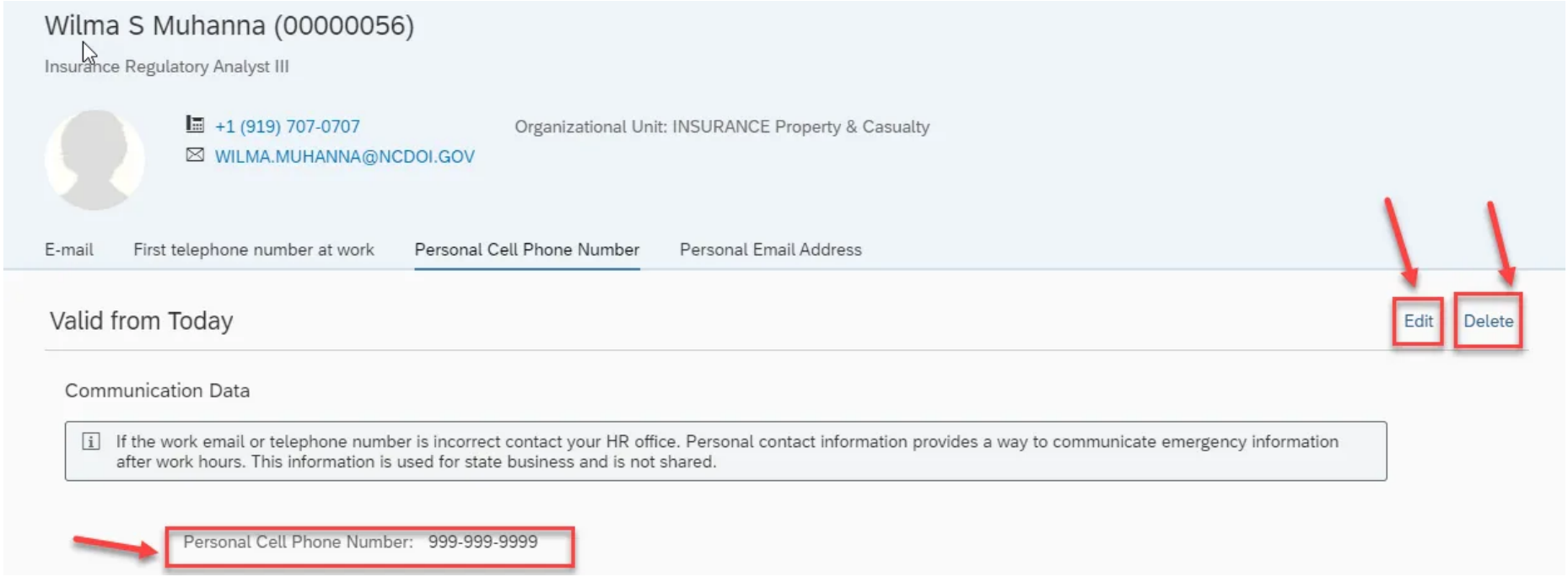
*Telephone: 999-999-9999

Extension:

Save Cancel

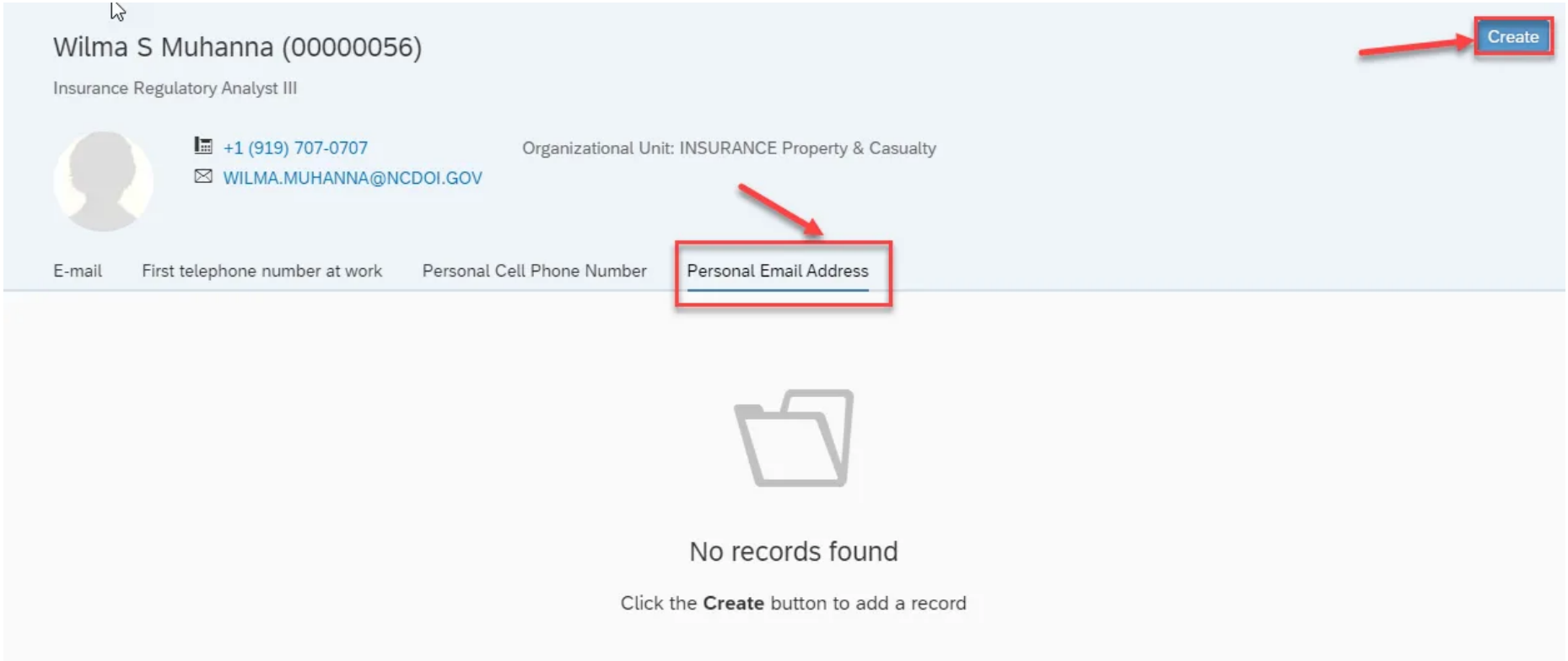
Step 6. Once you save your personal cell phone number, you can see it on the page. You can **Edit** and **Delete** from this page.

Image



Step 7. To create a record of your personal email address, click on the **Personal Email Address** tab. Then click on the **Create** tab on the right edge of your screen.

Image



Step 8. Once you click on **Create** you can select **Personal Email Address** from the drop-down menu then type your personal email address in the **Email** section. Then click **Save**.

Image

My Communication Data /

New Personal Email Address

Type

Record Type: Personal Email Address

- E-mail
- First telephone number at work
- Personal Cell Phone Number
- Personal Email Address

Personal Email Address

Communication Data

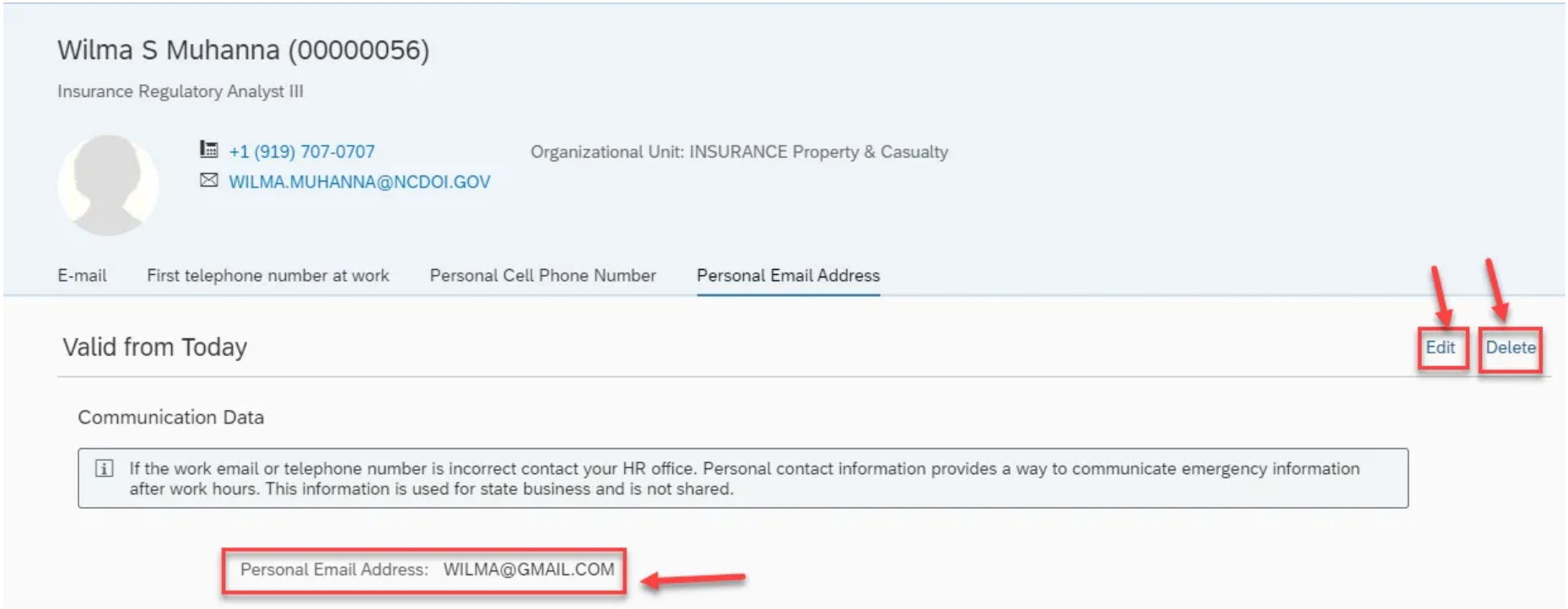
If the work email or telephone number is incorrect contact your HR office. Personal contact information provides a way to communicate emergency information after work hours. This information is used for state business and is not shared.

*Personal Email Address: Wilma@gmail.com

Save Cancel

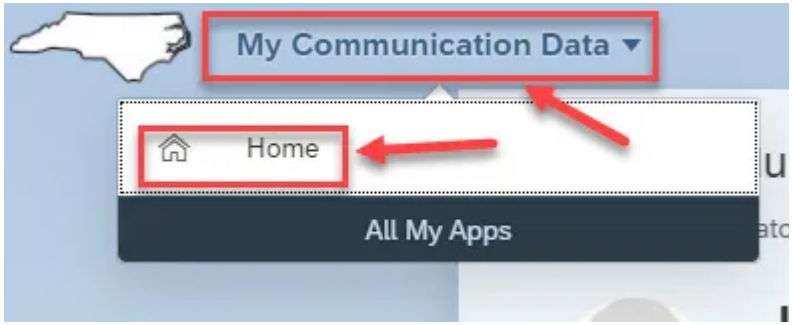
Step 9. Once you save your personal email address, you can see it on the page, and you can **Edit** and **Delete** from this page.

Image



Step 10. To go back to the homepage, click on **My Communication Data** and then click on **Home**.

Image



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