



CHANGE PERSONAL COMMUNICATION DATA

ESS-14 | BUSINESS PROCESS PROCEDURE

ESS

The purpose of this Business Process Procedure is to explain how to change personal communication data in the Integrated HR-Payroll System.

Business Process Procedure Overview

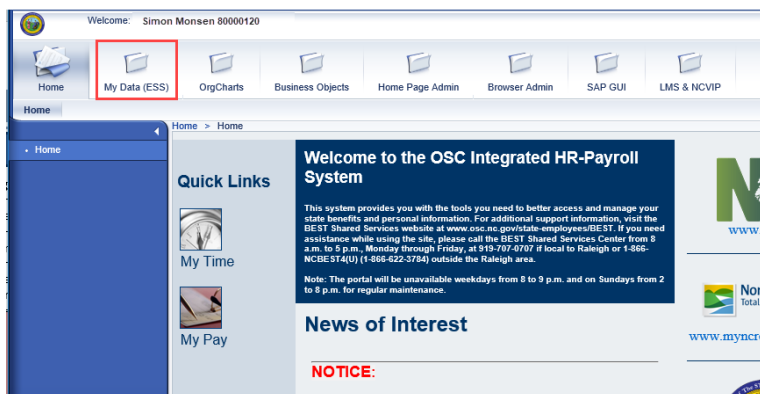
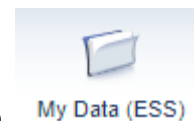
The **Change Personal Communication** service is located in the *My Personal Data* Section in ESS. Occasionally it is necessary to communicate important information to state employees, including during non-work hours. This could include emergency or other time-sensitive information. Employees will be able to display/edit:

- Personal Email Address
- Personal Cell Phone Number

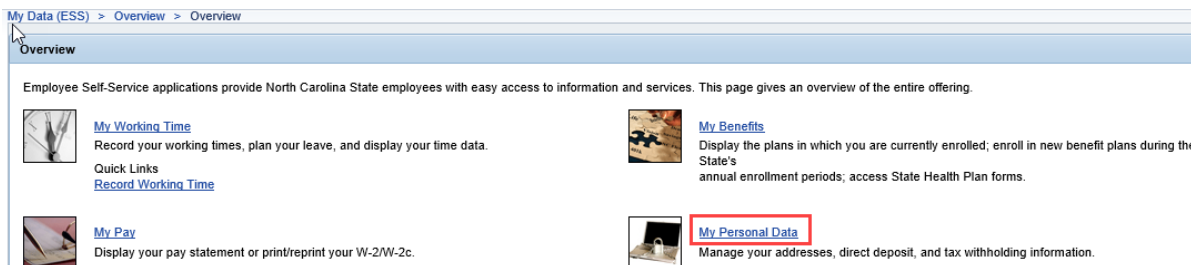
NOTE: Your personal contact information provided here will be used exclusively for state business and will never be shared with other parties or organizations for any reason.

Procedure

1. From the Integrated HR-Payroll System Home Page, click into the My Data (ESS) tab.




2. Click **My Personal Data**.



- The **My Personal Data** screen will be displayed. Click **Change Personal Communication**.

My Personal Data



My Personal Information

[Addresses](#)
 Maintain your addresses.
 NOTE: Both address lines 1 and 2 are limited to 32 characters.
 If you are making an in/out of state change to your permanent residence, please ensure your Tax Withholding Information is also updated.


[Tax Withholding Information](#)
 Maintain the information on your Federal (W4), NC (NC4), or other state withholding forms. NOTE: If you are making an in/out of state change, please ensure your Address information is also updated.

[IRS Withholding Calculator](#)
 It is recommended that you use the IRS Withholding Calculator to help determine your withholding status.

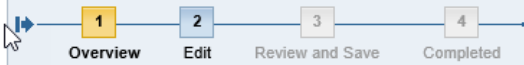
[Work Communication Data](#)
 Display your email address and your main work contact telephone number.

[Change Personal Communication](#)




Occasionally it is necessary to communicate important information to state employees, including during non-work hours. This could include emergency or other time-sensitive information. To help ensure that you receive this information in a timely manner, please consider providing your mobile phone number and personal email address. 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. To add or update your home phone number, go to "Addresses."


- Your **Personal Communication Data** will be displayed. Click the Edit button. 

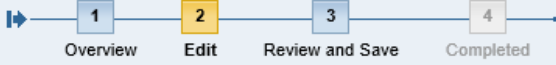
My Data (ESS) > My Personal Data > My Personal Data



Personal Communication
 Personal Cell Phone Number: 919-123-4567
 Personal Email Address: SIMON.MONSEN@EMAIL.COM

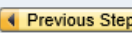


- Enter your updated Personal Communication data, then click 



Personal Communication

Personal Cell Phone Number:

Personal Email Address:

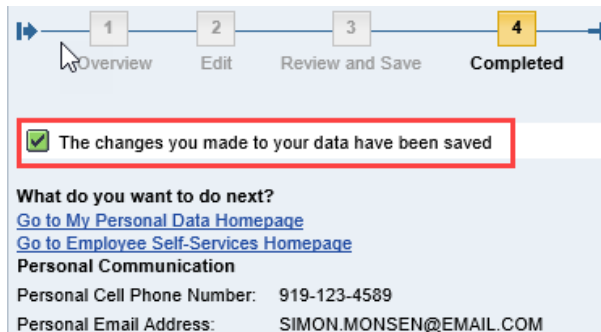
  

Field Name	Description
Personal Cell Phone Number	The number of an employee’s non-state-issued cell phone
Personal Email Address	The address of an employee’s personal email account.

6. The updated information will be displayed. If there are any errors, select the previous step button **Previous Step** to return and correct the mistake. If the information is correct, click save. **Save**



7. The message, “The changes you made to your data have been saved” will appear.



Change Record

- 2/3/2021 – Updated format, assigned reference number, and made accessible – Claire Ennis
- 8/6/21 – Updated for accessibility, Alt Text added – D. Genzlinger