



MY COMMUNICATION DATA

BUSINESS PROCESS PROCEDURE | FIO-07

FIO

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.

Business Process Procedure 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:

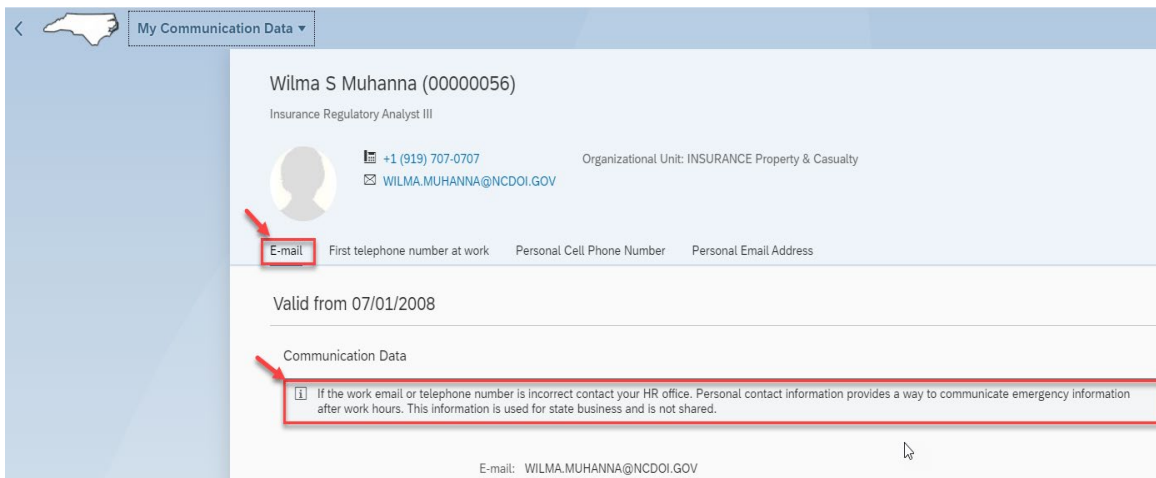
- Personal Cell Phone Number
- Personal Email Address

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.

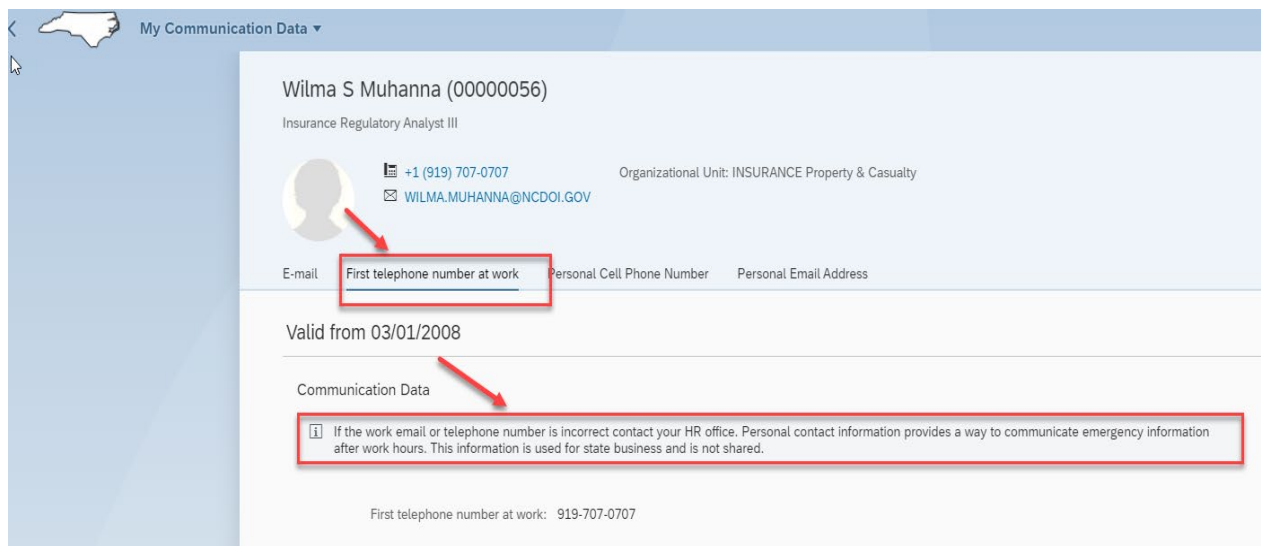
1. From the Fiori Home page, click the “My Communication Data” tile located under the Employee tab.

The screenshot shows the Fiori Home page interface. At the top, there is a navigation bar with a 'Home' dropdown and search, help, and user icons. Below this is a secondary navigation bar with tabs for 'Employee', 'Manager', 'Business Objects', 'LMS & NCVIP', 'NC Org Charts', and 'SAP GUI'. The main area contains a grid of application tiles. The 'My Communication Data' tile, located in the second row, first column, is highlighted with a red box and a red arrow. Other tiles include 'News', 'Need Help?', 'My Paystubs', 'My Timesheet', 'My Leave Request', 'My Time Statements', 'My Benefits', 'eBenefits', 'My Addresses', 'Self-Identification of Disability', 'My Bank Details', 'My Online Selections', 'My W-2/W-2C', 'My Tax Withholding', and 'My Reports & Resources'.

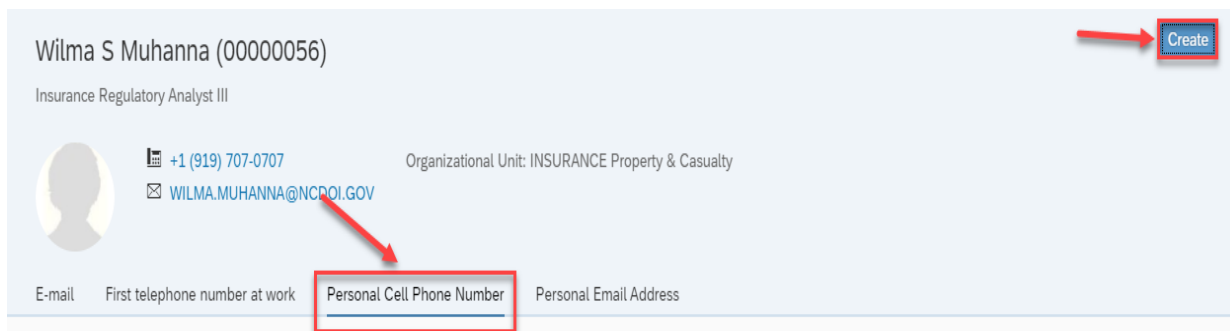
- 2. Your work email address is fed into the Integrated HR-Payroll System from NCID. Please contact your NCID Administrator first if your work email is incorrect.



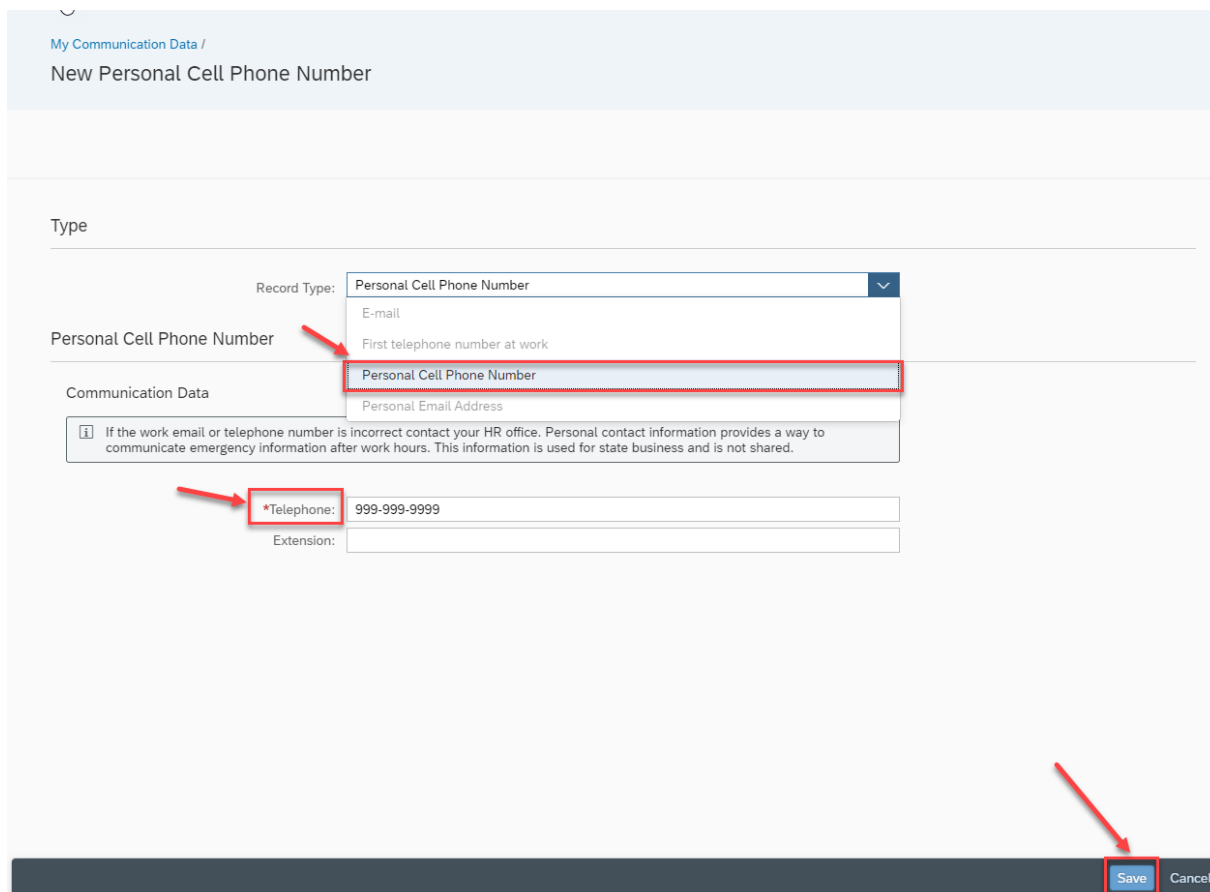
- 3. If your “**First telephone number at work**” is incorrect, please contact your Agency HR. This is the phone number used in the NC.GOV Employee Directory and in LMS.



- 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.



- Once you click on **“Create”** you can select **“Personal Cell Phone Number”** from the dropdown menu. Then **“Type your Cell Phone Number”** in the **“Telephone”** section. Then click **“Save.”**



- Once you “save” your “Personal Cell Phone Number,” You can see the Personal Cell Phone Number on the page. You can “Edit” and “Delete” from this page.

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Organizational Unit: INSURANCE Property & Casualty

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

Valid from Today

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 Cell Phone Number: 999-999-9999

Edit Delete

- 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.

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

No records found

Click the Create button to add a record

Create

- Once you click on **“Create”** you can select **“Personal Email Address”** from the dropdown menu **“Personal Email Address”** then **“Personal Email Address”** in the **“Email”** section. Then click **“Save.”**

My Communication Data /
New Personal Email Address

Type

Record Type: Personal Email Address

Personal Email Address

Communication Data

Personal Email Address

*Personal Email Address: Wilma@gmail.com

Save Cancel

- Once you **“save”** your **“Personal Email Address,”** you can see the **Personal Email Address** on the page, and you can **“Edit”** and **“Delete”** from this page.

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

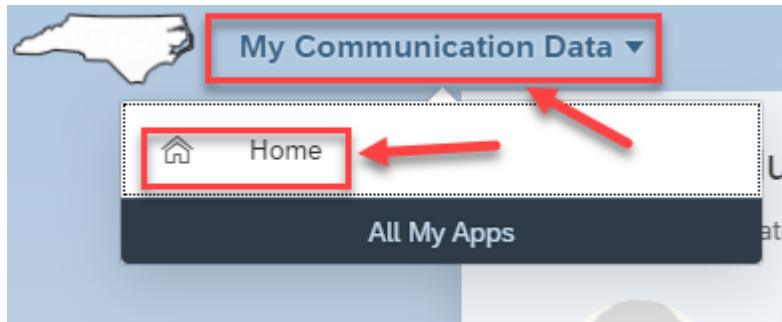
Valid from Today

Communication Data

Personal Email Address: WILMA@GMAIL.COM

Edit Delete

10. To Go back to the “Homepage” click on “My Communication Data” and then click on “Home.”



Change Record

- 9/22/21 – Initial BPP created – Mayuri Surati
- 9/22/21 – Updated format and assigned reference number – Claire Ennis