

How Do I Change My Phone Number?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Personal Details** tile.
4. On the **Personal Details** page, click the **Contact Details** link.

Review Home Phone Information

5. On the **Contact Details** page, review the listing of phone information.

Update a Phone Number

6. On the **Contact Details** page, click the **Number** to update.
7. On the **Phone Number** page, update the phone information.
8. Click the **Save** button.

Add a New Phone Number

9. Click the **Add Phone** icon displayed above the **Number** field on the **Contact Details** page.
10. On the **Phone Number** page, click the **Type** field.
11. Select **Mobile** or another value from the list.
12. Click the **Preferred** checkbox, if desired, to designate the phone number as the "first number to call."
13. Enter the new phone number in the **Number** field.
14. Click the **Save** button.

Designate a Phone Number as Preferred (or Primary)

15. On the **Contact Details** page, click the **Number** to update.
16. On the **Phone Number** page, click the **Preferred** checkbox.
17. Click the **Save** button.



Delete a Phone Number

18. On the **Contact Details** page, click the **Number** to delete.
19. On the **Phone Number** page, click the **Delete** button.
20. Click the **Yes** button to confirm the delete request.

Complete the Task/Sign Out of Application

21. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



22. Click the **Sign Out** option in the listing.

