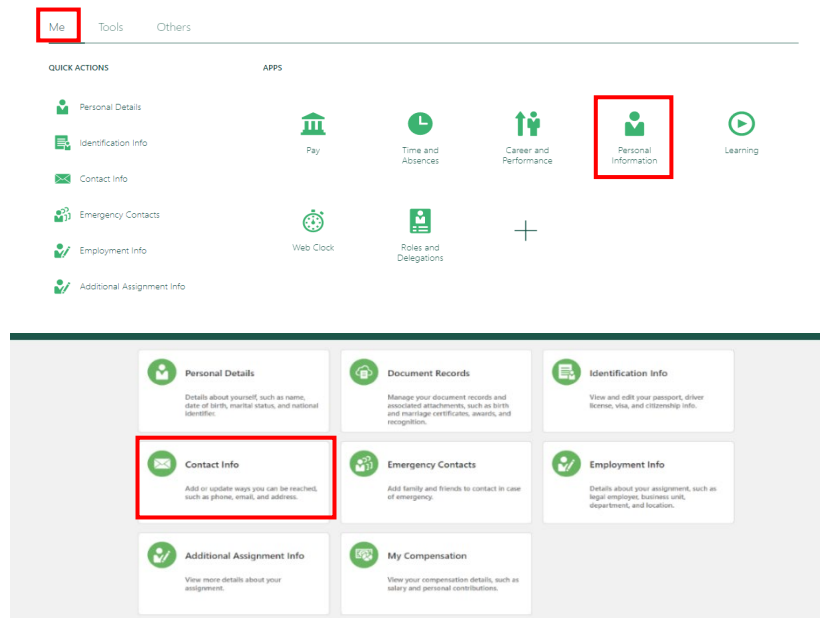


Step-by-Step Instructions

Update Contact Information (All)

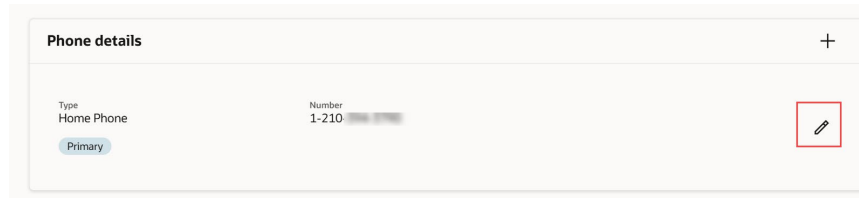
Performed By: Employee

1. From the **Me** dashboard, navigate to **Personal Information** tile and select **Contact Info**.



Update Phone Details

2. In the **Phone Details** section, click the **pencil icon** to updated existing information or use the **plus sign** to add a phone number. Populate the following mandatory fields: *Type (Home Phone, Personal Mobile, Work Mobile, Work Phone), Area Code, Number, From Date*. All other fields are optional. Once completed, select **Save**. Updated phone numbers will be saved to the employee record.



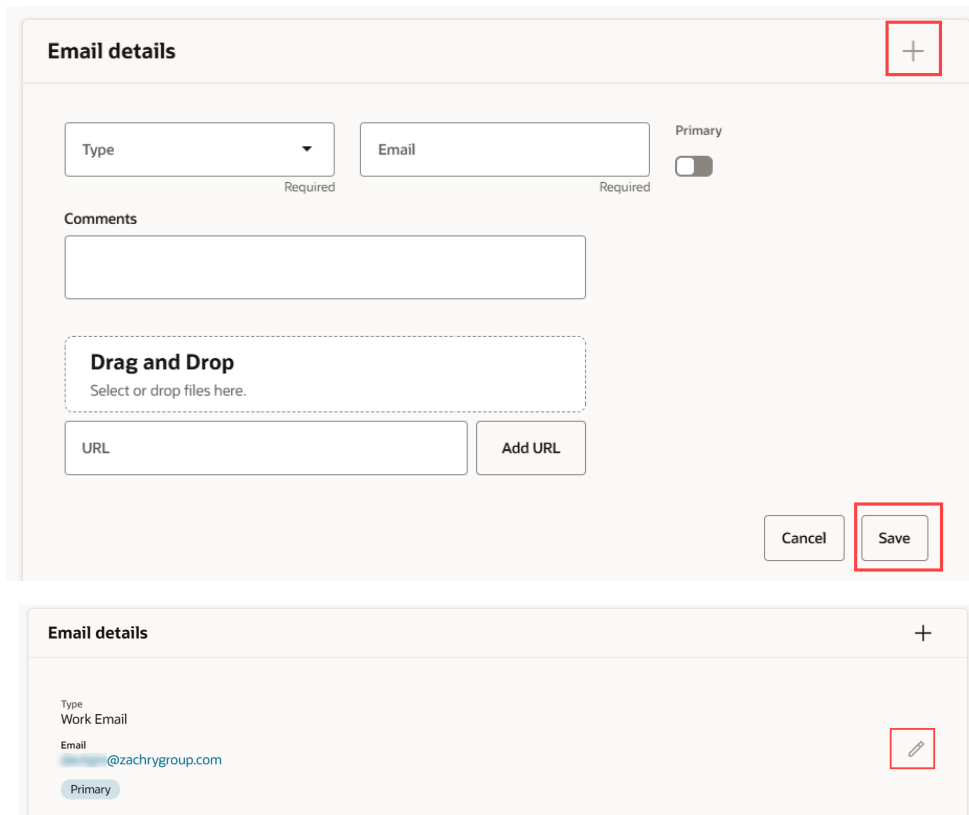
Phone details +

Type: Home Phone
Number: 1-210 [redacted]
Primary

[Pencil icon]

Update Email Details

- In the **Email Details** section, click the **pencil icon** to update existing information or click the **plus sign** to add a new e-mail address. Populate the following fields: *Type (Personal Email or Work Email, if not already assigned)*, *Email*, and select *Primary* if applicable. Click **Save**. The updated email address is saved to the employee record.



Email details +

Type: [dropdown] Email: [text box] Primary: [checkbox]
Required Required

Comments: [text box]

Drag and Drop
Select or drop files here.

URL: [text box] Add URL: [button]

Cancel Save

Email details +

Type: Work Email
Email: [redacted]@zachrygroup.com
Primary

[Pencil icon]

Update Address

- In the **Address** section, click the **pencil icon** to update existing information or the **plus sign** to add a new address. Populate the following mandatory fields: *Country*, *Type of Address (Home, Resident Tax, Mailing, Temporary)*, *Start Date*, *Country*, *Address Line 1*, *ZIP Code*, *City*, *State*, *County*. Optional fields include *Address Line 2*, and *Primary* select box. Click **Save**.

Important Note for this Step:

For each address, please use a US address. Addresses outside of the US are not compatible in Oracle HCM.

There are four Address types are available:

- **Home Address:** Previously known as Permanent Address, now Home Address, is the primary residential address where the employee currently lives. This address is required for payroll/tax processing (resident tax address), Per Diem and other allowances.
- **Mailing Address:** This is the official address where an employee receives their mail, including Benefits related correspondence. This field defaults to Home Address, but it should only be updated if the employee's mailing address is different from their home address.
- **Resident Tax Address:** The geographical region where an employee spends the most time for business purposes, regardless of their permanent (home) address. For example, if an employee is designated as 100% Remote by their manager, their resident address will be used for their work location for payroll tax purposes. This does not apply to flexible work scenarios where employees have an option to work between an office or from their home.
- **Temporary Address:** Previously known as Local Address, now Temporary Address, is the address (other than home address) of a place at which an employee intends to reside, or has resided, for an undetermined amount of time.