


# DESKTOP – PHONE NUMBER INFORMATION CHANGE

## Objective

To learn how to submit an HR Action request for personal information changes & update banking information.

## Phone Number Information Change

1. Click the **Show Menu**  icon to open the Navigation menu (top left corner of screen).

2. Click the **My HR** option & from the drop down menu select **HR Actions**.

3. Navigate and click on the **Available** tab for a list of HR Actions to appear.

4. Click the **Start** option to the right of **Phone Number Information Change** to update your phone number.

5. Update the \* mandatory **Home Phone** field with preferred number & **Effective From** date.

6. Click **Submit** when finished to request phone number change.  
*You will receive a notification email once submitted.*

The screenshot shows the mobile application interface. At the top left, a blue box with the number '1' points to the hamburger menu icon. Below it, a dark navigation menu is open, with a blue box '2' pointing to the 'My HR' option. A sub-menu is visible below 'My HR', with a blue box '3' pointing to the 'HR Actions' option. To the right, the main screen shows the 'HR Actions' screen with three tabs: 'AVAILABLE', 'OPEN (12)', and 'SUBMITTED'. A blue box '4' points to the 'AVAILABLE' tab. Below the tabs, there is a 'Start' button with a blue box '5' pointing to it. At the bottom right, there is a 'Submit' button with a blue box '6' pointing to it.

### Phone Number Information Change

Update \* mandatory **Home Phone** field with preferred number > select **submit** when finished.

2 Open

 Start

Effective From \*

02/04/2021 



SAVE

SUBMIT

Group #1

Cell Phone

519-455-1523

Home Phone \*

222 222 2222

Work Phone