

ESS

The purpose of this Business Process Procedure is to explain how to view your Work Communication Data in the Integrated HR-Payroll System.

## **Business Process Procedure Overview**

The **Display Communication Data** service is located in the *My Personal Data* Section in ESS. Employees can display:

- Email Address
- Work Telephone Number
- Telephone Extension (if applicable)

This is the phone number used in the NC.GOV Employee Directory and in LMS.

CRITICAL!Employees CANNOT change their Work Communication data in ESS. Any changes must<br/>be made by Agency HR. If your email address or phone number are incorrect, contact<br/>your Agency HR.

## Procedure



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

## 2. Click My Personal Data.

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3. The My Personal Data screen will be displayed. Click Work Communication Data.

ly 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 availated.
	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 adoress 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 excession for any common. To add or under wine hours other surgest on the "difference".

4. Your work communication data will be displayed.

Display Own Data Communication:			
	Area code + local access code	919-707-0846	
	E-mail	SIMON.MONSEN@NCDCR.ORG	

**NOTE:** This is the phone number used in the NC.GOV Employee Directory and in LMS.

## **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