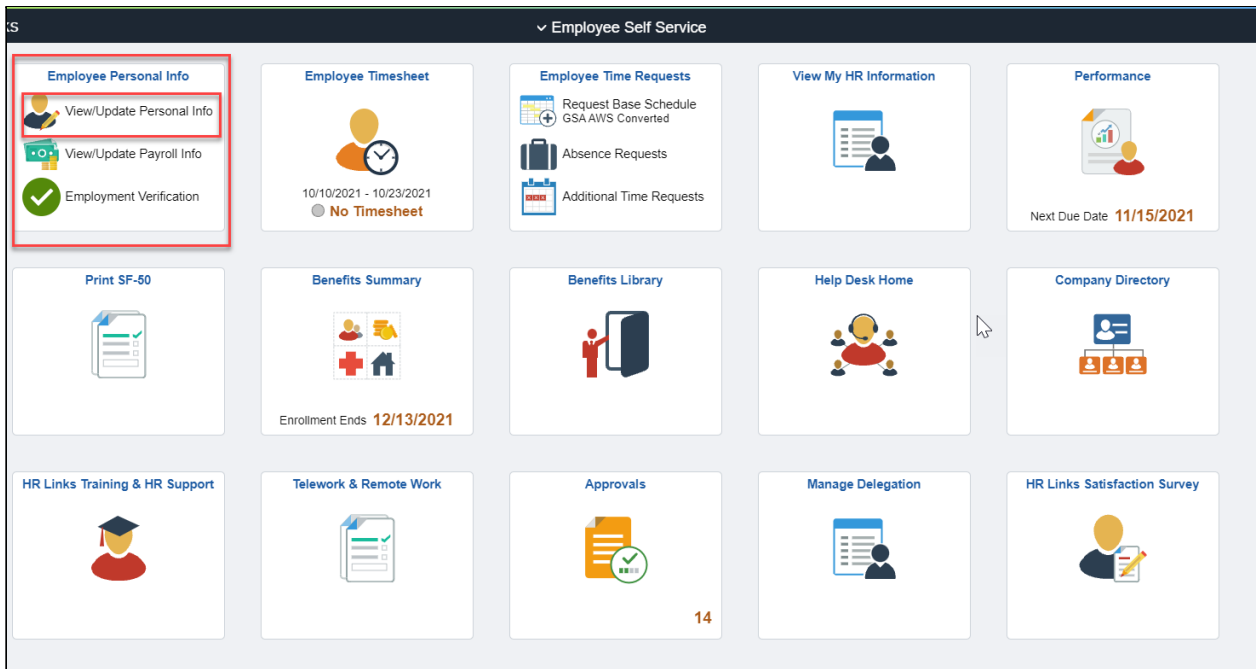


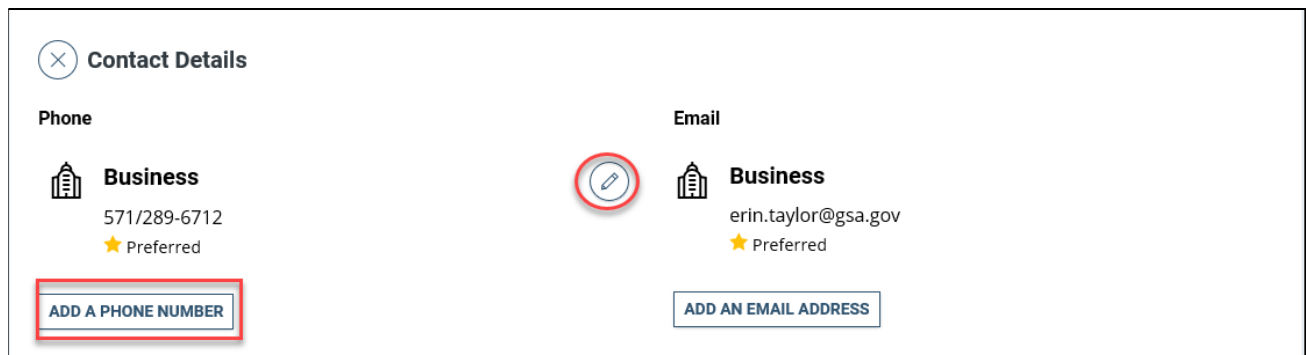


Entering/Updating Your Work and Personal Phone Numbers

1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



2. From the **Personal Information** page, under the **Contact Details** section, select **Add A Phone Number** to enter a phone number. To edit a phone number select the pencil icon.





- From the **Phone Number** change page, select the applicable Phone **Type** from the dropdown menu. (NOTE: Be sure to enter your Business or Business Mobile phone; otherwise, you will not have a phone number in the [GSA Employee Directory on InSite](#).)

Phone Number

TYPE *

Business Mobile

Preferred

NUMBER

EXTENSION

Use the table below to select the appropriate phone number type.

Phone Type	Description
Business	Work Phone Number
Business Mobile	Work Cell Number
FAX	Work FAX Number
TTY	Work TTY (TeleTYpe) Number
Home	Home Phone Number
Mobile	Personal Cell Phone Number



4. Enter the phone number in the **Number** field.

Phone Type	Format	How to Enter
Domestic (U.S. Phone Number)	XXX/XXX-XXXX	Enter the 10-digit phone number. HR Links will format it for you.
International Phone Number	+XXX.YYYYYYYYYY	Include a + sign before the number. Insert a period between the country code and phone number.

a. Sample Domestic Phone Number

Phone Number

TYPE *

Business Mobile

Preferred

NUMBER

123/456-7890

EXTENSION

b. Sample International Phone Number

Phone Number

TYPE *

Business Mobile

Preferred

NUMBER

+111.2223334444

EXTENSION



5. Select **Save** when complete. You will receive a message confirming you have successfully added your new phone number.

The screenshot shows a 'Contact Details' form with a success message at the top: 'You have successfully added your "Business Mobile" phone.' Below the message, there are two columns: 'Phone' and 'Email'. Under 'Phone', there are two entries: 'Business Mobile' with number '123/456-7890' and a 'Preferred' star, and 'Business' with number '571/289-6712'. Under 'Email', there is one entry: 'Business' with email 'erin.taylor@gsa.gov' and a 'Preferred' star. There are edit icons (pencil) next to each entry. At the bottom left is a button 'ADD A PHONE NUMBER' and at the bottom right is a button 'ADD AN EMAIL ADDRESS'.

6. To add another phone number, select **Add a Phone Number**. **Business phone updates will appear the next business day in the InSite Staff Directory.**

Note: Any personal phone number you provide is voluntary and may be visible to agency personnel who need to contact you or those you designate in case of emergency. This may include HR staff, your supervisor, and emergency management personnel. Emergency management personnel may share this information with first responders if needed.