



Display Work Communication Data

Trigger:

Use this document to View your Work Communication Data.

Business Process Procedure Overview:

The **Display Communication Data** service is located in the *My Personal Data* Section in ESS. Employees will be able to 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.

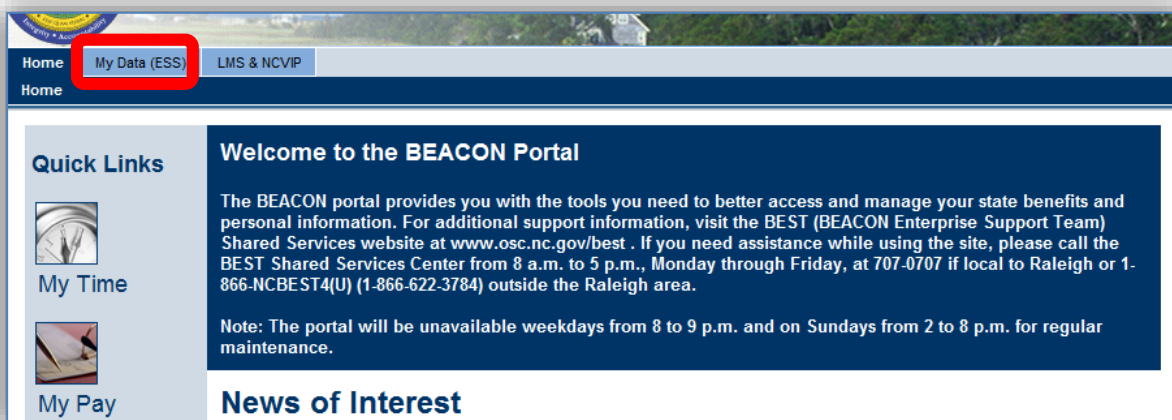


CRITICAL!

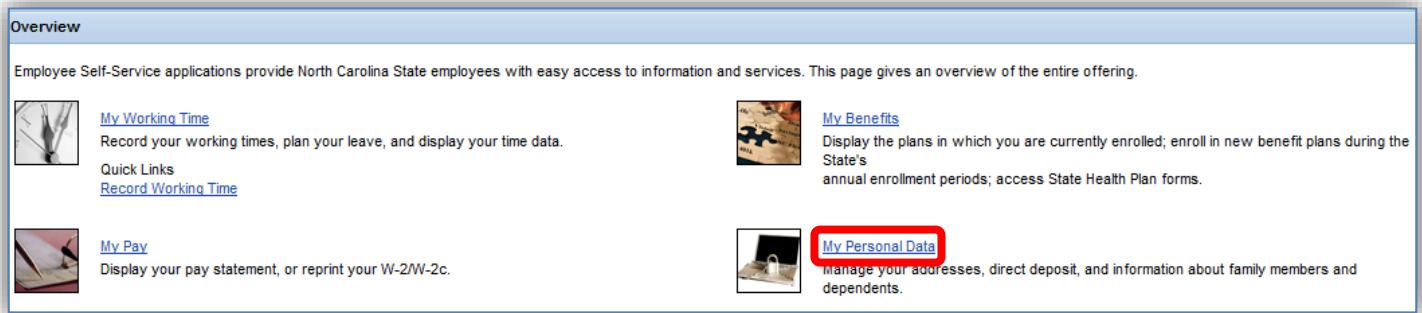
Employees CANNOT change their Work Communication data in ESS. Any changes must be made by Agency HR. If your email address or phone number are incorrect, contact your Agency HR.

PROCEDURE

1. From the BEACON Home Page, Click the **My Data (ESS)** tab.



2. Click **My Personal Data**.



Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

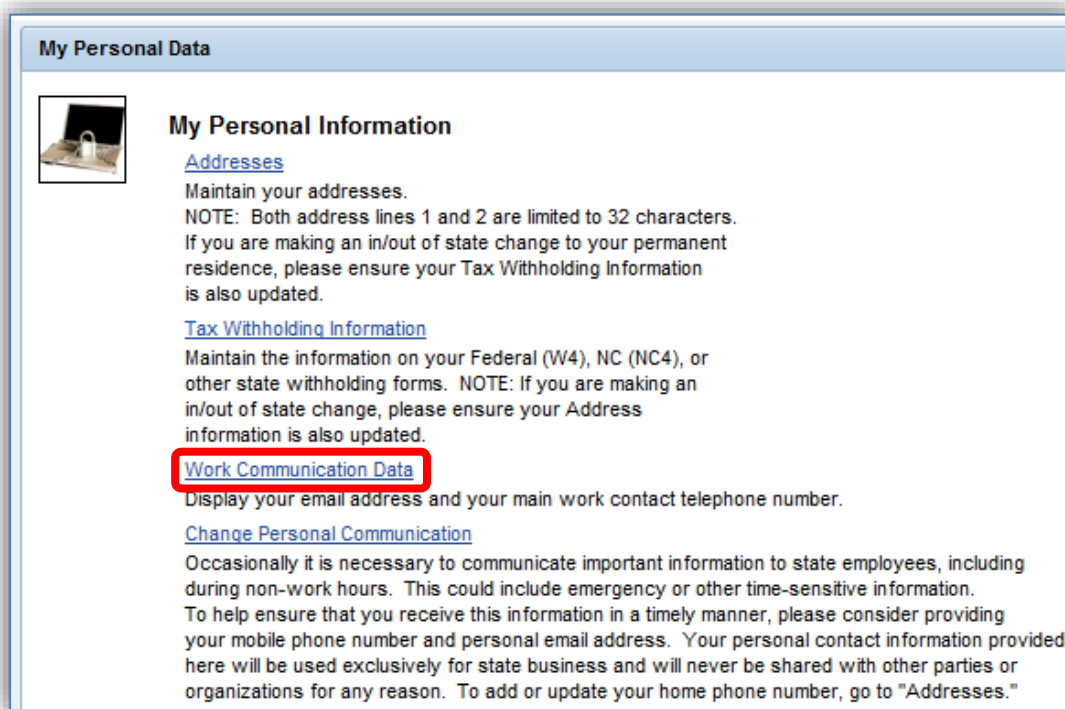
My Working Time
Record your working times, plan your leave, and display your time data.
Quick Links
[Record Working Time](#)

My Benefits
Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.

My Pay
Display your pay statement, or reprint your W-2/W-2c.

My Personal Data
Manage your addresses, direct deposit, and information about family members and dependents.

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



My Personal Data

My Personal Information

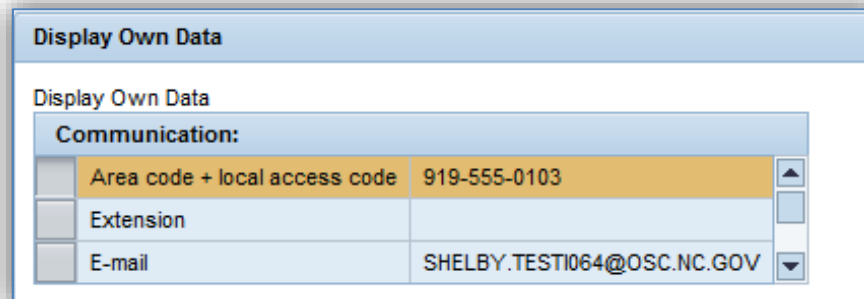
[Addresses](#)
Maintain your addresses.
NOTE: Both address lines 1 and 2 are limited to 32 characters. If you are making an in/out of state change to your permanent residence, please ensure your Tax Withholding Information is also updated.

[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.

Work Communication Data
Display your email address 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 organizations for any reason. To add or update your home phone number, go to "Addresses."

4. Your Work Communication Data will be Displayed.



Display Own Data

Display Own Data

Communication:

Area code + local access code	919-555-0103
Extension	
E-mail	SHELBY.TESTI064@OSC.NC.GOV

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

ADDITIONAL RESOURCES

If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area) (919) 707-0707
Phone (Toll Free): (866) 622-3784
Email: BEST@osc.nc.gov

Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/>

Change Record:

Change Date: 7/24/2014	Changed by: David Lassiter
Changes:	<ol style="list-style-type: none">1. Updated Format2. Updated Screenshots3. Updated language and layout