



How to...view, add or update an employee's contact details

Purpose:

This guide will show you how to...view or add an employee's contact details within the **People Manager** in Your HR

Logging in to Your HR:

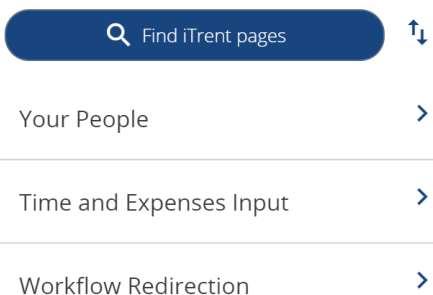
To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1)**. After login you will be presented with the People Manager Homepage

What are contact details?


Contact details consist of email addresses and phone numbers your employees can be contacted on. Your HR can store a number of different numbers and email addresses.


To view contact details


- Click on **Your People** in the top right menu



- Select the required employee from your list of direct reports which will be presented on the dark pane on the left hand side of the screen:

 Mr Joe Test

 Mrs Poppy Tests

 Miss Samantha Tests

- Click **Personal Information** and then click on **Contact Details**

Navigation menu with buttons:

- Personal information (selected)
- Employment Details
- Pre Employment Checks
- Time and Expenses
- Leave and Absence
- Appraisal Records
- Learning, Qualifications & Memberships
- Disciplinary/Capability & Grievance
- Process Chains
- Make your Employee a Leaver



Grid of buttons:

- Personal Details
- Key Date Details
- Reckonable Service
- Address
- Contact Details
- Emergency Contacts

- Any **contact details** stored in Your HR will then be displayed in the left hand pane of the screen. They will be 'shimmering' to alert you to their appearance.

Contacts list header: ^ Contacts [three dots menu icon]

User e-mail address

- Click on the record you want to view
- The **contact details record** will then be displayed

Contact details Mr Joe Test

MEANU [refresh] [print] [upload]

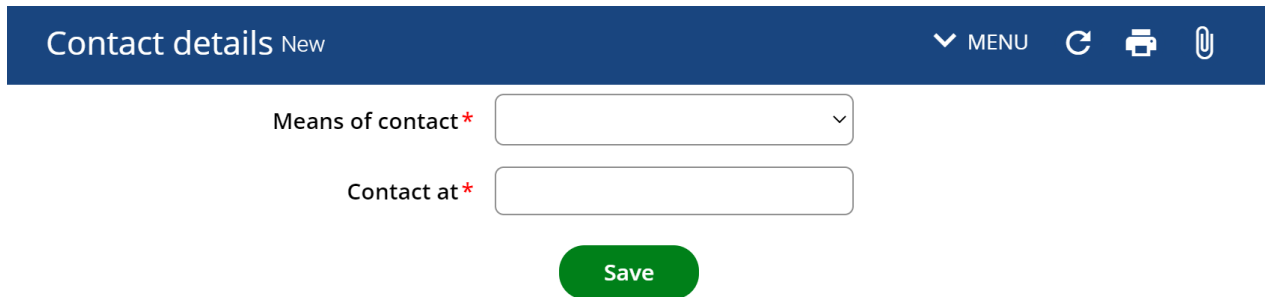
Means of contact* User e-mail address

Contact at* craigwest@warwickshire.gov.uk

New

Adding new contact details

- Click **New**




Means of contact*

Contact at*

Save

- Both data fields are **mandatory**, shown by the blue dot indicator
- You will need to choose the **means of contact** you wish to add from the following list:

- Home Telephone
- Pager
- Personal email address
- Personal mobile telephone
- Retained place of work (Firefighters only)
- User email address
- Work email address
- Work mobile telephone
- Work Telephone

- In the **Contact at** field; enter the phone number or email address
- Only one means of contact of each type is allowed to be saved.
- If you try and save a duplicate entry, an alert will be displayed
 Duplicates are not allowed
- If entering a work email address only input the email provided by ICT as part of the new user set up.

Deleting contact records

- You can delete records by clicking on the **delete** option.

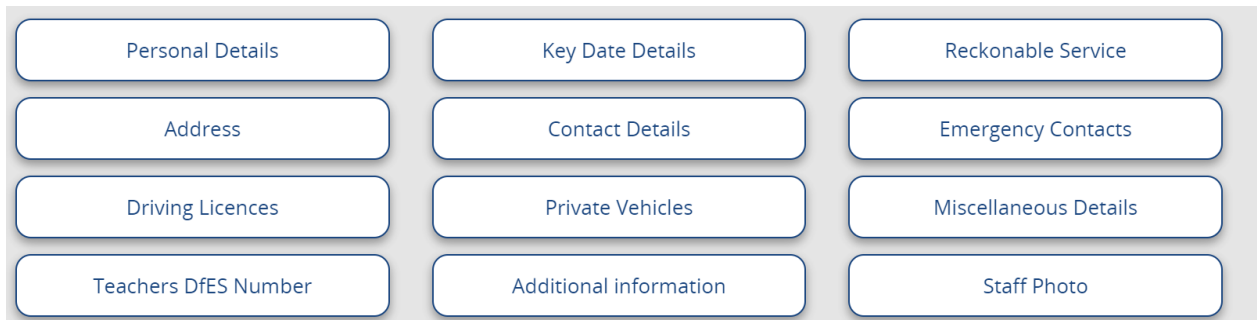
- All users should have their contact details in Your HR so please do not delete unless you have updated replacement information to enter.

Notifications

There are no email notifications when you change any of your details.

Returning to People Manager Homepage

- Click the Logo in the top left hand corner of the screen
- If you would like to stay in this employee's record to view other information, click the **Menu** option at the top of the screen and the short cuts to other pages within the employee's record are shown. Click on any of these to navigate to the page.



For further information or support please refer to Your HR on the [Intranet](#) or contact via email: hrandpayroll@warwickshire.gov.uk or phone on 01926 738444

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