County of San Bernardino
TELEPHONE NUMBER UPDATE by EMPLOYEE

Overview

You have the ability to update and maintain your personal and work telephone numbers in EMACS.

You will continue to have the option of submitting a paper **Personal Information/Emergency Contacts** form to your Payroll Specialist or supervisor. The form and its instructions are located on the EMACS Forms website.

Navigation:

Main Menu > Self Service > Personal Information > Phone Numbers
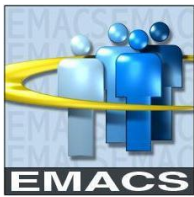
Procedure:

Change existing number:
1. Click in the box containing the telephone number you want to change.
2. Remove the current number and type in the new number.
3. Click on **Save** button and you will receive a similar Save Confirmation screen as the one pictured below.

Delete existing number:
1. Click on the **Delete** button next to the telephone number you wish to delete.
2. Click on **Save** button and you will receive a similar Save Confirmation screen as the one pictured below.

Add new number:

1. Click on the ***Add a Phone Number*** button.
2. Under the <u>Phone Type</u> heading, click on the down arrow to select the type of telephone number you are adding (Home, Main, Personal Work, Business, Business 2, Business Cellular, Business Numeric Pager, Business Text Pager or Other).
3. Under the <u>Telephone</u> heading, type in the telephone number you are adding.
4. Under the <u>Preferred</u> heading, check the box if this is to be the preferred number to contact you.
5. Click on ***Save*** button and you will receive a similar Save Confirmation screen as the one pictured below.
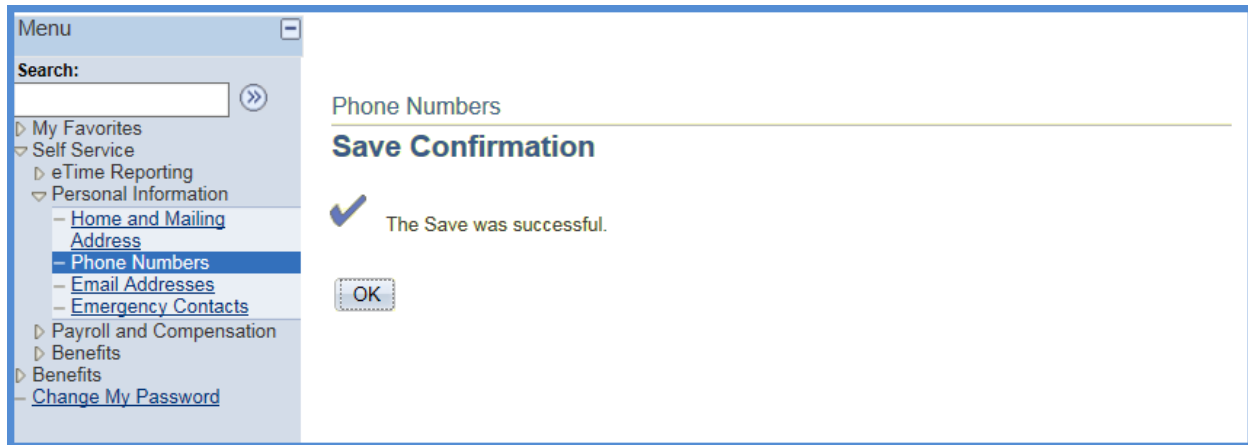
ISD Help Desk Contact Information:

Computer - In your web browser address bar, enter the ISD Help Desk Link:
http://countyline.sbcounty.gov/helpdesk/
or
Phone - Call **(909) 884-4884**