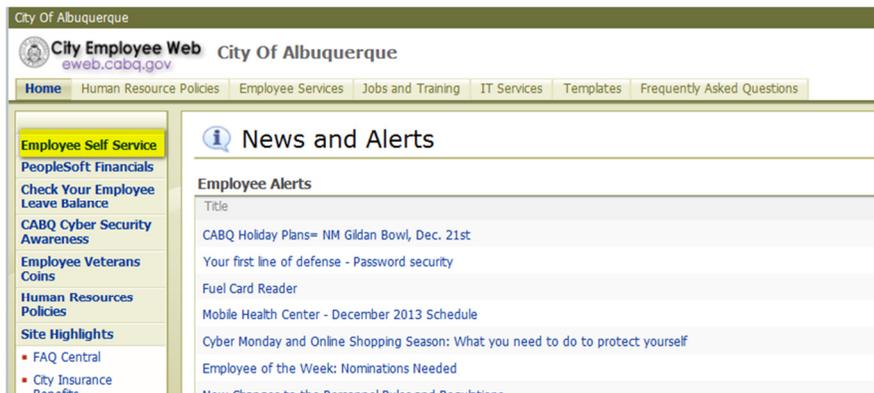


Changing your office phone number using Employee Self Service

(Please note: This is where you go to change your work phone numbers as they appear in the Outlook address book. Updates take place in PeopleSoft and are sent to Outlook on a nightly basis. Changes made to your information in ESS will appear in Outlook the next day. If your User ID starts with "X" contact the Service Desk to make changes.)

Click on Employee Self Service on the eweb home page (<http://eweb.cabq.gov>)



City Of Albuquerque

City Employee Web
eweb.cabq.gov City Of Albuquerque

Home Human Resource Policies Employee Services Jobs and Training IT Services Templates Frequently Asked Questions

Employee Self Service

- PeopleSoft Financials
- Check Your Employee Leave Balance
- CABQ Cyber Security Awareness
- Employee Veterans Coins
- Human Resources Policies
- Site Highlights
 - FAQ Central
 - City Insurance Benefits

News and Alerts

Employee Alerts

Title
CABQ Holiday Plans= NM Gidan Bowl, Dec. 21st
Your first line of defense - Password security
Fuel Card Reader
Mobile Health Center - December 2013 Schedule
Cyber Monday and Online Shopping Season: What you need to do to protect yourself
Employee of the Week: Nominations Needed
New Changes to the General Rules and Regulations

Log in with your Outlook username and password



ORACLE
PEOPLESOFT ENTERPRISE

FOR ASSISTANCE
Call the Helpdesk at 768-2930
if you have difficulty logging in.

HRMPROD

Please use your **Active Directory (Outlook) username and password** to login to PeopleSoft.

User ID:

Password:

Click on Employee Self Service > Personal Information > Phone Numbers



HRMPROD

Menu

Search:

- My Favorites
- Employee Self Service**
 - Personal Information**
 - Payroll and Compensation
 - Benefits
- PeopleSoft Financials
- Careers

Main Menu >

Employee Self Service

Navigate to your self service information and activities.

Personal Information

Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers**
- Email Addresses
- Emergency Contacts

Enter your correct phone numbers as needed and click Save.

Phone Numbers

Employee Name

Enter your phone number below.

Phone Type	*Telephone	Extension	Preferred	
Main	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Delete
Work Cell	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Delete
Work	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Delete

Add a Phone Number

* Required Field

Save

Be Sure to Click Save!

While you are at it, please review Personal Information including Emergency Contacts and make sure that they are up to date as well.

Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
▷ Payroll and Compensation