

## Overview:

- There are several phone number types that may be listed in SABHRS, these types include:
  - MAIN – Primary Personal Phone;
  - BUSINESS – Work Phone;
  - HOME – Residence Phone;
  - MOBILE – Personal Cell Phone;
  - WORK MOBILE DEVICE – Work Cell Phone.
- You may have only one or all of these phone types; however, you should list as many of them as you have.
- One phone number must be marked as the *preferred* number. This is done by checking the checkbox to the right of the number you wish to list as your *preferred* number.

## Verify Phone Numbers Listed in SABHRS:

- Log in to SABHRS.
- Access the path: **Main Menu > Self Service > Personal Information > Phone Numbers**
- You will see all of your phone number types and phone numbers currently listed in SABHRS.
- Verify that all numbers are valid 10 digit numbers.



The screenshot shows the SABHRS interface for managing phone numbers. The breadcrumb trail is: Home > Main Menu > Self Service > Personal Information > Phone Numbers. The page title is "Phone Numbers". Below the title, it says "Enter your phone numbers below." There is a table with the following columns: Phone Type, Telephone, Extension, Preferred, and Delete. The table contains two rows: Business (999/999-9999) and Home (999/999-9999). The Home row has a checked checkbox in the Preferred column and a trash can icon in the Delete column. Below the table are two buttons: "Add Phone Number" and "Save".

## Update an Existing Phone Number Type:

- Log in to SABHRS.
- Access the path: **Main Menu > Self Service > Personal Information > Phone Numbers**
- If you need to update one of the currently listed phone types, simply replace it with the correct phone number (including area code) and click **Save**.

## Add a New Phone Number Type:

- Log in to SABHRS.
- Access the path: **Main Menu > Self Service > Personal Information > Phone Numbers**
- If you need to add a new phone type:
  - click the **Add Phone Number** button;
  - select the *Phone Type* you wish to enter from the drop down list;
  - enter the phone number (including area code);
  - click **Save**.



This screenshot is identical to the previous one, but the "Add Phone Number" button is circled in red to highlight it.

## Removing a Phone Number:

- Click the *trash can icon* to the right of the phone number you wish to delete.
- Click the button **Yes – Delete**.
- Click **Save**.