The purpose of this Business Process Procedure is to explain how to view your Work Communication Data in the Integrated HR-Payroll System.

Business Process Procedure Overview

The **Display Communication Data** service is located in the *My Personal Data* Section in ESS. Employees can 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.
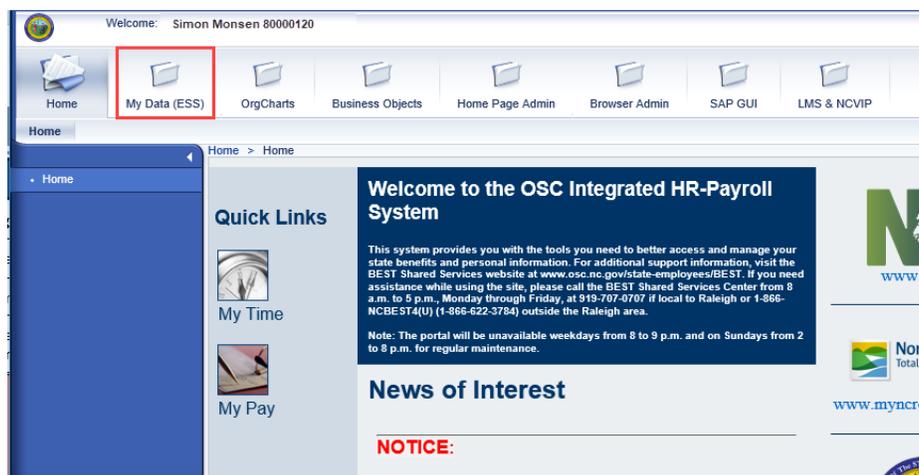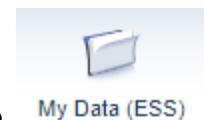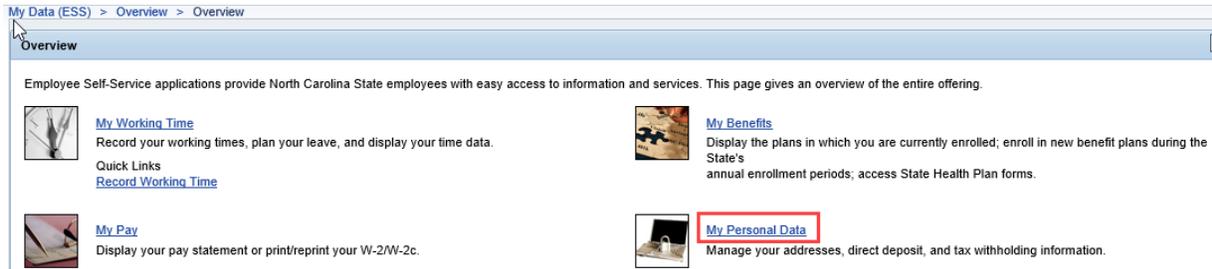
| ❌ **CRITICAL!**	Employees CANNOT change their Work Communication data in ESS. Any changes must be made by Agency HR. If your email address or phone number are incorrect, contact your Agency HR.

Procedure

1. From the Integrated HR-Payroll System Home Page, click into the My Data (ESS) tab.

2. Click **My Personal Data**.

3. The **My Personal Data** screen will be displayed. Click **Work Communication Data**.
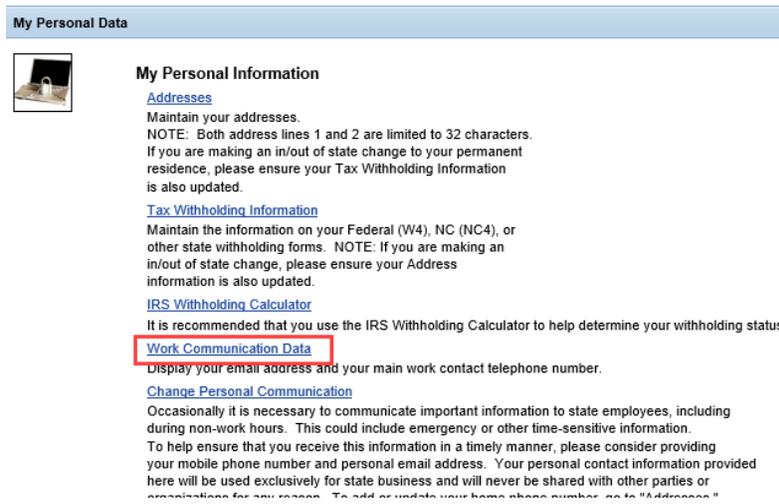
4. Your work communication data will be displayed.

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

Change Record

- 2/3/2021 – Updated format, assigned reference number, and made accessible – Claire Ennis
- 8/6/21 – Updated for accessibility, Alt Text added – D. Genzlinger