PPDB EMPLOYEE WORK TELEPHONE UPDATE INSTRUCTIONS

EXAMPLE OF MINI MENU:
.CANCEL: .. NXT ACT: PBET AGENCY: ..... EMP: OR1222333 JOBNO: .. POSNO: ..
.AUTHNO: ........ EFF DTE: 000000 OTHER:........................
.MSG AREA: KEY "PBNG" FOR PPDB NEWSLETTER AND LATEST BULLETINS

To make a change in Employee’s work phone using this screen do the following:

1. In the NXT ACT field of the mini-menu, Key PBET, see example above.
2. Key ONE of the following:
   a. Employee ID Number or Social Security Number of the employee in the "EMP" field. <OR>
   b. Key the Employee Name in the "OTHER" field. (Last Name comma space First Name space Middle Initial – (White, Snow E)
3. If the operator has update authority on PBET, the cursor will be positioned at the phone number field when the record is displayed. The work phone number, extension, directory print and agency use fields can be updated on this screen.
4. After changes have been keyed, move the cursor to the “ACTION” field and key CHG. <enter>

Reminder:
• If you designate “Y” for Directory Print, the employee’s phone number will be printed in the State Directory and displayed through the Employee Search on the internet.
• You have to enter a work phone number in order to change the Directory Print from N to Y.
• The changed data entered through PBET will display on the current employee record but will NOT generate a new Personnel Action Form.

EXAMPLE OF PBET SCREEN:

PBET DEPT OF ADMIN SVCS
WORK PHONE NUMBERS

NAME: TEST, TRAINING DISPLAY EMP NO: OR0149344
PHONE NUMBER EXT DIR JOB TITLE/AGENCY NUMBER CLASS COMP
503/378-9999 Y ADMIN SPECIALIST 1 MNN X0107 A A

AGY USE/DISP:

ACTION: ... NXT PA C/N: ... , ... , ... , ... , ... , ... CONFIRM: . PAGE: 001 OF 001
CANCEL: .. NXT ACT: .... AGENCY: ..... EMP: ........ JOBNO: .. POSNO: .......
AUTHNO: ........ EFF DTE: 000000 OTHER: ..................
MSG AREA: