

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
<input type="text" value="503/378-9999"/>	<input type="text" value="Y"/> ADMIN SPECIALIST 1	MMN X0107 A A
	09000 PPDB TEST AGENCY	
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:		