

Miami-Dade County

Update Work Email As Primary Contact Method – Job Aid



DESCRIPTION

This job aid is for DPRs and Central HR.

The purpose of this job aid is to show the steps for updating the business email as the primary method of contact for employees.

UPDATE WORK EMAIL AS PRIMARY CONTACT METHOD

Step	Action
	 Log into INFORMS. Navigation: Navigator> Workforce Administration > Personal Information > Modify Person.
1.	NavBar: Navigator Image: Navigator Image: Navigator Image: Navigator My Favorites Image: Navigator Ima
2.	 Enter the Empl ID of the employee whose record should be updated. Check Correct History box. Click Search. Personal Information Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Search Criteria Empl ID begins with Last Name begins with Second Last Name begins with Middle Name begins with Include History Correct History Case Sensitive Include History Correct History Case Sensitive Earch Criteria Search Criteria Second Last Name begins with Enternate Character Name begins with Second Last Name begins with S

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