Instructions for Updating Employee Work Address and Phone

Employee Work Address and Phone can only be changed by a user with HR or Payroll access

1. Access the *WebDFS* applications in a web browser by going to webdfs.uga.edu/WebDFS

2. Enter your IMS ID and password and click the Logon button. Note: you must first connect to the VPN at http://remote.uga.edu

Departmental Financial
Systems

Sr VP for Finance & Administration
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706-542-6763
webdfs@uga.edu

WebDFS Applications Logon
Please Log-On below by typing in your Username and Password and clicking "Logon"

Your IMS Password expires every 90 days. If you cannot remember your Username or Password, or have trouble changing your Password, please contact Access Services at 706-542-4000.

USERNAME:
PASSWORD:

Logon

Change IMS Password

NOTICE:

On July 16, 2016, the WebDFS URL changed to https://webdfs.uga.edu/WebDFS
Please update your bookmark.

3. On the *WebDFS Applications Menu* click on *Employee Work Address and Phone,* which is the last application in the application list.

WebDFS Applications Menu

You have successfully logged into the WebDFS System!

Please select an application

Application:

Description:

BA/Personnel System

Create and/or approve Personnel and budget amendment documents.

Budget Development

Includes options for running reports or making changes for new year budget. Requires budget development access.

Budget Development Administrator

Run programs that load data into DFS tables for budget development. Requires administrator access.

Budget Summaries

Formerly known as 'budget books' - only available to individuals with budget development access to entire schools or colleges.

Departmental Accounting

View accounting, salary, and budget data; create pending transactions; assign transactions to subaccounts and cost centers; generate account status reports

Payroll Reports

View and print listings of employee amounts or hours to be paid for **Summer, Hourly and Salaried Biweekly Payroll, and Authorizations for Academic, Monthly, Accrued Leave, and Athletic payroll.** Requires Payroll QMF access.

Employee Work Address and Phone

Update Employee Work Address and/or Work Phone Number. Requires HR or Payroll QMF access.

4. You will now be on the *Employee Work Address* page. *Home Department* is a required search field. Fill in other search options to narrow down the results. Click the *Search* button to see a list of employees that match your search criteria in the *Entry List* section.

Employee Work Address

Logout

Home Department	UGAID	Employee First Name	Employee Last Name	Search
				Search

Entry List

	Home Department	UGAID	Employee First Name	Employee Last Name	Building Number	Room Number	Work Phone Number

Entry Detail

UGAID	Home Department	Employee First Name	Employee Last Name

	Old	New
Building Number		
Room Number		
Work Phone Number		

Save Cancel Print

5. A list of employees for the selected Home Department will be displayed in the *Entry List* section. Click the radio button to bring down an employee's work address and phone number into the *Entry Detail* section for updating.

Employee Work Address

Logout

Home Department	UGAID	Employee First Name	Employee Last Name	Search
027				Search

Entry List

	Home Department	UGAID	Employee First Name	Employee Last Name	Building Number	Room Number	Work Phone Number
○	027	810	B	DIAL	0110	0226	7065426956
○	027	810	VONNIE	SWAIN	0110	0226	7065426973
○	027	810	DARLENE	BRADLEY	0110	0B99E	7065426959

Entry Detail

UGAID	Home Department	Employee First Name	Employee Last Name

	Old	New
Building Number		
Room Number		
Work Phone Number		

Save   Cancel   Print

6. *Entry Detail* section displays the Old (current) values and a column for the New values.
   a. Fill in the updated work address and phone in the New column. *Building Number*, *Room Number*, and *Work Phone Number* are required fields.
   b. Note: *Building Number* and *Room Number* are lookup links.
   c. A sample screenshot is on the next page.

Employee Work Address

Home Department	UGAID	Employee First Name	Employee Last Name	Search
027				Search

Entry List

	Home Department	UGAID	Employee First Name	Employee Last Name	Building Number	Room Number	Work Phone Number
●	027	810	B	DIAL	0110	0226	7065426956
○	027	810	VONNIE	SWAIN	0110	0226	7065426973
○	027	810	DARLENE	BRADLEY	0110	0B99E	7065426959

Entry Detail

UGAID	Home Department	Employee First Name	Employee Last Name
810	027	B	DIAL

	Old	New
Building Number	0110	0110
Room Number	0226	0B22A
Work Phone Number	7065426956	7065426956

Save Cancel Print

7. When all required fields have been completed, click the *Save* button. Verify that the update was successfully saved and the updated values are displayed in the *Entry List* section.

    a. If there are errors on the form, a red message box will appear at the top of the form. The error message tells the field that need to be completed or corrected.

    SYSTEM ERRORS:
    - ERROR: Building Number is a required field.

    b. If there are no errors, a blue message box will appear indicating the update was successfully saved.

    System Messages:
    - Employee Work Address has been updated successfully.

8. When finished using the system, be sure to logout.

    # Employee Work Address

    Logout

Home Department	UGAID	Employee First Name	Employee Last Name	Search
027				Search

9. A nightly job is ran daily to update IMS Payroll/HR database.