

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>

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

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.

- 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Old	New
Building Number	<input type="text"/>	<input type="text"/>
Room Number	<input type="text"/>	<input type="text"/>
Work Phone Number	<input type="text"/>	<input type="text"/>

- 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				<input type="button" value="Search"/>

Entry List

	Home Department	UGAID	Employee First Name	Employee Last Name	Building Number	Room Number	Work Phone Number
<input checked="" type="radio"/>	027	810	B	DIAL	0110	0226	7065426956
<input type="radio"/>	027	810	VONNIE	SWAIN	0110	0226	7065426973
<input type="radio"/>	027	810	DARLENE	BRADLEY	0110	0B99E	7065426959

Entry Detail

UGAID	Home Department	Employee First Name	Employee Last Name

	Old	New
Building Number		<input type="text"/>
Room Number		<input type="text"/>
Work Phone Number		<input type="text"/>

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

[Logout](#)

Home Department	UGAID	Employee First Name	Employee Last Name	Search
<input type="text" value="027"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Entry List

	Home Department	UGAID	Employee First Name	Employee Last Name	Building Number	Room Number	Work Phone Number
<input checked="" type="radio"/>	027	810	B	DIAL	0110	0226	7065426956
<input type="radio"/>	027	810	VONNIE	SWAIN	0110	0226	7065426973
<input type="radio"/>	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	<input type="text" value="0110"/>
Room Number	0226	<input type="text" value="0B22A"/>
Work Phone Number	7065426956	<input type="text" value="7065426956"/>

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
<input type="text" value="027"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

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