

# Employee work telephone number



How to add the employee work telephone number.

## **Incident:**

Steps on how to add the employee telephone number to the employee Masterfile.

## **Solution:**

1. Click on Edit, employee Masterfile.
2. Under the personal tab, click on the contacts tab
3. Enter the Work Telephone Number in the Work Phone Number Field
4. Click the save icon (3<sup>rd</sup> Icon from the right) to save the changes

Note: If you need to do this for more than one employee you can make use of our Employee Batch assistant to make these changes.