Assignments: View Address and View Work Phones

Overview

The Address Window and Phone Numbers Windows can be accessed from two locations: directly, using the SIUC HRMS Department View Navigator and indirectly, using the Address button or the Phones button located at the bottom of the Assignment Window.

The Address Window contains the following self-explanatory fields: **Street Address, City, State, Zip Code, County, Country, Telephone #1, and Telephone #2.** Also, there is a **Type** field which identifies the type of address entered, e.g., Home, Business, Weekend, Mailing, etc. Two additional fields, the **Date From** field, represents the date the address becomes active and the **Date To** field, represents the end date for the address.

The Phone Numbers Window contains the following fields: **Type** - identifies the type of phone number, e.g., Work. **Phone Number** - the phone number including the area code. **From** - represents the date the phone number became active. **To** - displays an end date if the Phone Number is no longer valid.

Navigation – Address Window

Oracle E-Business Suite Navigator → **SIUC HRMS Department View** → **View Address**

Reminder: Several intermediate windows will appear after clicking the View Address function.

Find Person Window

- When the **Find Person** window appears, enter the search criteria and click the **Find** button. (See Unit 8, Module 1, Learning Cycle 1 for complete instructions on the Find Person function.)

- The **Find People by Name** window opens.

- To access the desired record, double-click on it.

Address Window

- The **Address** window appears - notice the employee's name in the title bar.

- Most of the fields are self-explanatory so they won't be covered here; however, some of the important features will be discussed.

- An employee may have more than one address entered into the system.

Previous Address

- To see if there is a previous address, place the cursor in the Address field and press the Down Arrow key on the keyboard.

- If more than one address exists, that information will now appear. The **Effective Dates** region will also be populated with the dates that address was in effect.

- When you reach the last record, a **Forms** dialogue box appears telling you "Last record of query retrieved".

- Click **OK** to close the Forms window.

- To return to the most current Address, click the Up arrow key on the keyboard.

Descriptive Flexfield (DFF)

- Next to the Effective Dates region is a Descriptive Flexfield. It looks like this [|].

- Click on it to open the **Additional Address Details** window.

- Sometimes, employees prefer not to have their Address or Home Phone Number published in the University Directory.

- Depending on the employee's desire, the Address **or** Phone or both the Phone **and** Address can be kept private.

- In that case, the appropriate information left out of the directory appears in the DFF.

- Click **OK** to close the DFF.

- Click the **Close Form** icon on the Toolbar to return to the Application Navigator.

Reminder: The information found using the View Address function on the Navigator can also be accessed by using the Address button on the **Assignment** window.

Navigation – Phone Numbers Window

Oracle E-Business Suite Navigator → SIUC HRMS Department View → View Work Phones

Find Person Window

- When the **Find Person** window appears, enter the search criteria and click the **Find** button. (See Unit 8, Module 1, Learning Cycle 1 for complete instructions on the Find Person function.)

- The **Find People by Name** window opens.

- To access the desired record, double-click on it.

Phone Numbers Window

Note: Like the Address window, the Phone Numbers window can also be accessed from the Assignment window.

- The **Type** phone number will always be the **SIU work phone.**

- This window also displays the **From** and **To** Dates that the number is valid.

To Exit

- This concludes the Learning Cycle.

- Click the **Close Form** icon **twice** to return to the Application Navigator.