

Oracle Fusion Employee Guide How to view and amend contact details





To amend your contact information on Oracle Fusion, click on the "Me" tab then "Contact Info".

Your contact details will be shown when the page opens. You can edit these by clicking on the pencil icon.

| ommanication | | | |
|-------------------|---|-------|---|
| Home Mobile Phone | Last Updated Date 07-Oct-2023 | | |
| | Last Updated By FUSION_APPS_HCM_ESS_LOADER_APPID | | |
| | Last Updated Date 07-Oct-2023 | | |
| | Last Updated By FUSION_APPS_HCM_ESS_LOADER_APPID | | |
| - | Last Updated Date 10-Jan-2024 | | |
| | Last Updated By 4000086 | | |
| | | | - |
| ddress | | + Add | / |
| Home Address | Start Date 25-May-2022 | | |
| | Last Updated Date 07-Oct-2023 | | |
| | | | |

You can edit any data you need to, once you have made the relevant changes you need to click on "Submit".

Note: - Please ensure you update the "From date" from when the change should become effective from.

| Communication | | |
|-------------------------|-------------|--------------------------------|
| | Delete | Sub <u>m</u> it <u>C</u> ancel |
| Country | *Number | |
| United Kingdom 44 🗸 🗸 🗸 | 07 | |
| *Type | *From Date | |
| Home Mobile Phone V | 25-May-2022 | |

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email <u>equalities@southlanarkshire.gov.uk</u>