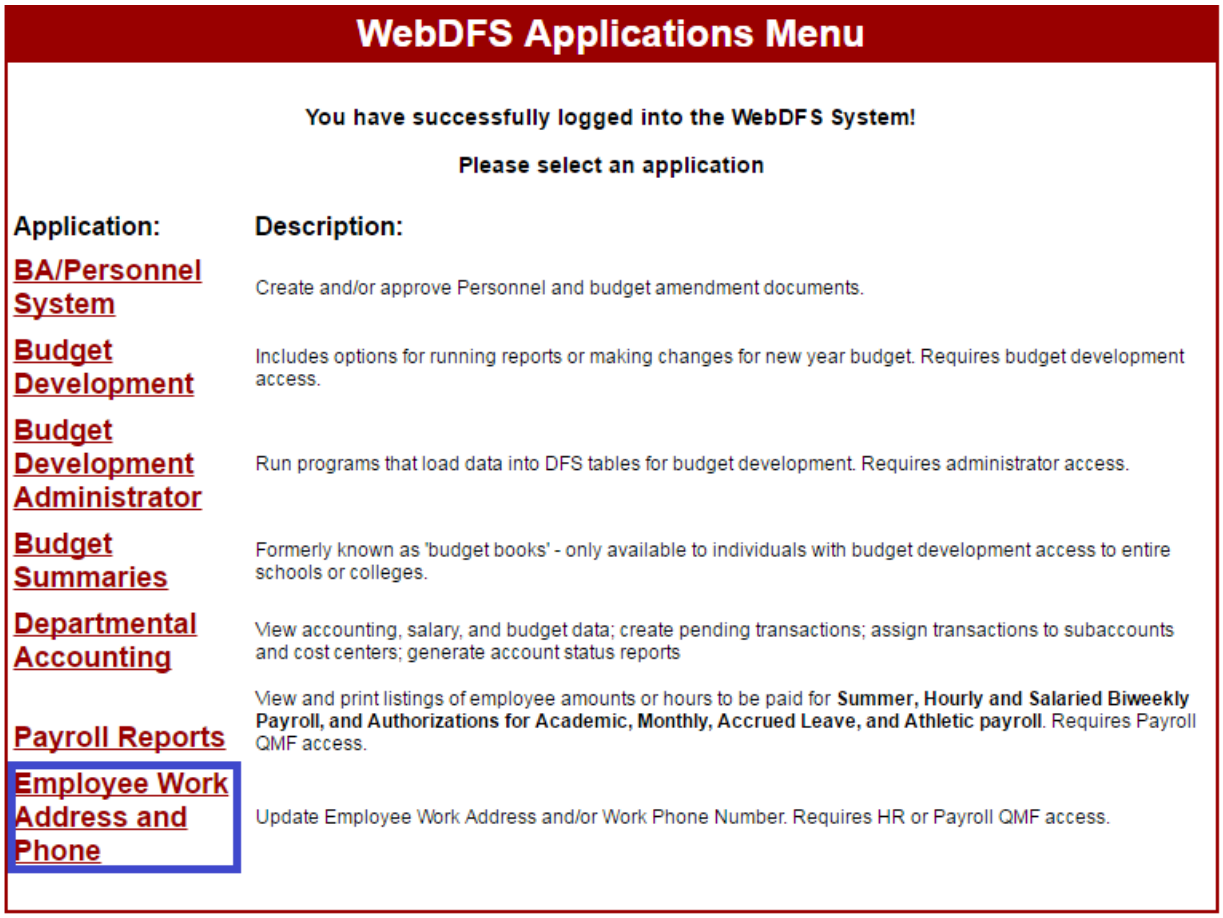
Instructions for Updating Employee Work Address and Phone

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

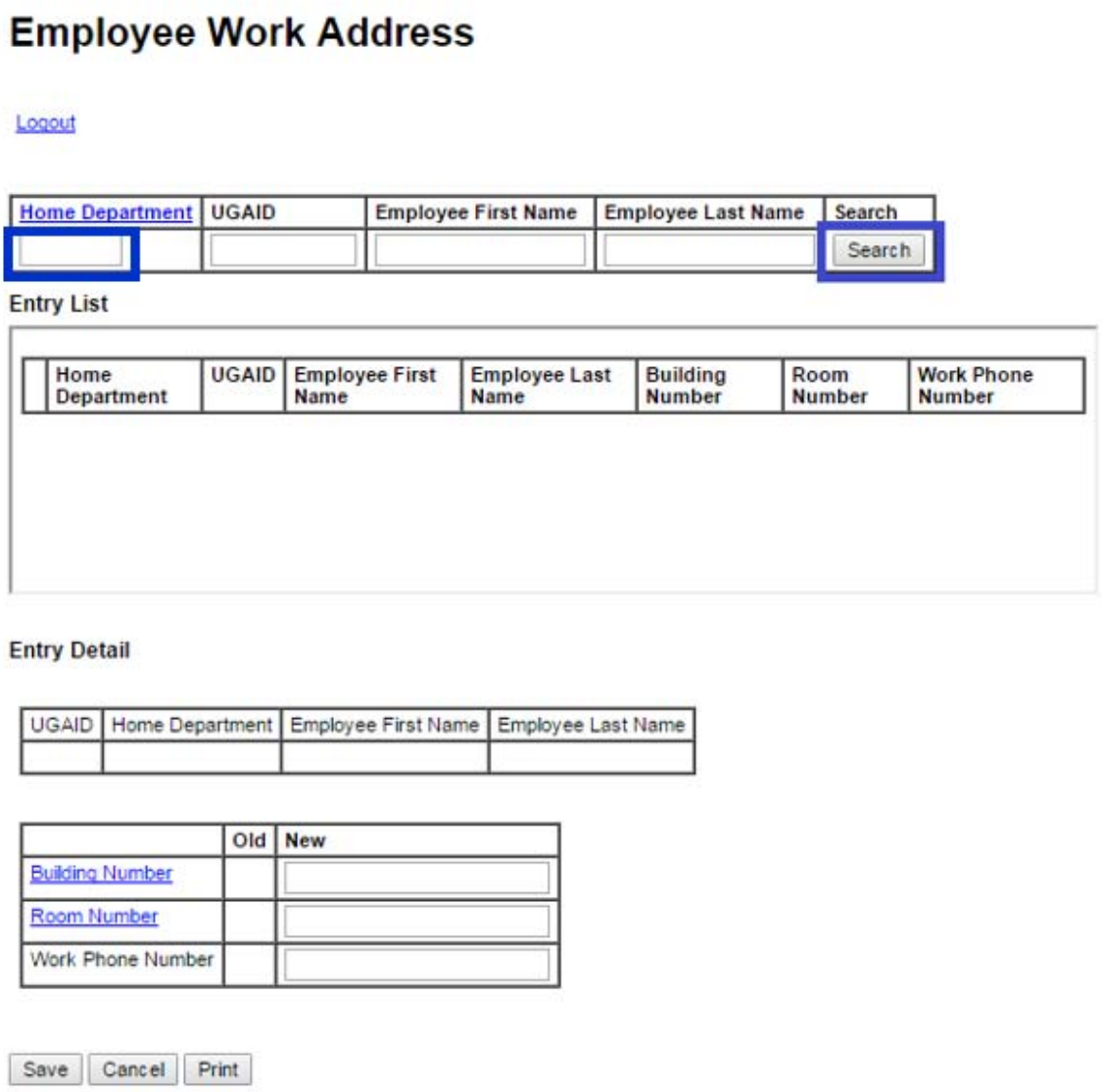
1. Access the *WebDFS* applications in a web browser by going to webdfs.uga.edu/WebDFS

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

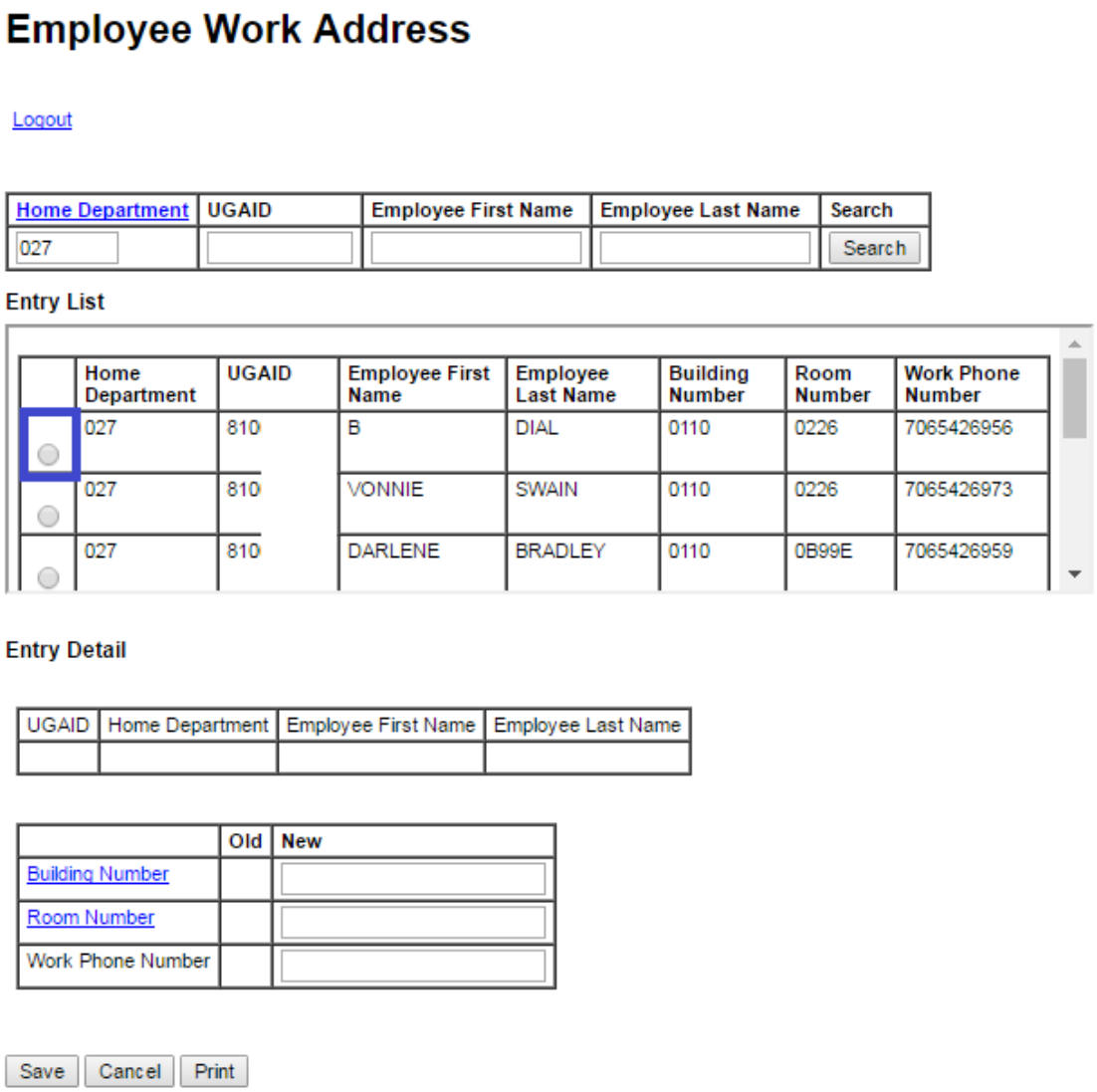
3. On the *WebDFS Applications Menu* click on *Employee Work Address and Phone*, which is the last application in the application list.



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.



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.



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
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

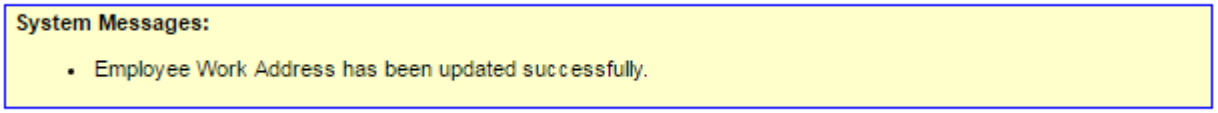
UGAID	Home Department	Employee First Name	Employee Last Name
810	027	B	DIAL

	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.

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



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

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