DEPARTMENT OF MANAGEMENT
Services

Type: General Correspondence	ID Number: GC 136
Date: June 4, 2008	Subject: People First/411 Interface

Suggested Audience:
Agency Personnel Officers

Description of Issue:
On July 21, 2008, the nightly update of work contact information from the People First system to the 411 Online Telephone Directory will be implemented. It is vital that you ensure your employees' information is correct in People First before July 19, 2008. **NOTE: People First information will overlay the existing information in the 411 application once the automatic update starts.**

The following fields will be modified in the People First system:
1. "Omit from 411 Directory" field will be removed from the Personal Info screen in People First.
2. "Phone Number" field will be renamed to "411 – Phone Number" on Work Location Address screen.
3. "Suncom" number will be removed from the Work Location screen.
4. "Extension" will be renamed to "411 – Phone Number Extension" on the Work Location Address screen.
5. "Pager Number" will be renamed to "Alternate Phone Number" on the Work Location Address screen.
6. "Pager ID" will be renamed to "Alternate Phone Number Extension" on the Work Location Address screen.

What Do I Need To Do?
☐ Before July 19, 2008, you should ensure that the following information in People First is accurate and current for your employees:
1. Work contact information: e-mail address and phone number(s)
2. Exempt Record or Protected Identity privacy indicators on the employee: these must be checked in the employee record to prevent the data from displaying in 411. However, Sworn/Certified and Confidential Employee privacy indicators protect personal employee information and do not impact 411 data.

☐ Review general correspondence message 126, Privacy Indicators. This general correspondence message provides information on how to verify an employee's privacy indicators in People First.

☐ Have employees check their e-mail address and work phone number(s) in the People First system. See the attached PowerPoint presentation for step-by-step instructions. Only HR users can update the position phone numbers; however, managers can update

e-mail addresses for their direct reports; be sure to instruct your employees on the process you want them to follow for any updates.

☐ If you have employees whose e-mail address should not be published in 411, go to the Work Info > Email Address screen and check the Don't Publish E-mail box.

A mass load can be processed to update any or all of the 411 information in People First by following specific mass load instructions. If your agency will require a mass load, please contact Mindy Rudd at 850-488-3900 by Friday, June 6, 2008. She will schedule a processing date and send you templates and instructions.

If you have any questions about the 411 interface, call Tommy Wagner at 850-487-3443.