

411 Online Telephone Directory - Employee

Overview

The 411 Online Telephone Directory is a resource for state employee work contact information: http://411.myflorida.com/apps/411/tel411.public_411. Work contact information from the People First system updates the 411 Directory database nightly.

Authorization

All employees have the ability to verify that their work contact information is correct in the People First system.

Process Steps

To verify your work email address is correct in People First:

Step 1: Log in to the People First system with your User ID and Password, then select Employee Information > Work Information > Work Contact Information.

The screenshot shows the People First system interface. The top navigation bar includes links for Home, Management, PAR, Employee Information, Health & Insurance, Performance & Talent Management, Training, and Org Management. The 'Employee Information' menu is expanded, showing options like Personal Information, Time & Payroll, and Work Information. The 'Work Information' menu is further expanded to show 'Work Contact Information' highlighted. The main content area displays 'My Alerts' with 'No Alerts' and a 'Refresh List' button. There are also sections for 'My Quick Links' and 'Helpful Websites'.

Step 2: Verify that your work email address is correct in People First. If not, contact your manager.

The screenshot shows the 'Work Contact Information -> Details' page. It displays the following information:

Work E-mail Address	
Effective Date	07/19/2008 *
End Date	12/31/9999
E-mail Address	john.doe@dms.myflorida.com *

Don't Publish E-mail in 411

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To verify your 411 phone number is correct in People First:

Step 1: Log in to the People First system with your User ID and Password, then select Employee Information > Work Information > Work Contact Information.

The screenshot shows the People First system interface. The top navigation bar includes links for Home, Management, PAR, Employee Information, Health & Insurance, Performance & Talent Management, Training, and Org Management. The 'Employee Information' menu is expanded, showing options like Personal Information, Time & Payroll, and Work Information. The 'Work Information' menu is further expanded to show 'Work Contact Information' highlighted. Other sections visible include 'My Quick Links' with various employee services, 'Helpful Websites' with external links, and 'My Alerts' showing no alerts.

Step 2: Verify that your 411 phone and 411 phone extension is correct. If not, contact your human resource office.

Work Location Address	
Effective Date	08/01/2013
End Date	12/31/9999
Building Type	S State owned
Building Number	03613 CCOC 4050 DMS
Address	4050 ESPLANADE WAY
City	TALLAHASSEE
State	FL Florida
County	037 Leon
Campus Name	CAPITAL CIRCLE OFFICE CENTER
Room	235.7X
411 Phone	850-487-4484
411 Phone Extension	1234
Fax	850-922-6642
Cell	
Alternate Phone	
Alternate Phone Extension	123456

This screen is view only.
Contact your personnel office to make changes to your work addresses.

Edit Save Cancel