

Updating PeopleSoft Phone Numbers

To update or add phone numbers to your PeopleSoft profile open a web browser and navigate to <https://bhess.barnabashealth.org>

1. A Link can also be found on the Bridge under the "RWJBH Quick Links" drop down labeled "Employee Self Service".

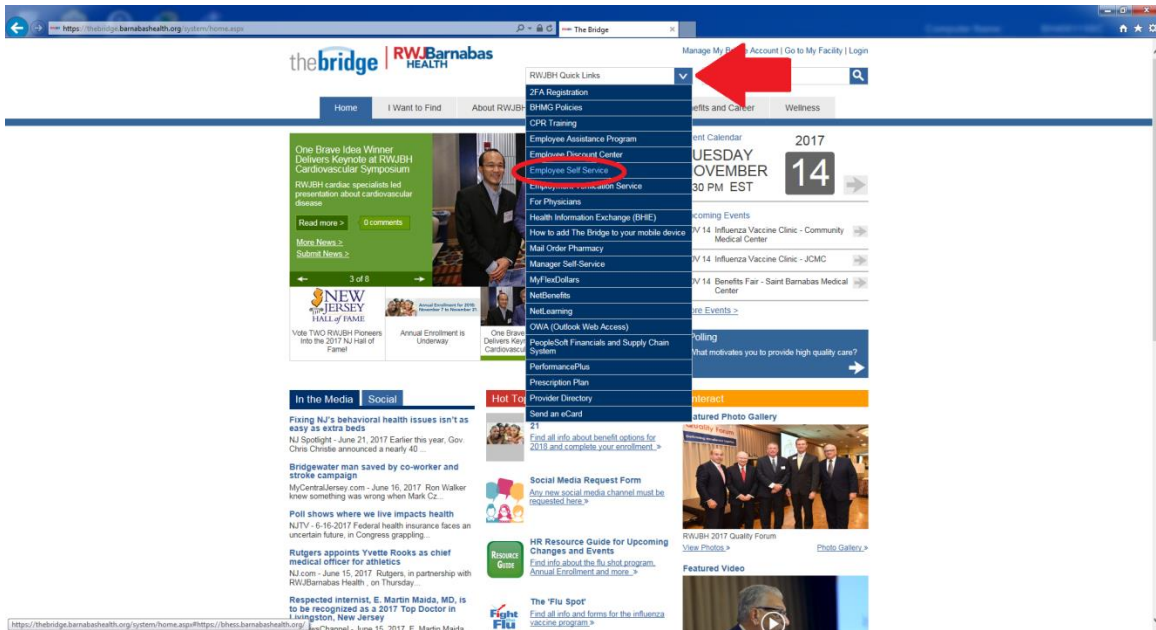


Figure 1 - Employee Self Service Link

2. Enter your ESS username and password to login. If you do not know or forgot your password simply click on the red "Forgot your password" link to have a temporary password emailed to you.

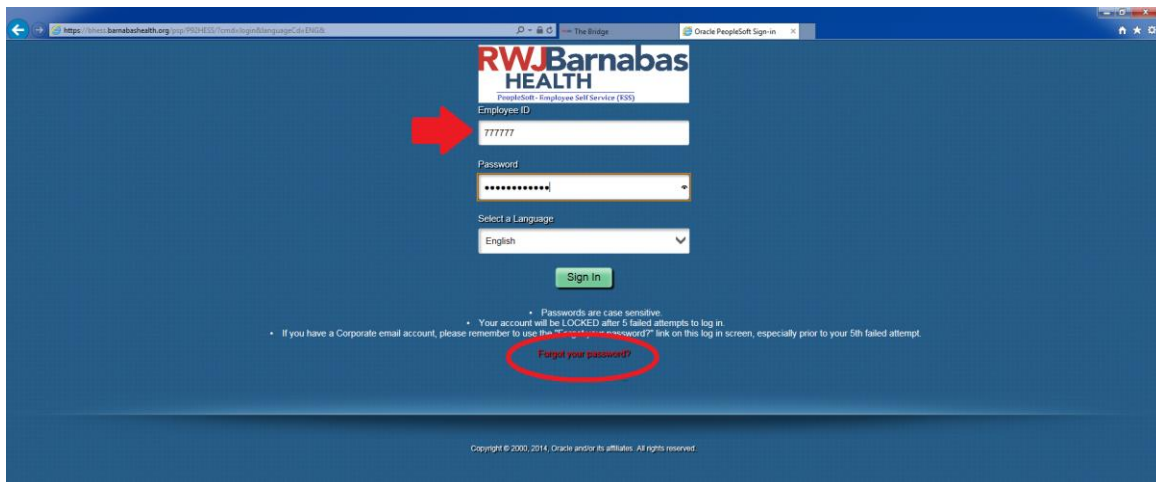


Figure 2 - Employee Self Service Login Page

3. Once logged click on Main Menu > Self Service > Personal Information and select "Phone Numbers".

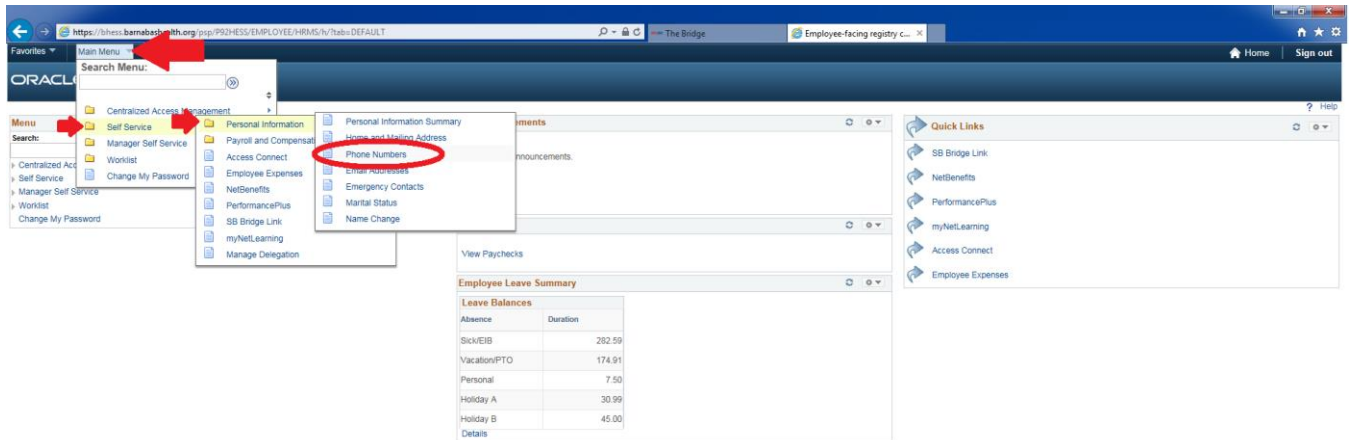


Figure 3 - ESS Menu Selection

4. Update your cell phone numbers and click save.

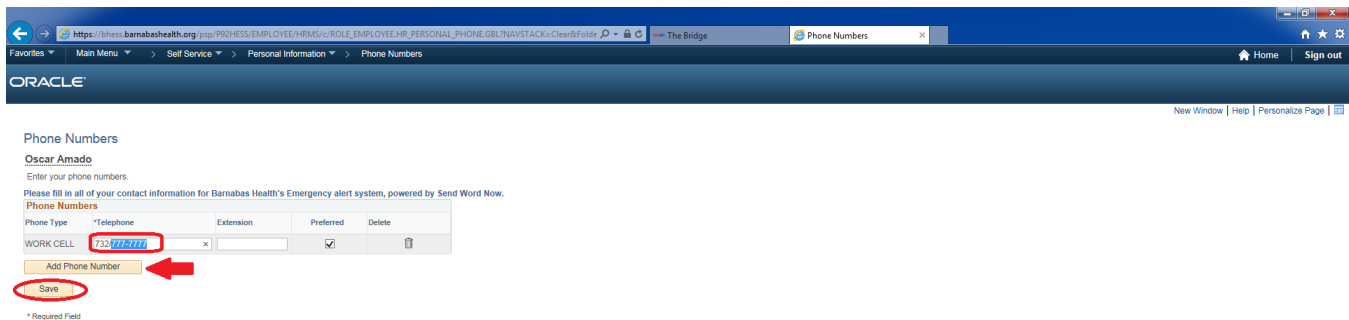


Figure 4 - Cell Phone Number Field

5. If you need to add a new contact number click on "Add Phone Number" select either "Personal Cell and or Work Cell" then fill in the telephone number and click "Save" when complete.

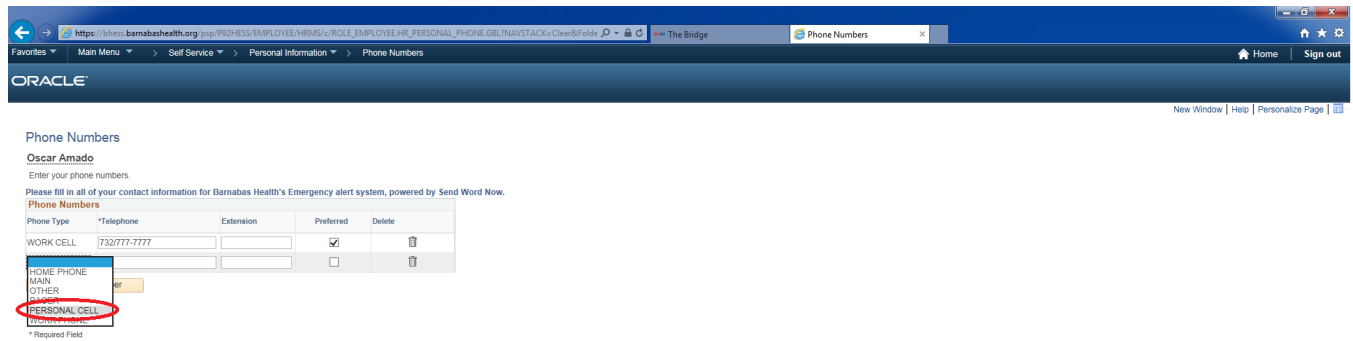


Figure 5 - Add New Cell Phone Number

6. Once you successfully saved the change click on the "Ok" button

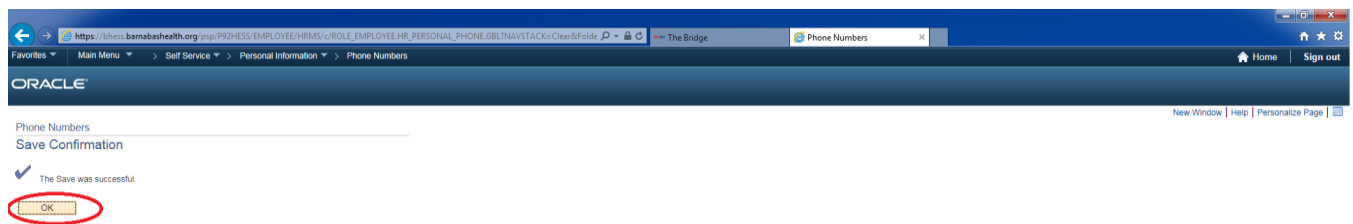


Figure 6 - Save New Number

7. Once complete simply click on "Sign Out" at the top right corner of the screen or close your internet browser.

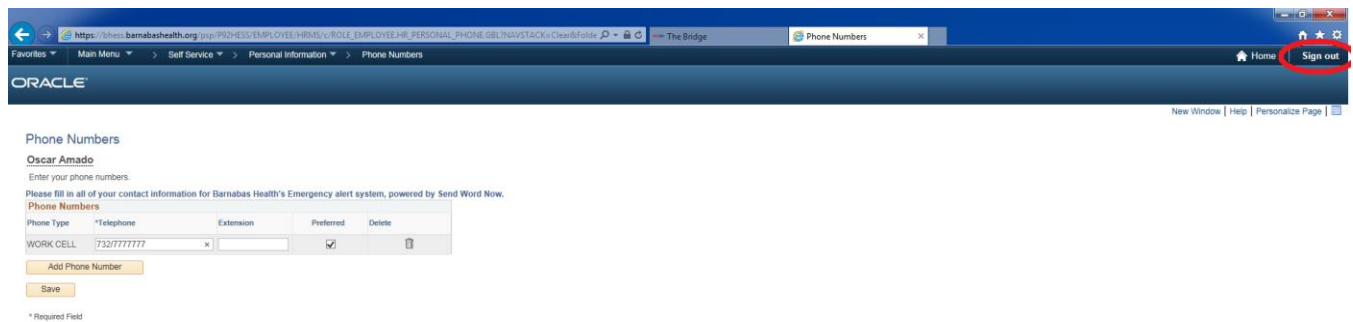


Figure 7 - ESS Sign Out