

# Employee Alerts

In April 2014, City Council passed a resolution requiring all bureaus to collect employee contact information, including personal telephone numbers, email addresses, and devices capable of receiving text messages, and that the information would be safeguarded and only used to contact employees in an emergency, like a city office closure due to inclement weather or an earthquake.



# Employee Alerts

## Updating Your Contact Info

1. Access the SAP CityLink Portal

<https://www.portlandoregon.gov/employee/>

- Click SAP CityLink Portal under Employee Services, login when/if prompted
- Click "Personal Information"

The CITY OF PORTLAND Oregon | SAP CityLink

Employee Self-Service | Employee Programs | SAP Learning Solution 6.0

Overview | Personal Information | Compensation | CityLearner | Help | Time

Overview

Employee Self-Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offer

**Personal Information**  
Manage your contact information.

Quick Links  
[My Personal Data](#)  
[My Address Information](#)  
[My Communication Information](#)  
[Validate Social Security Information](#)

**Compensation**  
View your pay statement and change your tax withholdings. Create, view and/or change your banking details.

Quick Links  
[My Pay Statement](#)  
[My Tax Withholding \(W-4\)](#)  
[My Banking Information](#)  
[My Pay Statement Delivery Method](#)

**Time**  
Record your working times, request leave and display

Quick Links  
[My Time Sheet](#)  
[My Time Requests](#)  
[My Time Statement](#)  
[Leave Balances](#)

**CityLearner**  
Manage your training activities, view training history, a training catalog.

Quick Links  
[Training History Report](#)



# Employee Alerts

## Updating Your Contact Info

2. Navigate to communication information:
- Select "My Communication Information" from the list of options and you should end up on this Communications page
  - Click the Edit button to begin editing

The screenshot shows the SAP CityLink interface for the City of Portland, Oregon. The page is titled "Communications" and displays a form for updating employee contact information. The form is organized into several sections: Employee, Email, Telephone, and Work Location. The Employee section includes fields for Personnel No., First name, Nickname, Middle name, Last name, Job Title, and Pers. Area. The Email section includes fields for Work Email and Home Email. The Telephone section includes fields for Home, Work Phone, Personal Mobile, Work Phone 2, Personal Phone 1, Work Mobile, Personal Phone 2, Work Fax, Personal Phone 3, and Work Pager. The Work Location section includes fields for Worksite and Room Number. The Worksite field is populated with "Bureau of Emergency Management" and "9911 SE Bush Street Portland, OR 97266-2562". The Room Number field is empty. At the bottom of the form, there is an "Edit" button with a right-pointing arrow, which is highlighted with a red box. An arrow from the text "Click the Edit button to begin editing" points to this button.

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### Communications

**Employee**

Personnel No.:

First name:

Nickname:

Middle name:

Last name:

Job Title:

Pers. Area:

**Email**

Work Email:

Home Email:

**Telephone**

\* Home  Work Phone

Personal Mobile  Work Phone 2

Personal Phone 1  Work Mobile

Personal Phone 2  Work Fax

Personal Phone 3  Work Pager

**Work Location**

Worksite:  9911 SE Bush Street Portland, OR 97266-2562

Room Number:



# Employee Alerts

## Updating Your Contact Info

### 3. Update your contact information:

- Personal email
  - Home phone (required)
  - Work mobile
  - Personal mobile
- (note: to receive text alerts you must enter a number here, even if you already entered your cell as your home number)
- Other phone numbers

SAP CityLink

Employee Self-Service | Employee Programs | Manager Self-Service

Overview | Personal Information | Compensation | CityLearner | Help | Time

Communications

Communications

Employee

Personnel No.: [ ]

First name: David

Nickname: [ ]

Middle name: J

Last name: Blitzer

Job Title: Emergency Management Operations Manager

Pers. Area: Emergency Management

Email

Work Email: david.blitzer@portlandoregon.gov

Home Email: [ ]

Telephone

\* Home: [ ] Work Phone (503) 823-3739

Personal Mobile: [ ] Work Phone 2 [ ]

Personal Phone 1 [ ] Work Mobile [ ]

Personal Phone 2 [ ] Work Fax [ ]

Personal Phone 3 [ ] Work Pager [ ]

Work Location

Worksite: Bureau of Emergency Management 9911 SE Bush Street Portland, OR 97266-2562

Room Number: 211

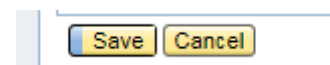
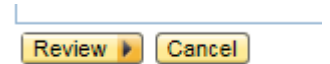


# Employee Alerts

## Updating Your Contact Info

4. Save the updated information:

- First click review at the bottom of the form
- Review the information, ensure it's correct
- Press Save at the bottom of the form



*Soon after the 1<sup>st</sup> of the next month your contact information will be updated in the City's alerting system. Thank you!*

