

Adding your personal cell phone number in MyJob

Login to MyJob.mu.edu

MyJob - Windows Internet Explorer

https://myjob.mu.edu/portal/page?_pageid=73,1,73_400526_dad=portal&_schema=PORTAL

MyJob

MARQUETTE UNIVERSITY **MyJob AT MARQUETTE**

Welcome

[eMarq](#) | [CheckMarq](#) | [MU Home](#)

Secured by **thawte**
click to verify 2007-11-13

Login with eMarq Username/Password
Enter your user name and password to login.

User Name

Password

Login

Note: The MU Employment Information option is temporarily unavailable from the Employee Self Service and Manager Self Service screens.

What is MyJob?
MFS + HR/Payroll Self Service = MyJob

MyJob is the new self-service resource for faculty, staff, and student employees, in addition to the new home for MFS business functions at Marquette.

Documentation

- [Faculty/Staff Instructions](#)
- [Student Worker Instructions](#)
- [Manager/Department Instructions](#)
- [Setting your Payslip Print Options](#)
- [Authorized User Change Form](#)
- [MFS Resources](#)

Annual Benefits Enrollment Documentation

- [Quick Reference Guide](#)
- [Benefits Enrollment Instructions](#)
- [Benefits Enrollment Demo](#)

Other Resource Links

For Everybody:
[Timesheets](#)
[Payroll Schedules](#)

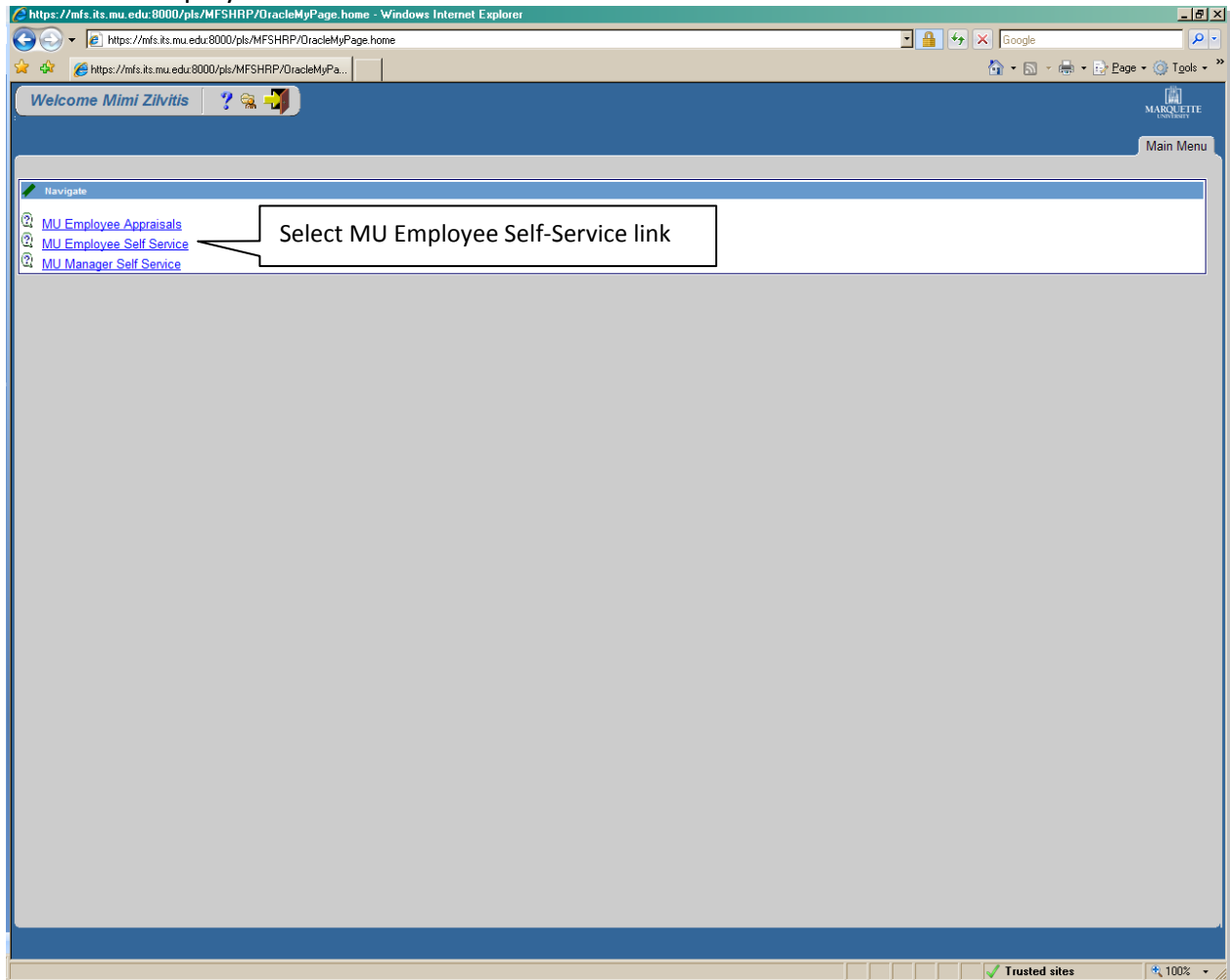
For Faculty & Staff:
[Human Resources Forms](#)
[Dept. of Purchasing](#)
[Comptroller Forms](#)
[Univ. Policies & Procedures](#)

For Student Employees:
[Student Employment](#)
[JobConnection](#)

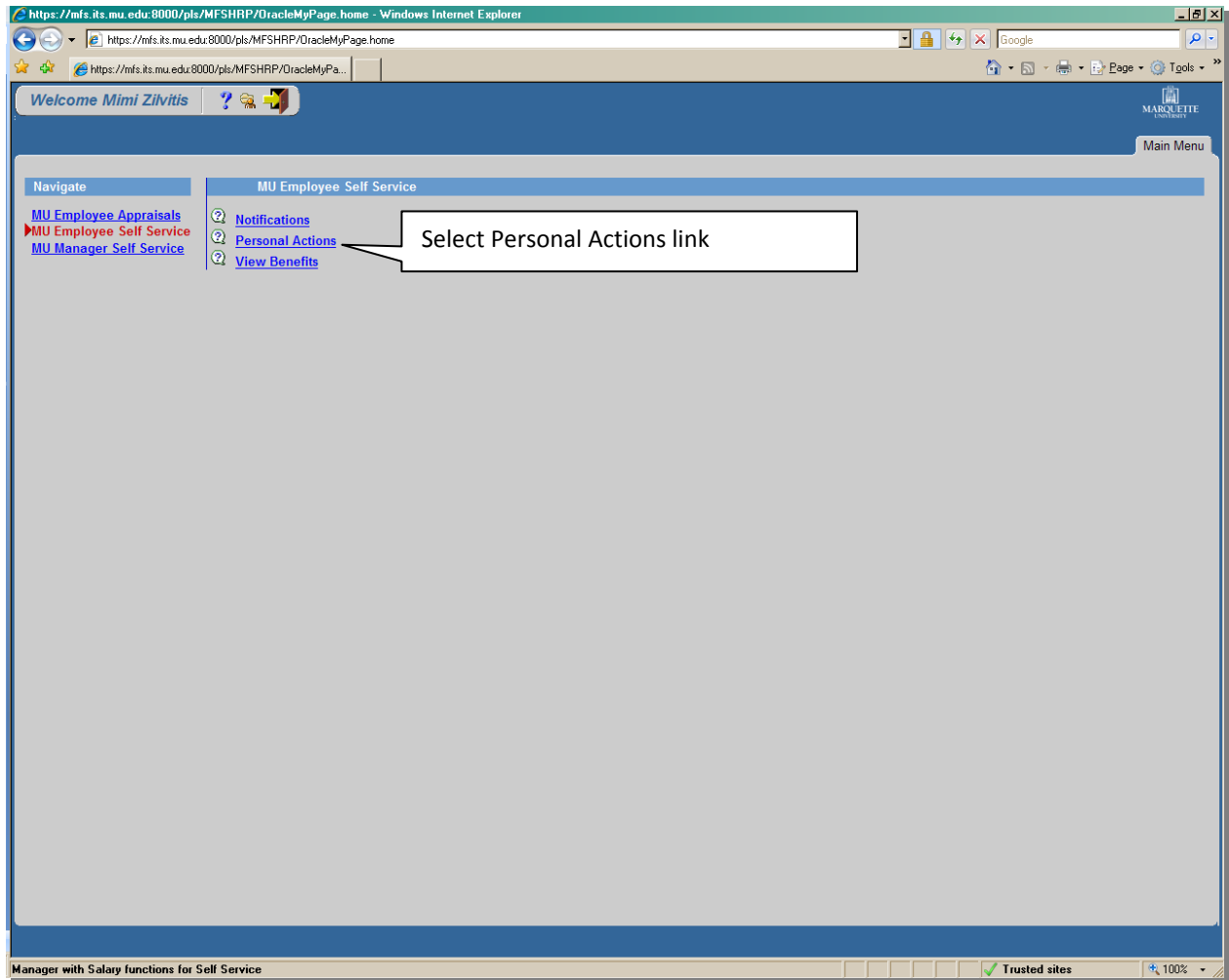
Please Note: MyJob is unavailable every Tuesday from 11:30 p.m. to Wednesday at 3:30 a.m. for system maintenance.

Done Trusted sites 100%

Select MU Employee Self-Service link



Select Personal Actions link



Select radio button Personal Information, select Start.

The screenshot shows the Oracle MU Employee Self Service interface. At the top, there is a header with the Oracle logo and the text "MU Employee Self Service". Below this, there is a section titled "Personal Actions". Underneath, there are two columns of input fields: "Employee Name" and "Organization Email Address" on the left, and "Employee Number" and "Business Group" on the right. Below these fields is a section titled "Available Actions". This section contains a "Select Action:" dropdown menu with "Start" selected. Below the dropdown is a list of radio buttons for various actions: "Personal Information", "Payslip", "W4 Information", "Manage Payroll Payments", "Employee W2", "Absence Accruals", "Education", "Competency Profile", "Release Information", and "Printing Options". Two callout boxes are present: one pointing to the "Personal Information" radio button with the text "Select radio button Personal Information", and another pointing to the "Start" dropdown menu with the text "Select Start". At the bottom of the page, there is a footer with "Copyright (c) 2006, Oracle. All rights reserved.", "Home | Logout", and "Privacy Statement". The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%".

Select Phone Numbers Update

The screenshot shows the Oracle MU Employee Self Service interface. The page title is "ORACLE MU Employee Self Service". The user is logged in as "Marquette University". The page is divided into several sections: Personal Information, Basic Details, Phone Numbers, Main Address, Foreign Address, and Emergency Contacts. A callout box with a pointer highlights the "Update" button in the Phone Numbers section.

Personal Information Home Logout

Employee Name: [Redacted] Employee Number: [Redacted]
Organization Email Address: [Redacted] Business Group: Marquette University

Basic Details Back

Use the UPDATE button to view and update additional Basic Details including your Ethnic Origin, Religious Preference, Veteran Status, and Disability Status. Update

Full Name
Marital Status
Date of Birth
Social Security
Employee Number

Phone Numbers Update

Click UPDATE to add or update home, work, fax, pager or mobile phone numbers.

Home 414-
Work 414-288-7799

Main Address Update

Address Line 1
Address Line 2
City
State
Zip Code
County

Foreign Address

Foreign National employees and student employees, to change your Foreign Address contact the Payroll Department at ext. 8-7264 to obtain an informational packet concerning Tax Treaties, 1042S and W2 implications.

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency.

Select Emergency Contact: Update Remove | Add

Select Name	Relationship	Home Number	Work Number	Mobile Pager
<input checked="" type="checkbox"/>	Parent	(414)		

Back

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Done Trusted sites 100%

Select Add Another Row

The screenshot shows the Oracle Self-Service Human Resources: Phone Numbers page. The page title is "ORACLE MU Employee Self Service". The page content includes a header with "Phone Numbers: Enter and Maintain" and a table with two rows of phone numbers. A callout box points to the "Add Another Row" button.

Employee Name
Organization Email Address

Employee Number
Business Group Marquette University

Type	Number	Delete
Home	414-	
Work	414-288-7799	

[Add Another Row](#)

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Select Phone Type, enter 10 digit Number, select Next.

The screenshot shows the Oracle Self-Service Human Resources: Phone Numbers page. The browser title is "Oracle Self-Service Human Resources: Phone Numbers - Windows Internet Explorer". The address bar shows the URL: "https://mfs.its.mu.edu:8000/OA_HTML/OA.jsp?_ic=HR_OVERVIEW_TOP_SS&_ri=800&OAFunc=MUSS_HR_PERINFO_SS&_ti=92715135&retainAM=y%addBreadCrumb=N&". The page header includes "ORACLE MU Employee Self Service" and "Home Logout". The main heading is "Phone Numbers: Enter and Maintain".

Employee Information:

- Employee Name: [Blank]
- Organization Email Address: [Blank]
- Employee Number: [Blank]
- Business Group: Marquette University

Phone Numbers Table:

Type	Number	Delete
Home	414-	[Delete]
Work	414-288-7799	[Delete]
Mobile	414-XXX-XXXX	[Delete]

Buttons: Add New Row, Cancel, Next.

Callouts:

- "Select Mobile" points to the Mobile dropdown menu.
- "Enter 10 digit Number" points to the Number input field for the Mobile row.
- "Select Next" points to the Next button.

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Done. Trusted sites 100%

Confirm proposed changes, select Submit.

Personal Information: Review - Windows Internet Explorer

https://mfs.its.mu.edu:8000/OA_HTML/OA.jsp?_ic=HR_PHONE_NUMBERS_TOP_SSS&ri=800&OAFunc=MUSS_HR_PERINFO_S&li=92715135&retainAM=%&addBreadCr

ORACLE MU Employee Self Service

Home Logout

Personal Information: Review

Employee Name
Organization Email Address

Employee Number
Business Group Marquette University

Cancel Back Submit

Indicates Changed Items.

Phone Numbers

	Current	Proposed
Home	414-	414-
Work	414-288-7799	414-288-7799
Mobile		414-XXX-XXXX <input type="radio"/>

Cancel Back Submit

Home | Logout

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Select Submit

Confirmation screen.

