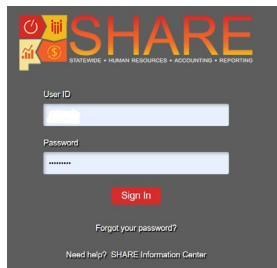


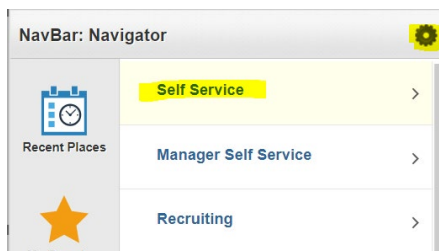
Standard Operating Procedure to Update your Employee Contact Information under Self-Service in SHARE for the Judicial Branch Google Directory (Contacts)

Use this Standard Operating Procedure (SOP) to update your Personal Information that includes your Contact Details for the New Mexico Judicial Branch Google Directory. Updates made to the SHARE Self Service are populated once a week to the Judicial Branch Google Directory. Employees have to maintain this information and local HR divisions are not able to make these updates for the Google Directory.

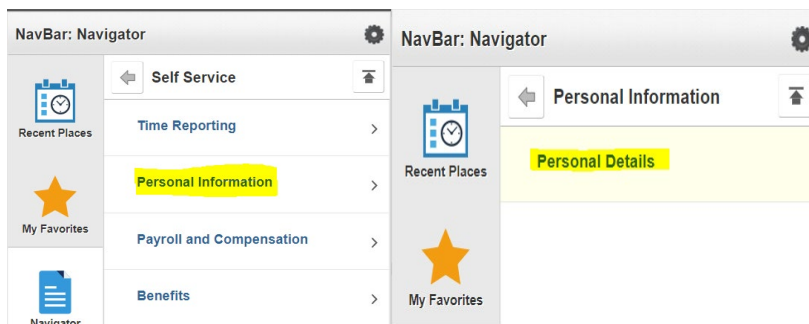
1. Log into the SHARE system.



2. Click on the Navigator Icon at the top right hand corner and select “Self Service.”



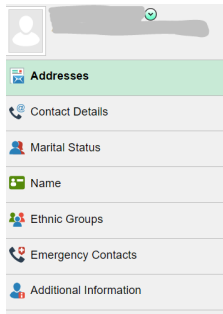
3. Click on “Personal Information” then click on “Personal Details.”



Create date: 7/1/2021

Saved to: K:\SOPs FOR HRD & Checklists\Self Service in SHARE - update EE contact info for Google Director

4. Click on “Contact Details.”



5. Under the Phone section, ensure your work number is listed as “Business” and is the preferred number, with a check mark. You can update and delete phone numbers by clicking on the number and a box will appear to make updates. Again, if your work phone number does not have “Business” selected as the type, your work number will not populate to the Judiciary’s Google Directory.

6. Ensure your work email address displays correctly, is listed as “Business”, is the preferred email with a check mark. If your email is listed incorrectly, please contact your HR professional. You cannot make changes to existing emails but you can add an email address. Any email address listed as “Business” will populate to the Judiciary’s Google Directory.

7. If you have changes to your personal information, such as home addresses, non-work related phone numbers, marital status, which are also located under SHARE Self Service, PLEASE BE SURE to still inform your HR Administrator of these changes. If you change your address or name in SHARE you also need to change your address with PERA or you will not receive your annual statements, and complete an updated personal data form for your personnel file. If you change your marital status in SHARE you will need to complete the beneficiary change form (original is kept in employee file, copy goes to ERISA). Please work with your local HR Professional on these changes.