
From: eBenefits <wcbenefits@gx.waynecountymi.gov>

Sent: Friday, July 24, 2026 12:01 PM

Subject: 📌 Maintaining Accurate Contact Information in Oracle



Maintaining Accurate Contact Information in Oracle

Maintaining accurate contact information in Oracle is essential to ensuring timely and effective communication throughout our organization.

We have recently experienced challenges delivering important communications because some employee contact information is outdated or inaccurate. In many cases, when we attempt to resolve these issues by phone or email, we find that the contact information in Oracle also needs to be updated.

Additionally, if you are enrolled in Wayne County health benefits, please note that your contact information is shared with our benefit vendors. Keeping your information current helps ensure the secure delivery of important benefits-related communications and supports the protection of your Personal Health Information (PHI).

We encourage all employees to review and update the following information in Oracle, if needed:

- Home Address
- Mailing Address
- Personal Email Address
- Phone Number

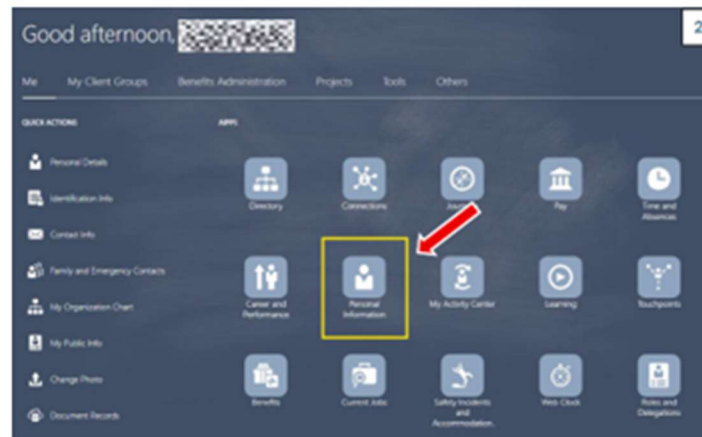
Please follow the steps outlined below to verify and update your information by using the Employee Self Service option in Oracle.

Thank you for taking a few moments to ensure your contact information is accurate. Your cooperation helps us communicate with you efficiently and protects the integrity of your personal information.

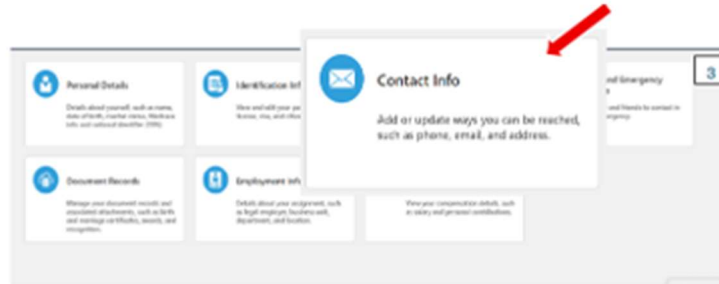
1. Click on "Me"



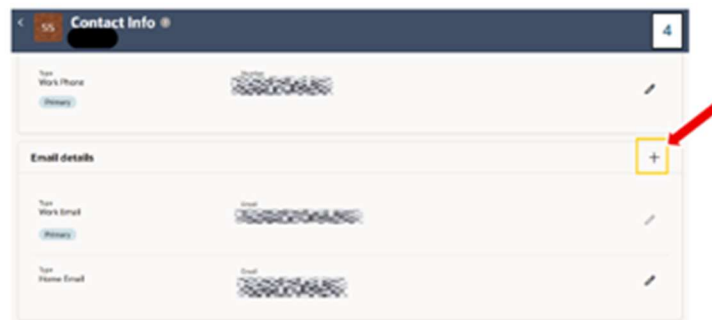
2. Click on "Personal Information"



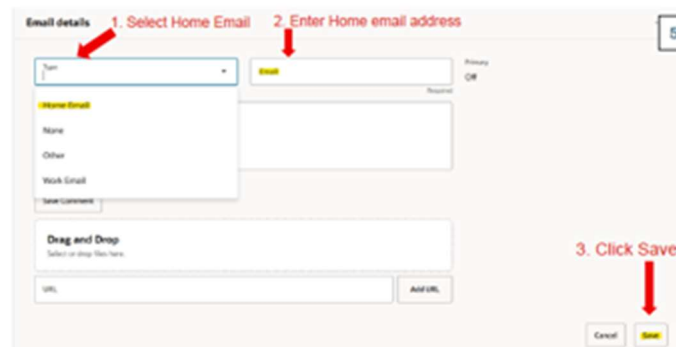
3. Click on "Contact Info"



4. Click on "+"



5. Follow steps 1-3 on the image below:



6. Click on "Pencil image" next to the address you would like to change – home address, other address, or primary mailing address



7. Follow [steps 1-3](#) on the image below:

The screenshot shows the 'Address' form with the following fields and annotations:

- Country:** United States
- Type:** Home Address
- Address:** 1234 Main Street, Apt 101
- City:** New York
- State:** NY
- Zip:** 10001
- Annotations:**
 - 1. Select today's date:** Points to the date field.
 - 2. Select edit address, enter new home address:** Points to the 'Edit Address' button.
 - 3. Click Save:** Points to the 'Save' button.

8. To add a new address, click on [+](#)

The screenshot shows the 'Addresses' list with the following elements:

- Addresses:** A list of addresses with a QR code and a 'Details' button.
- Annotation:** A red arrow points to the **+** button in the top right corner.

7. Follow [steps 1-3](#) on the image below:

The screenshot shows the 'Address' form with the following fields and annotations:

- Country:** United States
- Type:** Home Address
- Address:** 1234 Main Street, Apt 101
- City:** New York
- State:** NY
- Zip:** 10001
- Annotations:**
 - 1. Select today's date:** Points to the date field.
 - 2. Select edit address, enter new home address:** Points to the 'Edit Address' button.
 - 3. Click Save:** Points to the 'Save' button.

8. To add a new address, click on [+](#)

The screenshot shows the 'Addresses' list with the following elements:

- Addresses:** A list of addresses with a QR code and a 'Details' button.
- Annotation:** A red arrow points to the **+** button in the top right corner.

9. Follow [steps 1-3](#) on the image below:

The image shows a web form titled "Address" with a tab labeled "9". The form contains the following fields and instructions:

- A dropdown menu for "Country" with "United States" selected.
- A dropdown menu for "Address Type" with a yellow arrow pointing to it and the instruction "1. Click the drop down arrow to select address type".
- A text input field for "Address" with a yellow arrow pointing to it and the instruction "2. Enter new address".
- A "Save" button with a yellow arrow pointing to it and the instruction "3. Save".
- A "Cancel" button.

SUPERVISORS: PLEASE PRINT AND DISTRIBUTE TO ALL COUNTY EMPLOYEES WITHOUT COUNTY EMAIL ACCESS.

Division of Benefits Administration

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