**e-Journal Entry Email Requirements**

An employee must have and maintain an email address on his/her employment record in order to:

- Prepare e-Journals
- Be added as a Departmental Approver
- Be added as a Central Administration Approver
- Share or have the e-Journal shared with him/her

**How to verify/set up an employee’s email address:**
The employee’s email address must be maintained in the HR database. To verify the address in the HR database:

- The employee can review/update the address by logging into CIS and navigating to the **Personal Bio/Demo Information** link on the **My Human Resources/Payroll** pagelet (usually on the CIS Employee tab).
- Payroll Reporters can review/update the address through the D-JOBS Update Directory (U) link

Note: Sometimes employee’s have a Umail (or other) email address viewable in Outlook or other email application, but do not have the same address recorded in the HR database.

**Questions?**
Send in your QUESTIONS OR SUGGESTIONS using the link on the e-Journal Home Page.