

Receive CalTime Notifications at your Preferred Email

CalTime notifications are sent to the email address designated as "preferred" in Blu. The Payroll Personnel System (PPS) also uses this preferred email. To change where notifications are sent, you need to manually enter your preferred email.

1	Login to Blu at <u>blu.berkeley.edu</u> with your CalNet ID and Passphrase.	Hello ! Welcome Guest! Login Login to Blu 1
2	In the Self Service pane, under Update Personal Information, click Email Addresses.	Self Service Careers – View Jobs ? ADP Total Paycard Enrollment Update Personal Information [-] Personal Information Summary ? Home and Mailing Address ? Phone Numbers ? Email Addresses ? Emergency Contacts ? Ethnic Groups ?
3	Check the Preferred box for the email address you want to designate. • If the address you want to use is not listed, click Add an Email Address. NOTE: You must click Save for your changes to take effect.	Email Addresses Your Name Email Addresses * Email Type Email Address Business myemail @berkeley.edu Personal myemail @ sbcglobal.net Add an Email Address * Required Field Save 3

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