

*Faculty and Staff: Please review the important information below from Communications regarding Long Distance PIN # codes and international calling cards. If you desire a calling card for international calls please let Vicki Peavler or Denise McCarthy know. The Business Office will forward the request to Communications for the calling cards. Please let me know if you have any questions. Thank you. Vicki*

## **NEW LONG DISTANCE AUTHORIZATION PIN# CODES**

Beginning September 1, 2011, CNS will replace existing employee 7 digit LD authorization PIN# codes with the employees 8-digit employee ID number (listed at the top of the employee pay statement ) as their new long distance code. At that time, employees who were previously authorized to make long distance calls will begin using their employee ID number to place long distance calls. Additionally, in September, employees will be able to view if they are approved for long distance access by viewing the Employee Self Service tab in the myUK portal. The long distance code change is part of the effort to improve operational efficiency and cost savings for the university.

Between August 1, 2011-August 31, 2011, authorized employees will continue to use their 7 digit PIN.

Between August 1, 2011-August 31, 2011, requests to add or delete long distance PIN codes can be ordered by departmental managers as usual at <http://www.uky.edu/IT/CNS/forms/contact.html>

On September 1, 2011, authorized employees will begin to use their 8 digit employee ID number for long distance calling.

## **INTERNATIONAL PHONE CALLS**

When placing international phone calls, calling cards will be needed. Departments can request international calling cards for individual employees by completing the form available at [http://www.uky.edu/IT/CNS/forms/CC\\_form.pdf](http://www.uky.edu/IT/CNS/forms/CC_form.pdf).

Additional information regarding international calling cards is available at <http://www.uky.edu/IT/CNS/products/callcard.html>

For additional information regarding the new long distance codes view the CNS website <http://www.uky.edu/IT/CNS/> at ---- or contact the CNS Work Order Desk at [commwo@uky.edu](mailto:commwo@uky.edu) or 859-218-HELP.