

Reviewing and Changing Your Emergency Contact Information

Reviewing Your Existing Contacts

1. Select **Self Service, Employee, Home, [Employee Home](#)**. The **Employee Home** page displays. Click on **[Personal Information Home](#)** to go to the **Personal Information Home** page.
 - **NOTE:** You can also select **Self Service, Employee, Home, [Personal Information Home](#)**. The **Personal Information Home** page displays.
2. Click on **[Emergency Contacts](#)** under **Emergency Contacts**. The **Emergency Contacts** page displays.
 - **NOTE:** You can also select **Self Service, Employee, Tasks, [Emergency Contacts](#)**.

Emergency Contacts

Sample Employee

Contact Name	Relationship to Employee		
Employee Spouse	Spouse	Edit	Delete

Primary Contact: Employee, Spouse Change the primary contact

Add an Emergency Contact

3. Review the existing contact information.
4. Click on the **[Contact Name](#)**. The **Emergency Contact Detail** page displays.

Emergency Contacts

Emergency Contact Detail

Sample Employee

Address and Telephone

Contact Name: Employee, Spouse

Relationship to Employee: Spouse

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address Type: Home

Phone Type: Home

Address

Country: United States

Address: 1234 Self Service Lane
Anywhere, GA 30999
PeopleSoft

Employee's Phone

Phone: 706/555-5678

Other Telephone Numbers

<u>Phone Type</u>	<u>Phone Number</u>
Business	706/354-1589
Other	706/207-4696

[Return to Emergency Contacts](#)

5. Click on [Return to Emergency Contacts](#) to go back to the **Emergency Contacts** page.

Changing an Existing Contact

1. Click on [Edit](#). The **Emergency Contact Detail** page displays with the fields you can change active.

Emergency Contacts

Emergency Contact Detail

Sample Employee

Address and Telephone

*Contact Name:

*Relationship to Employee:

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address Type: Home [Change Address Type](#)

Phone Type: Home [Change Telephone Type](#)

Address

Country: United States [Change Country](#)

Address: 1234 Self Service Lane
Anywhere, GA 30999 [Edit Address](#)
PeopleSoft

- Enter the information in the fields as needed.
 - NOTE:** Fields marked with an * are required fields.

Employee's Phone

Phone: 706/555-5678

Other Telephone Numbers

*Phone Type	Phone Number	
<input type="text" value="Business"/>	<input type="text" value="706/354-1589"/>	<input type="button" value="Delete"/>
<input type="text" value="Other"/>	<input type="text" value="706/207-4696"/>	<input type="button" value="Delete"/>


- Enter the information in the fields as needed.
 - NOTE:** Fields marked with an * are required fields.
- Click on . The **Save Confirmation** page displays.

Emergency Contacts


Save Confirmation

The Save was successful.



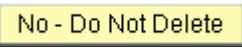
- Verify The Save was successful. appears.

6. Click on . This brings you back to the **Emergency Contacts** page.


Deleting an Existing Contact

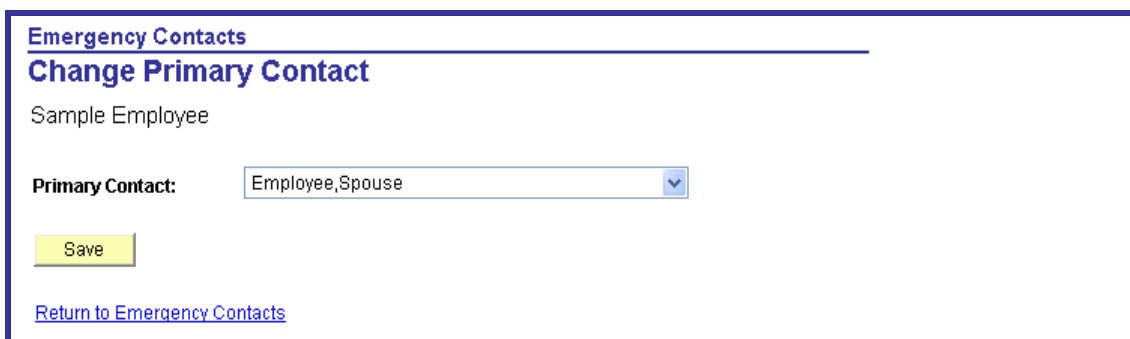
1. Click on . The **Delete Confirmation** page displays.
 - **NOTE:** You cannot delete a Primary Contact unless you designate a new Primary Contact first.


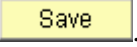




2. Verify  Are you sure you want to delete Emergency Contact (Daughter Employee)? appears.
3. Click on  to delete the contact, or  to cancel the deletion. This brings you back to the **Emergency Contact** page.
4. Verify the contact has been deleted.

Changing Your Primary Contact

1. Click on . The **Change Primary Contact** page displays.

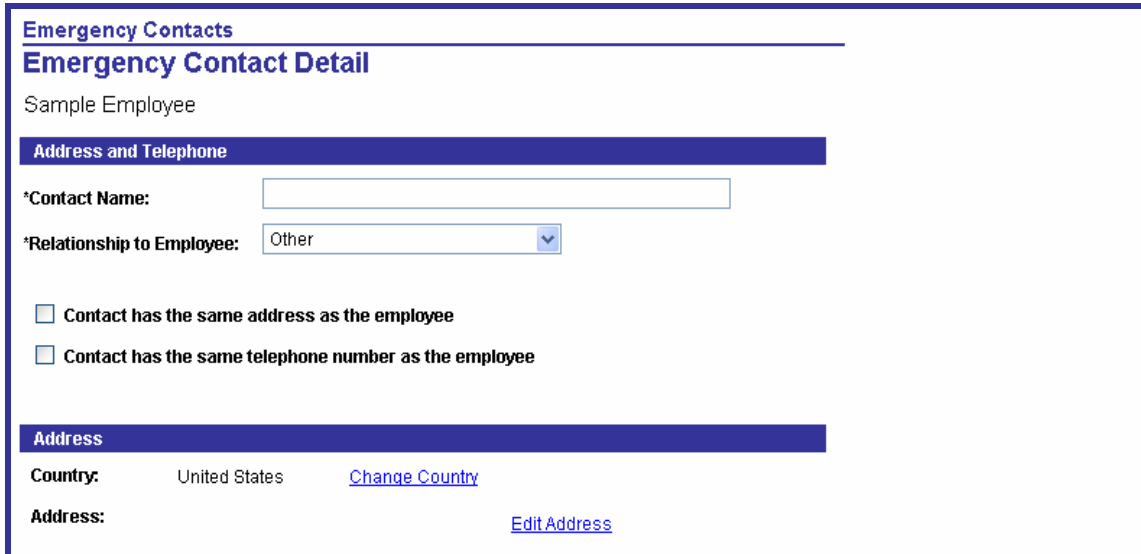


2. Click on the  and select a new **Primary Contact** from the drop-down list.
3. Click on . The **Save Confirmation** page displays.
4. Verify  The Save was successful. appears.


5. Click on . This brings you back to the Emergency Contacts page.

Adding a New Emergency Contact

1. Click on . The **Emergency Contact Detail** page displays.



The screenshot shows the 'Emergency Contact Detail' page for a 'Sample Employee'. The page is titled 'Emergency Contacts' and 'Emergency Contact Detail'. It features a section for 'Address and Telephone' with a text input field for '*Contact Name:' and a dropdown menu for '*Relationship to Employee:' set to 'Other'. Below these are two checkboxes: 'Contact has the same address as the employee' and 'Contact has the same telephone number as the employee'. A section for 'Address' shows 'Country: United States' with a 'Change Country' link and 'Address:' with an 'Edit Address' link.

2. Enter the **Contact Name** in the **Address and Telephone** section.
 - **NOTE 1:** Fields marked with an * are required fields.
 - **NOTE 2:** You can enter the name in **First Name Last Name** format.
3. Click on the  and select the **Relationship to Employee** from the drop-down list.
4. Click the appropriate check boxes ON if the contact has the same **address and telephone number as the employee**.
5. Click on [Edit Address](#) in the **Address** section if the contact has a different address from the employee. The **Edit Address** page displays.

Edit Home Address

Country: United States [Change Country](#) [Address Format Instructions](#)

Address 1:

Address 2:

City: State: Postal:

County:

Date Change Will Take Effect:

On this date: (example: 01/31/2000)

6. Enter the information in the fields as needed.
- **NOTE:** Click on [Address Format Instructions](#) for instructions on how to format information in the fields on this page. Click on to return to the **Edit Home Address** page.

Address Format Instructions

Zip Codes	Examples
Five (5) digits with no punctuation.	12345
Nine (9) digits with a hyphen between the 5th and 6th digit.	12345-6789
Street Abbreviations	
Street addresses should include abbreviated street suffixes.	St, Dr, Blvd
No periods after street abbreviations.	Rd, Ln, Hwy
No periods after directional indicators.	NE, SW, S, E
No pound sign (#) to designate apartment or suite numbers.	Apt 12
Use 'Apt' or 'Ste' to designate apartments or suites.	12 instead of Apt 12
Do not allow solitary numbers for apartment numbers.	

7. Click on to return to the **Emergency Contact Detail** page.

Phone

Telephone:

Other Telephone Numbers

*Phone Type	Phone Number

Add a Phone Number

* Required Field

Save

[Return to Emergency Contacts](#)

8. Enter the **Telephone** number in the **Phone** section.
9. Enter any additional **Phone Type** and **Phone Number** information in the **Other Telephone Numbers** section by clicking on Add a Phone Number.
 - **NOTE:** Fields marked with an * are required fields.
10. Click on Save. The **Emergency Contacts Save Confirmation** page displays.
11. Verify The Save was successful. appears.
12. Click on OK. This brings you back to the **Emergency Contacts** page.
13. Verify the new emergency contact information.