



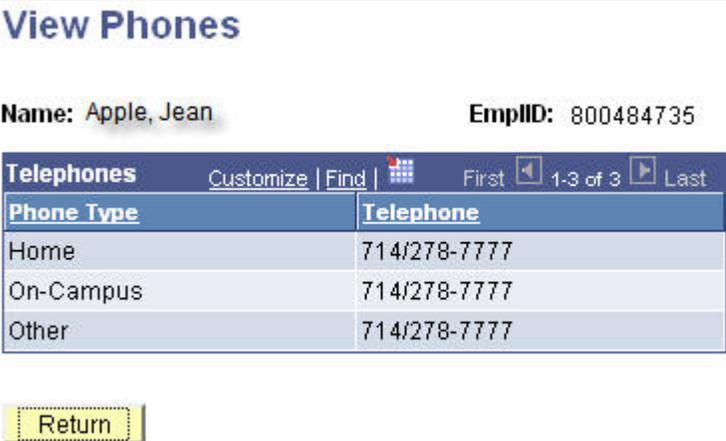
To view online tutorial, visit: <http://www.fullerton.edu/ittraining/peoplesoft/HR/hr.asp>

The **Emergency Contact Roster** was developed to allow appropriate administrators (MPP, Dean, and Chair) to view emergency contact information for their employees. Please note this roster contains sensitive and/or confidential data. Please refer to the [CSU Security](#) policy for more information.

Frequency: Ad hoc

Processing Steps	Screen Shots
<p>Step 1:</p> <p>Navigate to the correct CMS page:</p> <p>Menu > CSUF HR > HR Inquire > Emergency Contact Roster</p> <p>Note: You may navigate to the appropriate link using the menu list on the left or the link in the body of the page.</p>	
<p>Step 2:</p> <p>If you have security access to <u>multiple departments</u>, you will be required to search and select the department that you would like to display.</p> <p>Enter the department number or, click  to use the lookup feature.</p>	

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<p>Step 2A:</p> <p>On the Look Up Department page, select the department you'd like to view.</p>	 <p>Look Up Department</p> <p>SetID: FLCMP</p> <p>Department: begins with <input type="text"/></p> <p>Description: begins with <input type="text"/></p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>Only the first 300 results can be displayed. Enter more information above and</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>10001</td><td>A&R Data Coordination</td></tr> <tr><td>10002</td><td>Academic Advisement</td></tr> <tr><td>10003</td><td>Academic Senate</td></tr> <tr><td>10004</td><td>Accounting</td></tr> <tr><td>10005</td><td>Accounting & Financial Rptng</td></tr> <tr><td>10006</td><td>Accounts Payable</td></tr> <tr><td>10008</td><td>IT - Administration</td></tr> <tr><td>10009</td><td>IT - Administrative Computing</td></tr> <tr><td>10010</td><td>Administrative Services</td></tr> </tbody> </table>	Department	Description	10001	A&R Data Coordination	10002	Academic Advisement	10003	Academic Senate	10004	Accounting	10005	Accounting & Financial Rptng	10006	Accounts Payable	10008	IT - Administration	10009	IT - Administrative Computing	10010	Administrative Services																						
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<p>Step 3:</p> <p>The Emergency Contact Roster displays.</p> <p>Select one of the following links to view additional information:</p> <ul style="list-style-type: none"> - Addresses - Telephone - Emergency Contact <p> Note: Employees update address, telephone, and emergency contacts through Employee Self Service in the portal.</p>	 <p>Emergency Contact Roster</p> <p>Department: 10356 IT-Training</p> <table border="1"> <thead> <tr> <th>AC Name</th> <th>EmpID</th> <th>Email</th> <th>Job Code</th> <th>Addresses</th> <th>Telephone</th> <th>Emergency Contact</th> </tr> </thead> <tbody> <tr><td>1 Apple, Jean</td><td>800484735</td><td>0</td><td>1038</td><td>Addresses</td><td>Telephone</td><td>Emergency Contact</td></tr> <tr><td>2 Cruise, Tomas</td><td>800295966</td><td>0</td><td>0420</td><td>Addresses</td><td>Telephone</td><td>Emergency Contact</td></tr> <tr><td>3 Everly, Mason</td><td>899804587</td><td>14</td><td>1870</td><td>Addresses</td><td>Telephone</td><td>Emergency Contact</td></tr> <tr><td>4 Tipperson, Mark</td><td>892248626</td><td>0</td><td>1038</td><td>Addresses</td><td>Telephone</td><td>Emergency Contact</td></tr> <tr><td>5 Zahr, Xavier</td><td>800085474</td><td>0</td><td>0450</td><td>Addresses</td><td>Telephone</td><td>Emergency Contact</td></tr> </tbody> </table> <p>Return to Search</p>	AC Name	EmpID	Email	Job Code	Addresses	Telephone	Emergency Contact	1 Apple, Jean	800484735	0	1038	Addresses	Telephone	Emergency Contact	2 Cruise, Tomas	800295966	0	0420	Addresses	Telephone	Emergency Contact	3 Everly, Mason	899804587	14	1870	Addresses	Telephone	Emergency Contact	4 Tipperson, Mark	892248626	0	1038	Addresses	Telephone	Emergency Contact	5 Zahr, Xavier	800085474	0	0450	Addresses	Telephone	Emergency Contact
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<p>Step 3A:</p> <p>Addresses Link</p> <p>Addresses for the employee are displayed.</p>	 <p>View Addresses</p> <p>Name: Apple, Jean EmpID: 800484735</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Address</th> <th>Effective Date</th> <th>Status</th> <th>View Address Detail</th> </tr> </thead> <tbody> <tr><td>1 Home</td><td>800 N State College Blvd Fullerton, CA 92834</td><td>08/26/2006</td><td>A</td><td>View Address Detail</td></tr> <tr><td>2 On-Campus</td><td>800 N State College Blvd Fullerton, CA 92834</td><td>01/06/2010</td><td>A</td><td>View Address Detail</td></tr> </tbody> </table> <p>Return</p>	Address Type	Address	Effective Date	Status	View Address Detail	1 Home	800 N State College Blvd Fullerton, CA 92834	08/26/2006	A	View Address Detail	2 On-Campus	800 N State College Blvd Fullerton, CA 92834	01/06/2010	A	View Address Detail																											
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<p>Step 3C:</p> <p>Emergency Contact</p> <p>The employee's emergency contact information is displayed.</p>	 <p>View Emergency Contact Information</p> <p>Name: Apple, Jean Person ID: 800484735</p> <p>Emergency Contact Find View All First 1 of 1 Last</p> <p>Contact Information</p> <p>Contact Name: Melanie Jean</p> <p>Relationship to Employee: Sister</p> <p><input type="checkbox"/> Primary Contact</p> <p><input type="checkbox"/> Same Address as Employee</p> <p><input type="checkbox"/> Same Phone as Employee</p> <p>Contact Address</p> <p>Country: United States</p> <p>Address: 411 N. State College Fullerton, CA 92835</p> <p>Contact Phone</p> <p>Phone: 714-568-9952</p> <p>Other Telephone Numbers</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>Return</p>	Phone Type	Phone						
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The following table lists CMS field names and their definitions used throughout this guide.

Field:	Definition:
Addresses Link	This link takes you to the address page where the employee's home address and any additional addresses are displayed.
Department	This field displays the department number and department name that the person was appointed into.
Emergency Contact	This link takes you to the Emergency Contact Information page. This page displays all emergency contacts the employee has on file with Human Resources.
EmplID	This is the Campus Wide Id number for the employee.
Empl Rcd #	This field contains the employment record number. Employment Record Numbers uniquely identify job records in the event an employee holds two or more jobs concurrently. Each additional job held concurrently with the initial job is assigned the next sequential employment record number.
Job Code	Identifies the job classification of the employee.
Name	This field displays the employee's name as Last,First Middle.
Telephone Link	This link takes you to the phone page where the home phone and other phone numbers for the employee can be recorded.