

This guide covers how to view and modify your emergency contacts via Employee Self-Service. All active employees are encouraged to have at least one emergency contact listed. If you list multiple emergency contacts, you must designate one as your Primary Contact.

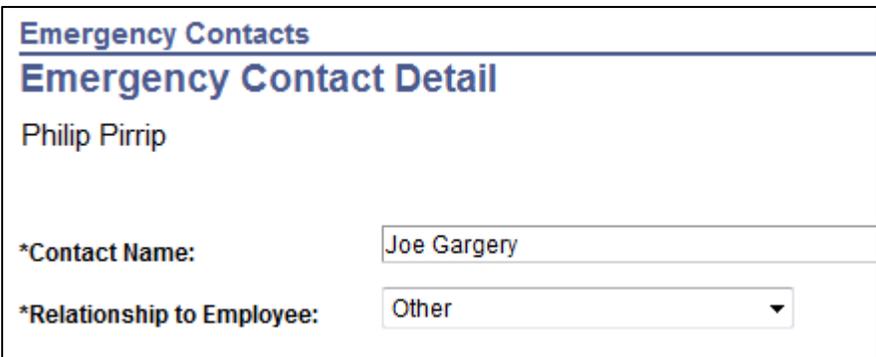


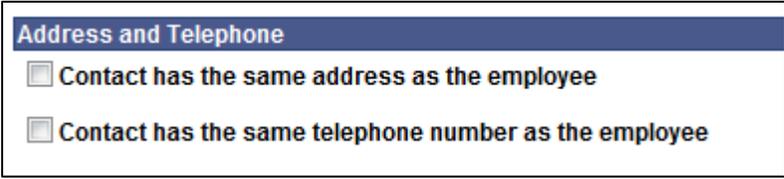
Individuals designated as emergency contacts will only be contacted by campus Human Resources personnel in the event of an emergency involving you (the employee).

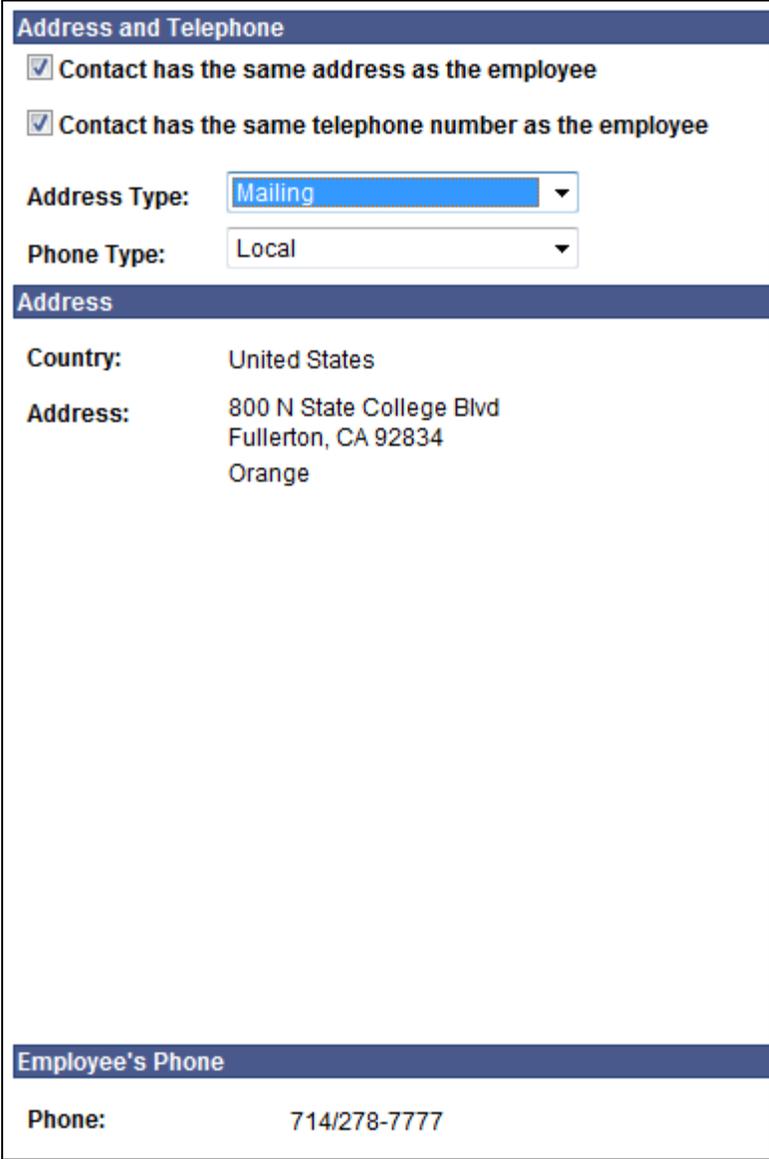
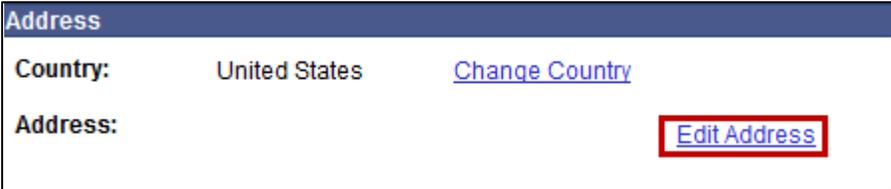
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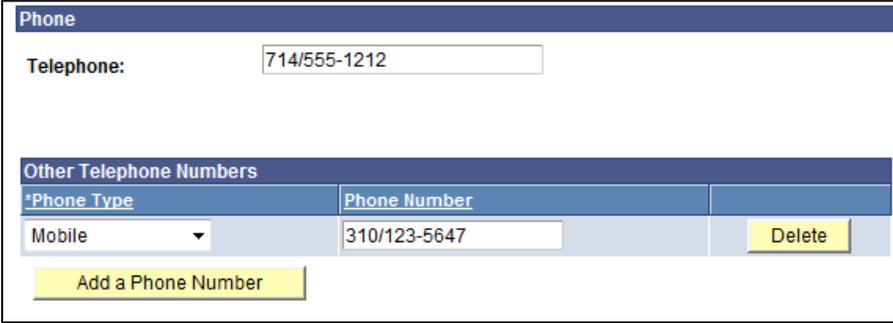
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Processing Steps	Screen Shots
<p><u>Navigate to Emergency Contact List</u></p> <p>Step 1: Log in to the campus portal and navigate to Employee Self Service.</p> <p>Select Emergency Contacts in the My Personal Profile section.</p>	 <p>The screenshot shows the 'Employee Self Service' header. Under 'My Personal Profile', there are links for Personal Information, Home Address, Phone Numbers, Email Addresses, and Emergency Contacts. The 'Emergency Contacts' link is highlighted with a red rectangular box. To the right, under 'My Benefits Information', there are links for Health Plans Summary, Dependents Coverage Summary, Life and LTD Plans, and HCRA & DCRA - (FSA).</p>

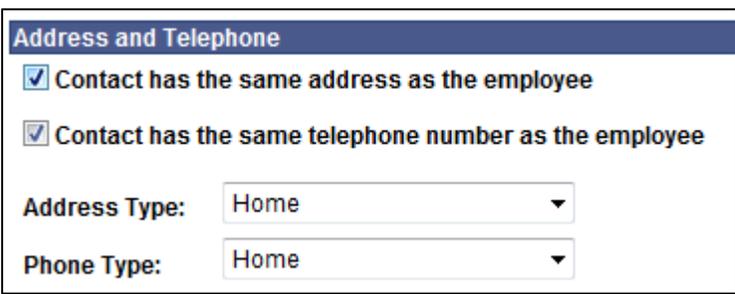
Processing Steps	Screen Shots
<p>If you have emergency contacts listed they will display on this page.</p> <p>You can add, edit or delete emergency contacts any time.</p> <p><u>Add an Emergency Contact</u></p> <p><u>Step 1:</u> Click Add an Emergency Contact.</p>	
<p><u>Step 2:</u> First, enter the contact's name.</p>	
<p><u>Step 2a:</u> If you elect to not list an emergency contact, enter None-Declined to State in the Contact Name field.</p>	

Processing Steps	Screen Shots
<p>Step 3: Next, use the drop-down menu to select the relationship of the contact to you (the employee).</p>	 <p>*Contact Name: Joe Gargery</p> <p>*Relationship to Employee: Other (dropdown menu open with 'Parent' selected)</p> <p>Address and Telephone</p> <p><input type="checkbox"/> Contact has the same address as the employee</p> <p><input type="checkbox"/> Contact has the same telephone number as the employee</p>
<p>Step 3a: If you elect to not list an emergency contact, select Other as the relationship.</p> <p> Skip to step 8 to finish entering "None-Declined to State" as an emergency contact.</p>	 <p>Emergency Contacts</p> <p>Emergency Contact Detail</p> <p>Philip Pirrip</p> <p>*Contact Name: None-Declined to State</p> <p>*Relationship to Employee: Other</p>
<p>Step 4: If the contact has the same address as you, place a check mark next to Contact has the same address as the employee.</p> <p>If the contact has the same telephone number as you, place a check mark next to Contact has the telephone number as the employee.</p>	 <p>Address and Telephone</p> <p><input type="checkbox"/> Contact has the same address as the employee</p> <p><input type="checkbox"/> Contact has the same telephone number as the employee</p>

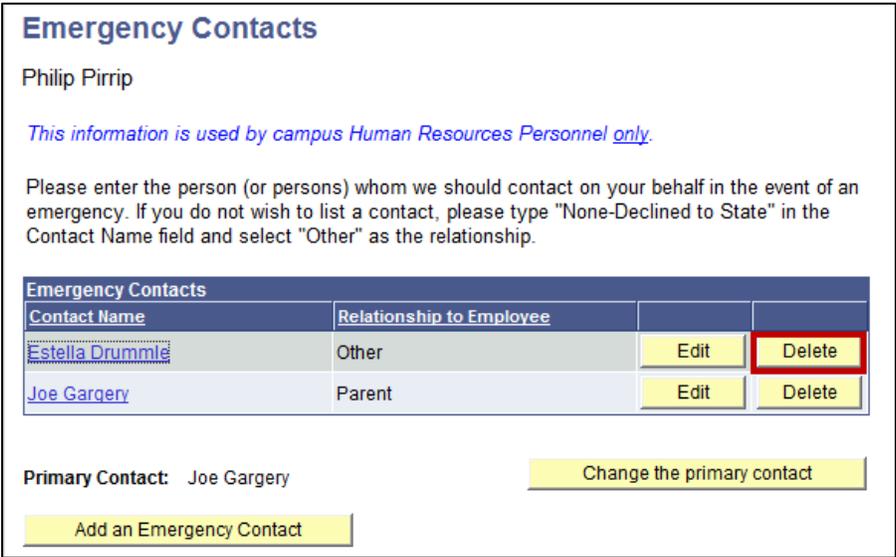
Processing Steps	Screen Shots
<p>Step 4a: If you select one of the options in Step 4, you will need to use the drop-down menu(s) to indicate which of your addresses and/or phone numbers apply to this emergency contact.</p> <p> You may need to scroll down to view the address and/or phone number associated with the address type and phone type.</p>	
<p>Step 5: If the contact has a different address from you, click Edit Address in the Address section.</p> <p> Note you can change the country if your contact lives in a different country.</p>	

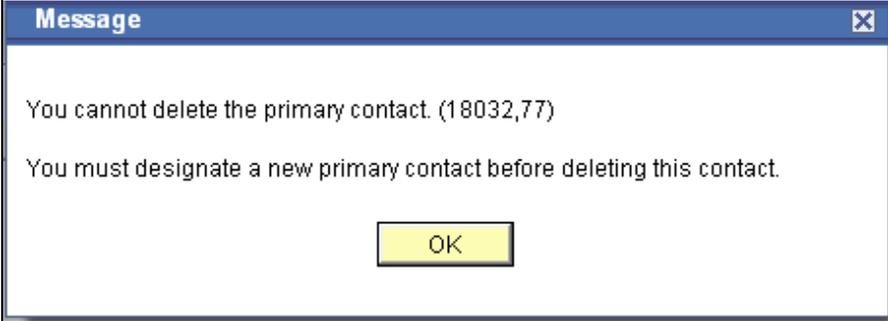
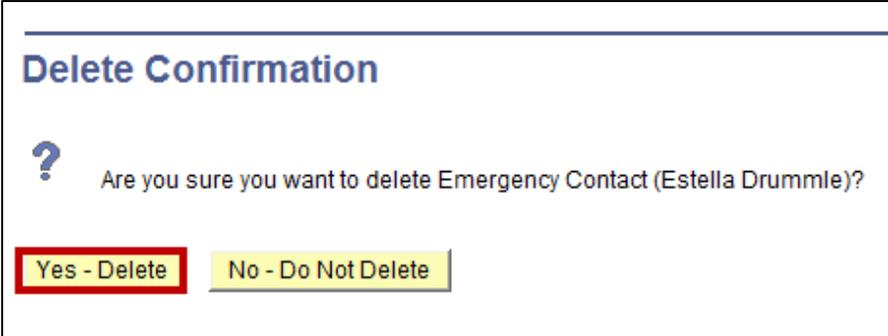
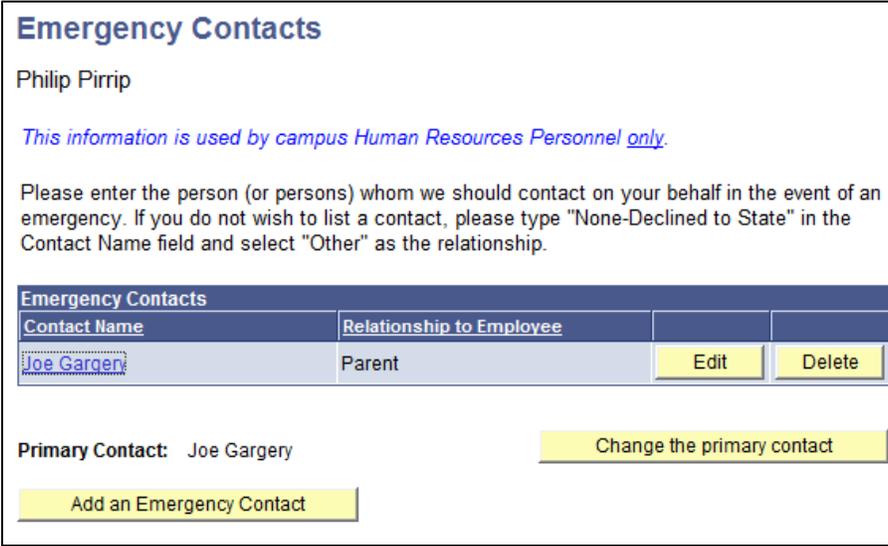
Processing Steps	Screen Shots
<p>Step 6: Complete the following required fields:</p> <ul style="list-style-type: none"> Country Address 1 City State Postal <p>Then click OK.</p>	
<p>Step 6a: The edited address now appears in the Address section.</p>	
<p>Step 7: Type the contact's phone number in the Telephone field.</p>  <p>This phone number will be designated as the primary for this emergency contact.</p>	
<p>Step 7a: To enter additional phone numbers for this emergency contact, click Add a Phone Number.</p> <p>Select a Phone Type from the drop-down menu and then type in the Phone Number.</p>	

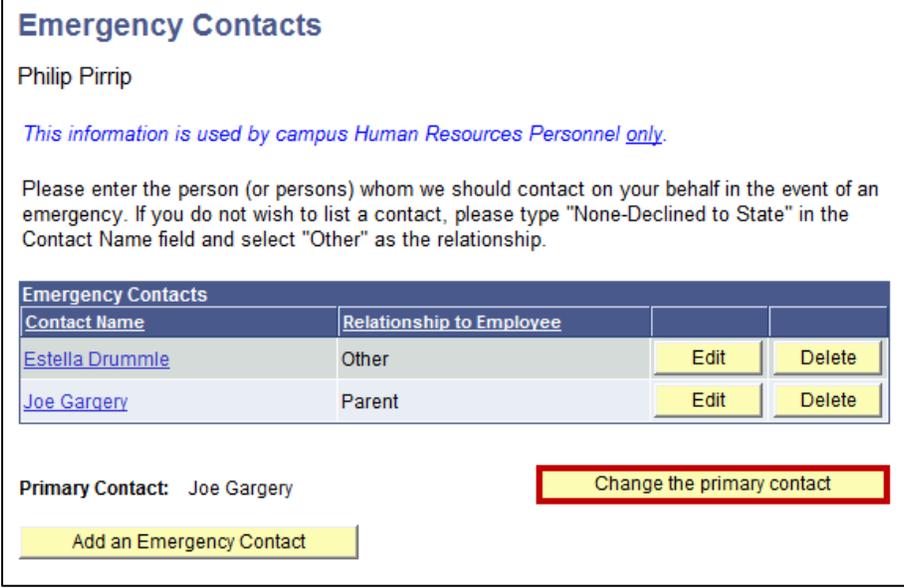
Processing Steps	Screen Shots
<p>Step 8: Click Save to save this emergency contact.</p>	
<p>Step 9: You will receive a message indicating the save was successful. Click OK.</p> <p> You will also receive an email confirmation that a change was made.</p>	
<p>Step 10: The new contact now appears in your Emergency Contacts list.</p> <p> If you do not have any other emergency contacts listed, this new listing will automatically be set as your Primary Contact.</p>	

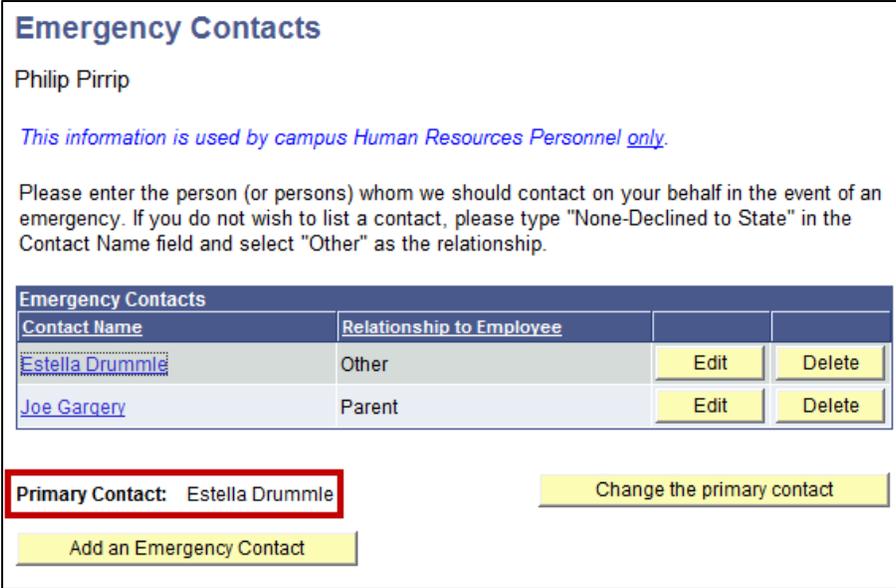
Processing Steps	Screen Shots																
<p>Modify an Emergency Contact</p> <p>Step 1: To modify an emergency contact's information, click Edit next to the contact.</p>	 <p>Emergency Contacts</p> <p>Philip Pirrip</p> <p><i>This information is used by campus Human Resources Personnel only.</i></p> <p>Please enter the person (or persons) whom we should contact on your behalf in the event of an emergency. If you do not wish to list a contact, please type "None-Declined to State" in the Contact Name field and select "Other" as the relationship.</p> <table border="1"> <thead> <tr> <th colspan="4">Emergency Contacts</th> </tr> <tr> <th>Contact Name</th> <th>Relationship to Employee</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Estella Havisham</td> <td>Other</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>Joe Gargery</td> <td>Parent</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Primary Contact: Joe Gargery Change the primary contact</p> <p style="text-align: center;">Add an Emergency Contact</p>	Emergency Contacts				Contact Name	Relationship to Employee	Edit	Delete	Estella Havisham	Other	Edit	Delete	Joe Gargery	Parent	Edit	Delete
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Contact Name	Relationship to Employee	Edit	Delete														
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<p>Step 2: You can overwrite the Contact Name field if the emergency contact's name has changed.</p> <p>You can use the Relationship to Employee drop-down menu to select a new relationship.</p>	 <p>Emergency Contact Detail</p> <p>Philip Pirrip</p> <p>*Contact Name: Estella Drummle</p> <p>*Relationship to Employee: Other</p>																
<p>Step 3: If the contact has the same address as you, place a check mark next to Contact has the same address as the employee.</p> <p>If the contact has the same telephone number as you, place a check mark next to Contact has the telephone number as the employee.</p> <p>Then use the appropriate drop-down menu to select which address or phone number for the employee is relevant to this emergency contact.</p>	 <p>Address and Telephone</p> <p><input checked="" type="checkbox"/> Contact has the same address as the employee</p> <p><input checked="" type="checkbox"/> Contact has the same telephone number as the employee</p> <p>Address Type: Home</p> <p>Phone Type: Home</p>																

Processing Steps	Screen Shots
<p>Step 4: To modify the emergency contact's address, click Edit Address.</p>  <p>Note you can change the country if your contact lives in a different country.</p>	
<p>Step 5: Complete the following required fields:</p> <ul style="list-style-type: none"> • Country • Address 1 • City • State • Postal <p>Then click OK.</p>	
<p>Step 5a: The edited address now appears in the Address section.</p>	
<p>Step 6: To modify the contact's primary phone number, overwrite the Telephone field in the Phone section.</p>	
<p>Step 6a: To enter additional phone numbers for this emergency contact, click Add a Phone Number.</p> <p>Select a Phone Type from the drop-down menu and then type in the Phone Number.</p>	

Processing Steps	Screen Shots
<p>Step 7: Click Save to save your changes.</p>	
<p>Step 8: You will receive a message indicating the save was successful. Click OK.</p> <p> You will also receive an email confirmation that a change was made.</p>	
<p>Delete an Emergency Contact</p> <p>Step 1: To delete an emergency contact's information, click Delete next to the contact.</p>	

Processing Steps	Screen Shots
<p>Step 1a: You cannot delete your primary contact. You must first designate another contact as your primary contact and then you can delete the entry.</p>	
<p>Step 2: You will be asked to confirm the deletion.</p> <p>Click Yes – Delete to delete the contact.</p>	
<p>Step 3: The contact is removed from your Emergency Contacts list. You will also receive an email confirmation of the deletion.</p>	

Processing Steps	Screen Shots
<p><u>Designate a Primary Contact</u></p> <p>If you only have one emergency contact, that contact is automatically set as your Primary Contact. If you have multiple emergency contacts listed, you can follow these steps to change which one is designated as your Primary Contact.</p> <p>Step 1: Click Change the primary contact.</p>	
<p>Step 2: Use the Primary Contact drop-down list to select your primary emergency contact.</p>	
<p>Step 3: Then click Save.</p>	

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<p>Step 4: You will receive a message indicating the save was successful. Click OK.</p> <p> You will also receive an email confirmation that a change was made.</p>																	
<p>Step 5: The Primary Contact field now reflects the change.</p>	 <p>Emergency Contacts</p> <p>Philip Pirrip</p> <p><i>This information is used by campus Human Resources Personnel only.</i></p> <p>Please enter the person (or persons) whom we should contact on your behalf in the event of an emergency. If you do not wish to list a contact, please type "None-Declined to State" in the Contact Name field and select "Other" as the relationship.</p> <table border="1" data-bbox="581 974 1461 1117"> <thead> <tr> <th colspan="4">Emergency Contacts</th> </tr> <tr> <th>Contact Name</th> <th>Relationship to Employee</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Estella Drummie</td> <td>Other</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>Joe Gargery</td> <td>Parent</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Primary Contact: Estella Drummie Change the primary contact</p> <p>Add an Emergency Contact</p>	Emergency Contacts				Contact Name	Relationship to Employee			Estella Drummie	Other	Edit	Delete	Joe Gargery	Parent	Edit	Delete
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