

Use this task to update an employee's emergency contact information.

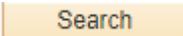
**Navigation:** Menu > Workforce Administration > Personal Information> Personal Relationships  
> **Emergency Contact**

OR

Workforce Administration (Homepage)> HR Tasks (Tile)> Personal Data Related> **Emergency Contact**

Step	Action
1.	<p>After you navigate to the <b>Emergency Contact</b> component, the system displays the <b>Find an Existing Value</b> tab, which you use to search for the appropriate employee record.</p> <p>Enter search criteria in one or more of the search fields on this page.</p>

Step	Action
2.	Click in the <b>Empl ID</b> field.
3.	<p>Enter the desired information into the <b>Empl ID</b> field.</p> <p>For this example, enter <b>10077106</b>.</p>

Step	Action
4.	Click the <b>Search</b> button. 

**Emergency Contact** New Window | Help

**Find an Existing Value**

▼ **Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches  Saved Searches

Empl ID

Name

▼ **Search Results**  
1 rows - Empl ID "10077106"

View All | 1 of 1 | First | 1 of 1 | Last

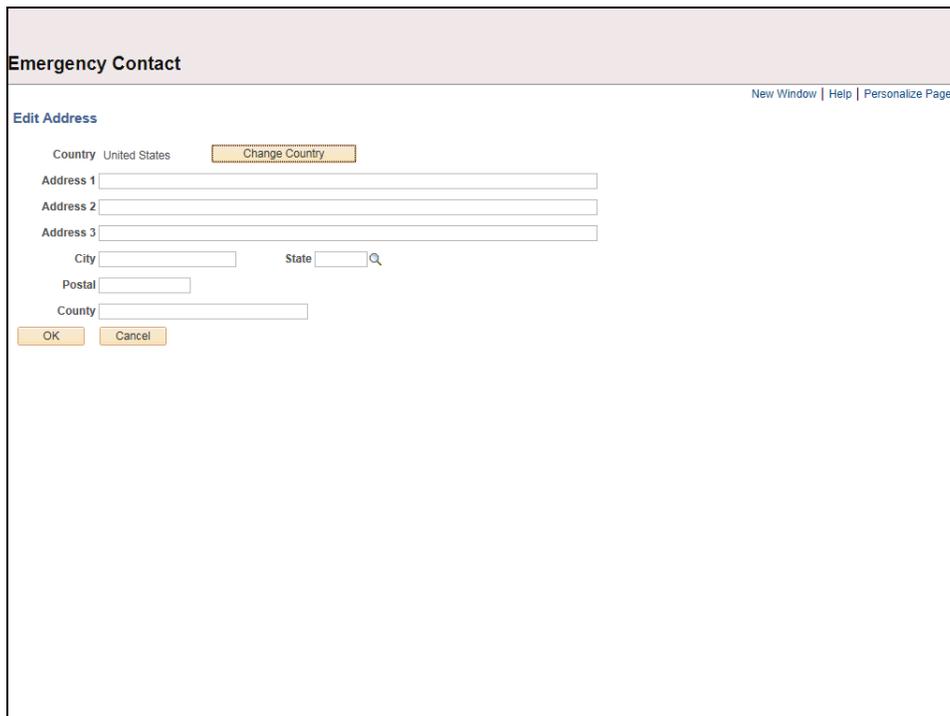
Empl ID	Name
10077106	Irena Garcia Torres

Step	Action
5.	Find the employee record to view.  Click the <b>Drill In</b> button to open the employee's data.  >
6.	The system displays the <b>Emergency Contact</b> component, which includes two tabs: <b>Contact Address/Phone</b> and <b>Other Phone Numbers</b> .  Use this component to enter a new emergency contact or update existing emergency contact information.
7.	If an emergency contact is already listed, you can update the existing contact's information as necessary and save the data. You can also insert a new row to enter information for an additional contact, or delete a row if a person is no longer a valid emergency contact for the selected employee.  In this example, the employee does not currently have an emergency contact, so you can begin entering data.

The screenshot shows the 'Emergency Contact' form for user Irena Garcia Torres (Person ID 10077106). The form is titled 'Emergency Contact' and has tabs for 'Contact Address/Phone' and 'Other Phone Numbers'. The 'Contact Name' field is empty. Below it are three checkboxes: 'Primary Contact', 'Same Address as Employee', and 'Same Phone as Employee'. The '\*Relationship to Employee' field is a dropdown menu with the text 'Please Select Value'. The 'Contact Address' section includes a 'Country' dropdown set to 'USA' and a search icon, and an 'Address' field with an 'Edit Address' button. The 'Contact Phone' section has a 'Phone' field. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

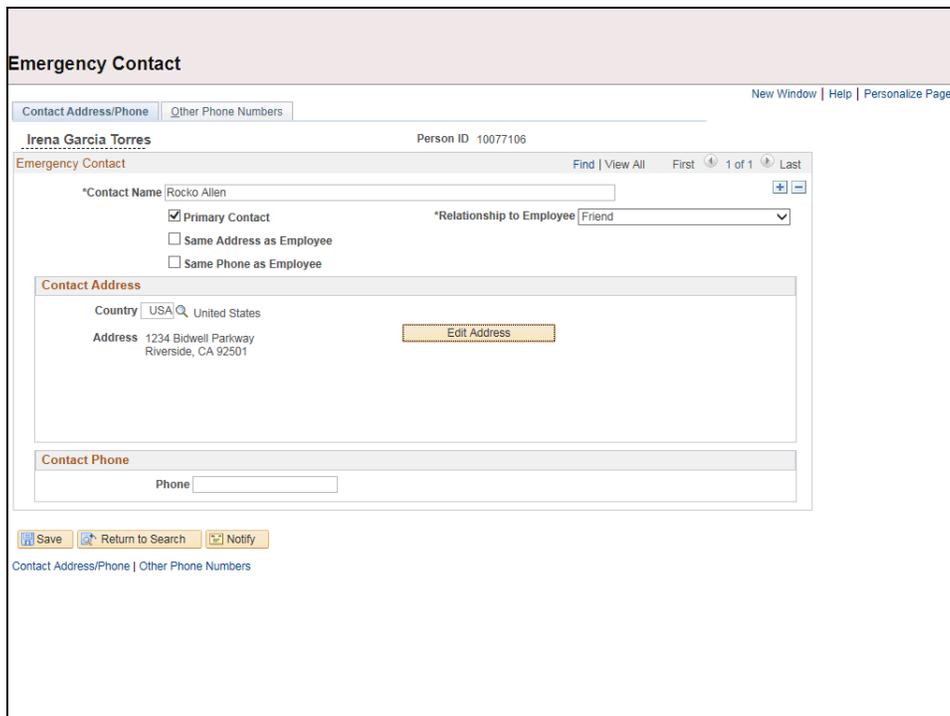
Step	Action
8.	Enter the desired information into the <b>Contact Name</b> field.  For this example, enter <b>Rocko Allen</b> .
9.	If the employee has multiple emergency contacts, only one can be designated as the primary contact.  Click the <b>Primary Contact</b> option. <input type="checkbox"/>
10.	Click the button to the right of the <b>Relationship to Employee</b> field. <input type="button" value="v"/>
11.	Select the appropriate <b>Relationship to employee</b> .  For this example, click the <b>Friend</b> list item. <b>Friend</b>
12.	If the emergency contact's address is the same as the employee's, select the <b>Same Address as Employee</b> check box. If not, click the <b>Edit Address</b> button in the <b>Contact Address</b> section to enter the address information.
13.	If the emergency contact's phone number is the same as the employee's, select the <b>Same Phone as Employee</b> check box. If not, enter the phone number in the Phone field in the <b>Contact Phone</b> section.

Step	Action
14.	To enter the contact's address if different from the employee's click the <b>Edit Address</b> button.  
15.	The system displays the <b>Edit Address</b> page.  The <b>Country</b> field defaults to <b>United States</b> , but you can select another country to change the edits fields by clicking the <b>Change Country</b> button.



Step	Action
16.	Click in the <b>Address 1</b> field.
17.	Enter the desired information into the <b>Address 1</b> field.  For this example, enter <b>1234 Bidwell Parkway</b> .
18.	Click in the <b>City</b> field.  
19.	Enter the desired information into the <b>City</b> field.  For this example, enter <b>Riverside</b> .
20.	Click in the <b>State</b> field.  

Step	Action
21.	Enter the desired information into the <b>State</b> field.  For this example, enter <b>CA</b> .
22.	Click in the <b>Postal</b> field. 
23.	Enter the desired information into the <b>Postal</b> field.  For this example, enter <b>92501</b> .
24.	Click the <b>OK</b> button. 



**Emergency Contact**

Contact Address/Phone | Other Phone Numbers New Window | Help | Personalize Page

Irena Garcia Torres Person ID 10077106

Emergency Contact Find | View All | First 1 of 1 Last

\*Contact Name  + -

Primary Contact \*Relationship to Employee Friend

Same Address as Employee

Same Phone as Employee

**Contact Address**

Country  United States Edit Address

Address 1234 Bidwell Parkway  
Riverside, CA 92501

**Contact Phone**

Phone

Contact Address/Phone | Other Phone Numbers

Step	Action
25.	Click in the <b>Phone</b> field. 
26.	Enter the desired information into the <b>Phone</b> field.  For this example, enter <b>9155551212</b> .
27.	Click the <b>Other Phone Numbers</b> tab. 

**Emergency Contact** New Window | Help | Personalize Page

Contact Address/Phone | **Other Phone Numbers**

**Irena Garcia Torres** Person ID 10077106

**Emergency Contact** Find | View All | First | 1 of 1 | Last

Contact Name: Rocko Allen + -

Relationship to Employee: Friend  Primary Contact

**Other Phone Numbers for Emergency Contact** Find | View All | First | 1 of 1 | Last

*Phone Type	Phone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Return to Search Notify

Contact Address/Phone | Other Phone Numbers

Step	Action
28.	<p>Use the <b>Other Phone Numbers</b> page to enter the emergency contact's additional phone numbers, such as a work or cell phone number.</p> <p>Select the appropriate type from the <b>Phone Type</b> list, then enter the corresponding phone number.</p> <p>To enter an additional phone type and number, under <b>Other Phone Numbers for Emergency Contact</b>, click the <b>Insert a new row</b> button.</p> <p>In this example, the emergency contact does not have an additional phone type and phone number from that entered on the <b>Contact Address/Phone</b> page.</p>

**Emergency Contact** New Window | Help | Personalize Page

Contact Address/Phone | **Other Phone Numbers**

**Irena Garcia Torres** Person ID 10077106

**Emergency Contact** Find | View All | First 1 of 1 Last

Contact Name: Rocko Allen + -

Relationship to Employee: Friend  **Primary Contact**

**Other Phone Numbers for Emergency Contact** Find | View All | First 1 of 1 Last

*Phone Type	Phone	Extension

Save Return to Search Notify

Contact Address/Phone | Other Phone Numbers

Step	Action
29.	<p>Use the <b>Other Phone Numbers</b> page to enter the emergency contact's additional phone numbers, such as a work or cell phone number.</p> <p>Select the appropriate type from the <b>Phone Type</b> list, then enter the corresponding phone number.</p> <p>To enter an additional phone type and number, under <b>Other Phone Numbers for Emergency Contact</b>, click the <b>Insert a new row</b> button.</p> <p>In this example, the emergency contact does not have an additional phone type and phone number from that entered on the <b>Contact Address/Phone</b> page.</p>

**Emergency Contact** New Window | Help | Personalize Page

Contact Address/Phone | **Other Phone Numbers**

**Irena Garcia Torres** Person ID 10077106

**Emergency Contact** Find | View All | First | 1 of 1 | Last

Contact Name: Rocko Allen + -

Relationship to Employee: Friend  Primary Contact

**Other Phone Numbers for Emergency Contact** Find | View All | First | 1 of 1 | Last

\*Phone Type:  Phone:  Extension:  + -

Contact Address/Phone | Other Phone Numbers

Step	Action
30.	Click the <b>Save</b> button. 
31.	You have updated an employee's emergency contact information. <b>End of Procedure.</b>