

Step-by-Step Instructions

Update Emergency Contacts

Performed By: Employee

1. From the Me dashboard, navigate to Personal Information and select Emergency Contacts.

QUICK ACTIONS	APP	s				
Persona	al Details		•	tů		
Identific	cation Info	Pay	Time and Absences	Career and Performance	Personal	Learning
🔀 Contact	t Info					
鹶 Emerge	ency Contacts	۲	<u>è</u>	+		
Employ	ment Info	Web Clock	Roles and Delegations	'		
Additio						
	nal Assignment Into					
0	Personal Details Details about yourself, such as name, date of birth, marital status, and natic identifier.	nal	Document Record Manage your documen associated attachment and mariage certificat recognition.	Is t records and s, such as birth is, awards, and	Identificati View and edit license, visa, ar	on Info our passport, driver d citizenship info.
0	Personal Details Details about yourself, such as name, date of birth, marital status, and natic identifie. Contact Info Add or update ways you can be reach such as phone, email, and address.	nal 🚱	Document Record Manage your documen associated attachmenty and marriage certificat recognition. Emergency Conta Add family and friends of emergency.	Is t records and such as birth s, awards, and cts to contact in case	Identification View and edity View and edity Iconse, viea, ar Iconse, viea, ar Operating a composed Details about y legal employer department, ar	on Info our passport, driver d citizenship info. tt Info our assignment, such as business unit, d location.

2. Select the **+Add** icon to add an emergency contact.

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C SA Emergency Contacts	
	_
My Contacts	+ Add ~
🛒 There's nothing	here so far.

3. Populate the following fields in the **Basic Information:** *Last Name, First Name, Relationship, and Effective Date.* The *Title, Suffix, Preferred Name, and Previous Last Name* are optional fields.

asic Information	
*Last Name	Suffix
	Select a value 🗸
*First Name	Preferred Name
Title	Previous Last Name
Select a value 🗸	
*Relationship	*Effective Date
Select a value ~	m/d/yy



4. If applicable, under the **Communication** and **Phones** sections, select **a Phone Type** from the dropdown menu. This will expand to a form and allow you to populate the **Phone** fields.

Communication	
Phones	
Туре	
Select a value	~
Email	
Туре	
Select a value	~

5. Populate the following mandatory fields in the **Communication** and **Phones** section: Country, *Area Code, Number.* Optional fields include *Extension, From Date, and To Date.*

Phones	
Type	*Number
Personal Mobile V	
Country	Extension
United States 1 V	
Area Code	*From Date
	1/19/23
	To Date
	m/d/yy

6. If applicable, under the **Communication** and **Email** sections, select an **Email Type** from the dropdown menu. *This will expand to a form.*

Phones	
Туре	
Select a value	~
Empil	
cmail	

7. Populate the **Communication** and **Email** section with the *Email*.

Communication			
Phones			
Туре			
Select a value	\sim		
Email			
Туре		*Email	
Work Email	\sim		



8. Once all sections for **Basic Information** and **Communication** have been completed, click on **Submit**.

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New Contact			Sub <u>m</u> it <u>C</u> ancel
	Basic Information *Last Name *First Name Trile Select a value *Relationship Select a value	Suffix Select a value Prefered Name Previous Last Name "Effective Date m/d/gy (%)	
	Communication Phones Type Select a value Email Type Work Email V	"Email	

9. *Emergency Contact* is successfully created, and the employee is brought to summary page shown below. If applicable, is sent to the required parties.

My Contacts	+ Add v
We are submitting your changes for approval.	
employee test	
Friend	