
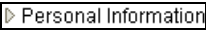
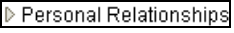
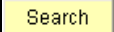

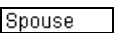











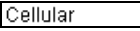



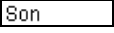




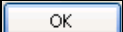



Emergency Contact

1.	Click the Workforce Administration link. 
2.	Click the Personal Information link. 
3.	Click the Personal Relationships link. 
4.	Click the Emergency Contact link.
5.	Enter EmplID, Name or Last Name. Drop down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.
6.	Click the Search button. If multiple employee records are listed, click on the appropriate employee record. 
7.	<u>TO ADD PRIMARY OR EDIT EXISTING CONTACT:</u> Enter the desired information into the Contact Name field. NOTE: If employee already has at least one contract record, click on the Plus (+) key to insert a new row, then enter Contact Name.
8.	Click the drop down arrow to select from the Relationship to Employee list. 
9.	Click the appropriate item from the Relationship to Employee list. 
10.	
11.	Click the Same Address as Employee option if contact's address is the same as employee. 
12.	Click the drop down arrow to select from the Address Type list. 
13.	Click the appropriate item from the Address Type list. 
14.	Click the Edit Address link to update the address information. 

15.	Enter the updated street (or applicable) address into the Address Line 1 field.
16.	Enter the Zip Code into the Postal Code field.
17.	<p>Click the Search button.</p> <p><i>Quick Address</i> will search for the address and populate the remaining fields (Address, City, State, County)</p> <p>IMPORTANT NOTE: <i>Quick Address</i> will only search for US addresses. All lines of address must be entered if outside the US.</p> 
18.	<p>Review address for accuracy. Click the OK button.</p> 
19.	<p>Click the Same Phone as Employee option if phone number of contact is the same as employee.</p> <input type="checkbox"/>
20.	<p>Click the drop down arrow to select from the Phone Type list.</p> 
21.	<p>Click the appropriate item in the Phone Type list.</p> 
22.	<p>To update the employee's phone, enter the updated information into the Phone field in the Employee's Phone section.</p> <p>NOTE: Enter phone number without dashes or spaces. The number will be re-formatted upon tabbing out of the field.</p>
23.	<p>Click the Other Phone Numbers tab to enter additional phone numbers for this Emergency Contact.</p> 
24.	<p>Click the drop down arrow to select from the Phone Type list.</p> 
25.	<p>Click the appropriate item from the Phone Type list.</p> 
26.	Enter the desired information into the Phone Type field.
27.	<p>Click the Save button.</p> 
28.	<p><u>TO ADD A NEW CONTACT:</u></p> <p>Click the Plus (+) Key to add a new row.</p> 
29.	Enter the desired information into the Contact Name field.

30.	Click the drop down arrow to select from the Relationship to Employee list. 
31.	Click the appropriate item in the Relationship to Employee list. 
32.	Click the Same Address as Employee option. Will populate address information if the contact address is the same as the employee address.. 
33.	Click the Same Phone as Employee option. The phone number field will populate with the same number as the employee if this box is checked. 
34.	Click the Save button. 
35.	<u>TO DELETE A CONTACT:</u> Click the Minus (-) Key to delete the row of data. 
36.	A Warning message will appear. Click the OK button to continue. 
37.	Click the Save button. 
38.	End of Procedure.