





Employee Self Service: Emergency Contacts

Purpose: This document describes the key points in reviewing and changing your emergency contact information within PeopleSoft Employee Self Service (ESS).

Topics Covered:


- [Viewing Emergency Contacts](#) (pg. 2)
- [Viewing Emergency Contact Details](#) (pg. 3)
- [Add or Edit Emergency Contacts](#) (pg. 4)

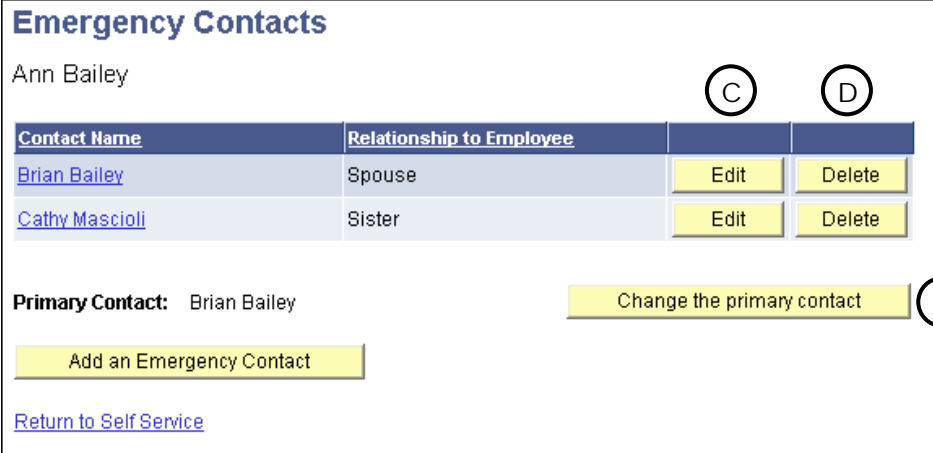
PeopleSoft 8.9	Key Changes
	In 8.0, there was one check box to indicate that the employee and contact had the same address and phone number. These are now 2 separate check boxes – one for address and one for phone.
	If the contact has your phone number or address, you must now select the address or phone “type.” For example, for phone number, select “Home” or “Business/Office.”
	Watch for the  to point out new features or data on the screens covered in this job aid.
	For more information about the new changes features in PeopleSoft 8.9, check out the Self Service page on HARVie http://harvie.harvard.edu/ess/selfservice/ . There you will find online courses, work instructions, and more.

Business Rules


Relationship to Employee	Make sure to select a relationship besides “Other” when editing or creating an emergency contact (for example, select “Spouse” or “Neighbor”). It is helpful for the person placing a call to know with whom they are speaking.
Address check-box	If you check the box labeled “Contact has the same address as the employee” and you move at a future date, there is no need to update the emergency contact address. It will be updated automatically to reflect your new address in PeopleSoft.
Telephone check-box	If you check the box labeled “Contact has the same telephone number as the employee” and you move at a future date, there is no need to update the emergency contact address. It will be updated automatically to reflect your new phone number in PeopleSoft.
Other telephone numbers	Be sure to enter a telephone number where the emergency contact can easily be reached. To be safe, you should enter more than one phone number.
Primary Contact	If you have only one emergency contact, the contact will be automatically set to primary. This record cannot be deleted unless a new emergency contact is entered.

Viewing Emergency Contacts

 **Navigation:** Access the Emergency Contacts page by selecting the following path: [Self Service](#)> [Personal Information](#)>**Emergency Contacts**:



Page Summary: This page lists all of your emergency contacts. From here, you can add, edit, or delete a contact, as well as view more details about each contact.

Section	If	Then
A	You would like to view more detail about an emergency contact...	Click on the contact's name.
B	You would like to add an emergency contact...	Click the "Add an Emergency Contact" button.
C	You would like to edit an emergency contact...	Click the "Edit" that is associated with the person's name.
D	You would like to delete an emergency contact...	<ol style="list-style-type: none"> 1. Click "Delete" associated with the person's name. 2. Click "Yes-Delete" on the Delete Confirmation page. <p> Tip: If you only have one contact, you will not be allowed to delete it.</p>
E	You would like to change who your primary contact is...	<p>Click "Change the primary contact." This will only work if you have multiple contacts.</p> <ol style="list-style-type: none"> 1. Select the person who is to be your new primary contact. 2. Click the "Save" button. 3. Click "OK" once brought to the confirmation page. This will bring you back to Emergency Contacts.

Viewing Emergency Contact Details

Emergency Contact Detail

Ann Bailey

A **Address and Telephone**

Contact Name: Cathy Mascioli

Relationship to Employee: Sister

Contact has the same address as the employee

Contact has the same telephone number as the employee

B **Address**

Country: United States

Address: 10 Forrest Way
Cambridge, MA 02138
Middlesex [Edit Address](#)

C **Phone**

Telephone: 617/123-1234

D **Other Telephone Numbers**

Phone Type	Phone Number
Cellular	617/234-5678

[Return to Emergency Contacts](#)

Page Summary: This page displays details about your contact, which are filled out by you.

Section	Field/Table	Description/Additional Information
A	Address and Telephone	Indicates the name of the contact, your relationship to that person, and whether the contact has the same address and phone number as you. <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block; font-size: small;">NEW!</div> There are now two separate checkboxes to indicate if the contact has the same address or phone number as the employee.
B	Address	Displays the address of the contact.
C	Phone	Displays the phone number of the contact.
D	Other Telephone Numbers	Displays any additional phone numbers where the contact may be reached.

Add or Edit Emergency Contacts

Emergency Contacts
Emergency Contact Detail

Ann Bailey

Address and Telephone

Contact Name: Mascioli, Cathy

Relationship to Employee: Sister

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address Type: Home


Phone Type: Home

Address

Country: United States

Address: 8 Forrest Way
Cambridge, MA 02138
Middlesex

Page Summary: On this page you can either enter a new contact or edit an existing contact.

Section	Field/Table	Data Requirement	Description/Additional Information
A	Address and Telephone	Yes	<ul style="list-style-type: none"> Contact name and relationship to the employee [you] must be provided. Click the "Contact has the same..." box/es, if applicable. Select the appropriate address or phone "Type."
B	Address	Yes	<p>Click Edit Address to enter or edit the contact's address, if needed.</p> <p> Tip: Edit Address will only appear if "Contact has same address..." has not been checked.</p>

Add or Edit Emergency Contacts (con't)

Employee's Phone

Phone: 617/123-1234

Other Telephone Numbers

*Phone Type	Phone Number	
Cellular	617/111-2222	Delete

Add a Phone Number

* Required Field

Save

[Return to Emergency Contacts](#)

Section	Field/Table	Data Requirement	Description/Additional Information
C	Phone	Yes	Enter the primary phone number of the contact, if needed.
D	Other Telephone Numbers	No	Click "Add a Phone Number" to add any additional numbers, or click "Delete" to delete an incorrect number. Tip: It is recommended to have at least one other contact number.
E	Save	Yes	Click once all information has been added or updated. Click "OK" when the confirmation screen appears.