

Viewing & Updating Emergency Contact Data

To update an employee's emergency information you will look under HRWeb>General Update>Emergency Contact.

Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button.

The screenshot shows the 'Emergency Contact' form for 'Yosemite Sam' (Person ID: 9999901). The form is divided into sections: 'Contact Name', 'Contact Address', and 'Contact Phone'. In the 'Contact Name' section, the name 'Coyote, Wylie' is entered. The 'Primary Contact' checkbox is checked. The 'Relationship to Employee' dropdown menu is open, showing a list of relationship types. The 'Contact Address' section shows the country as 'USA' and the address field is empty. The 'Contact Phone' section shows the phone number '404/727-2222'. There are 'Save' and 'Return to Search' buttons at the bottom. A minus button is circled in red in the top right corner of the form.

- 1) Click the minus button to delete an emergency contact or click the plus button to update the data.
- 2) Type in the Emergency Contact Name
- 3) Click the down arrow next to relationship to employee and make selection.
- 4) Click in the box next to primary contact. If a primary contact is already indicated, you will get this error message:

The screenshot shows a 'Message' dialog box with the following text: 'Only one emergency contact can be indicated as the primary contact. (1000,110) Please turn off the primary checkbox on all except one emergency contact which is the primary contact. Only one primary contact should be indicated.' There is an 'OK' button at the bottom.

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Select only one emergency contact as a primary contact.

Yosemite Sam Person ID: 9999901

Emergency Contact Find | View All First 1 of 2 Last

*Contact Name: Coyote, Wylie + -

Primary Contact *Relationship to Employee: Friend

Same Address as Employee

Same Phone as Employee

Contact Address

Country: USA United States Edit Address

Address:

Contact Phone

Phone: 404727-2222

5) If the new Emergency contact has the same address and phone number as the employee, click the mouse in those two boxes. If not, type in the address and scroll down to enter in the phone number.

6) Be sure to click the “Save” button when done!

To add “Other Phone Numbers for Emergency Contact” you will select “Other Phone Numbers”; select from the drop down box for “Phone Type” and enter the phone number under “Phone”.

Contact Address/Phone Other Phone Numbers

Yosemite Sam Person ID: 9999901

Emergency Contact Find | View All First 1 of 2 Last

Contact Name: Coyote, Wylie + -

Relationship to Employee: Friend Primary Contact

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

Phone Type: Phone: + -

Business
Dormitory
EmoryOffice
FAX
Local
Mobile
Other
Pager 1
Pager 2
Permanent
Work

Save

Contact Address/Phone Numbers