

Employee Self Service: Emergency Contact

| | |
|---------------------------------|---|
| Key points | This page describes the key points to bear in mind when using the Emergency Contact form on PeopleSoft's Employee Self Service page. |
| Relationship to employee | The "Relationship to Employee" dropdown menu will default to "Other." Please be sure to select a relationship that is not "Other" (for example, "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 "Check here if this contact has the same address/ phone number as the employee" and the employee moves at a future date, there is no need to update the emergency contact address. It will be updated automatically to reflect the employee's new address in PeopleSoft. |
| Other telephone numbers | Be sure to enter a telephone number where the emergency contact can easily be reached. To be safe, you might want to enter more than one phone number (click the Add a Phone Number button). |
| Primary contact | If the employee has only one emergency contact, the contact is automatically set to primary. The record cannot be deleted unless a new emergency contact is entered in PeopleSoft. |
