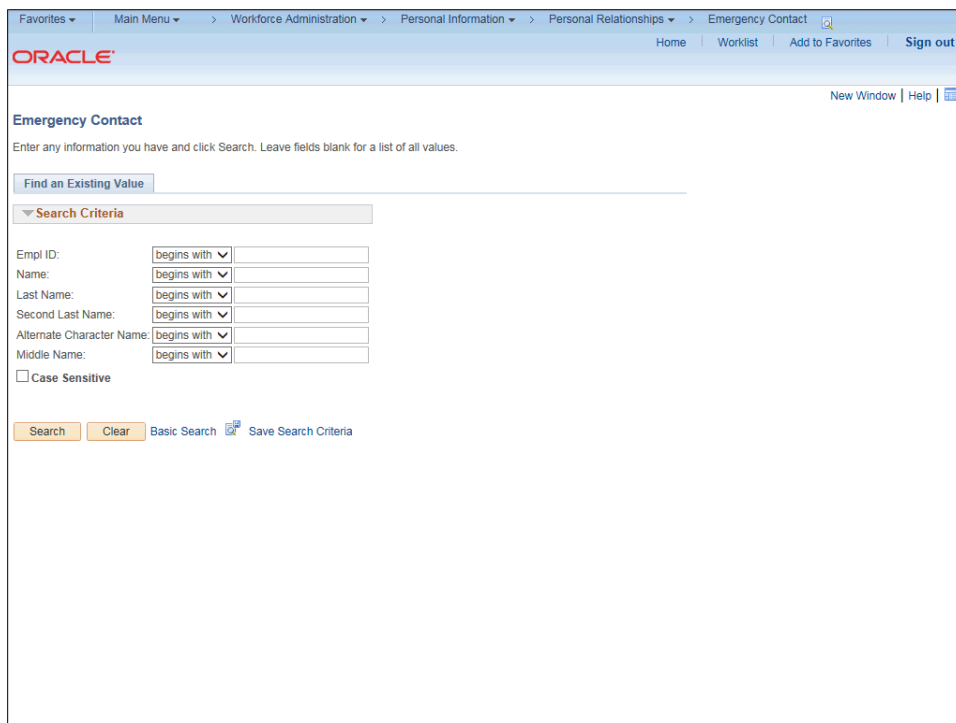


Use this task to update an employee's emergency contact information.

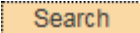
Navigation: PeopleSoft Menu > Workforce Administration > Personal Relationships > **Emergency Contact**

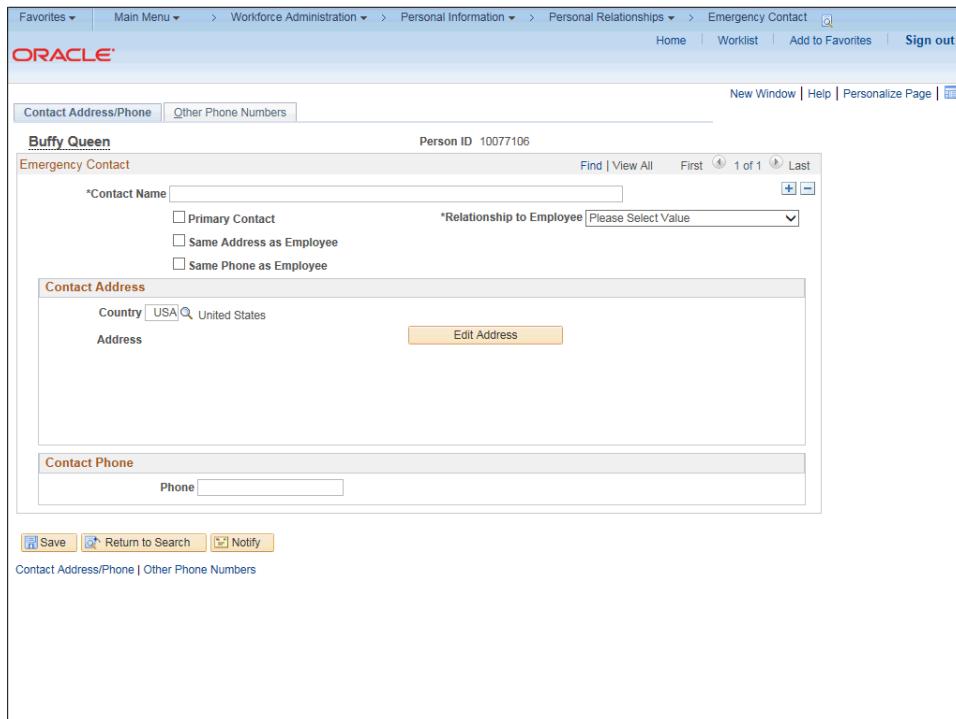
Note: This page also may be available in **Workcenter** depending on your security access.

Step	Action
1.	<p>After you navigate to the Emergency Contact component, the system displays the Find an Existing Value tab, which you use to search for the appropriate employee record.</p> <p>Enter search criteria in one or more of the search fields on this page.</p>





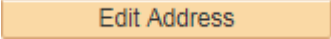
Step	Action
2.	<p>Click in the Empl ID field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
3.	<p>Enter the desired information into the Empl ID field.</p>

Step	Action
4.	Click the Search button. 
5.	The system displays the Emergency Contact component, which includes two tabs: Contact Address/Phone and Other Phone Numbers . Use this component to enter a new emergency contact or update existing emergency contact information.
6.	If an emergency contact is already listed, you can update the existing contact's information as necessary and save the data. You can also insert a new row to enter information for an additional contact, or delete a row if a person is no longer a valid emergency contact for the selected employee. In this example, the employee does not currently have an emergency contact, so you can begin entering data.



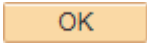
The screenshot shows the Oracle UCPATH interface for the 'Emergency Contact' section of an employee's profile. The employee's name is 'Buffy Queen' and their Person ID is '10077106'. The form is currently on the 'Contact Address/Phone' tab. It features a search bar for the contact name, a dropdown for the relationship to the employee, and checkboxes for 'Primary Contact', 'Same Address as Employee', and 'Same Phone as Employee'. Below these are sections for 'Contact Address' (with a country dropdown set to 'USA' and an address field) and 'Contact Phone' (with a phone number field). At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.

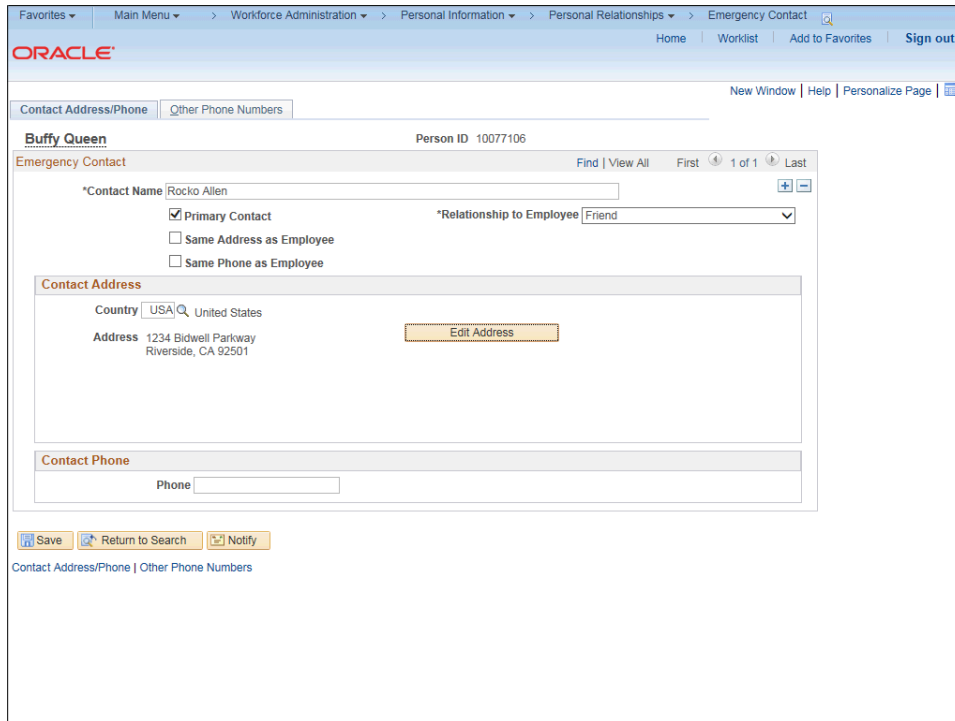
Step	Action
7.	Enter the desired information into the Contact Name field.

Step	Action
8.	<p>If the employee has multiple emergency contacts, only one can be designated as the primary contact.</p> <p>Click the Primary Contact option.</p> 
9.	<p>Click the button to the right of the Relationship to Employee field.</p> 
10.	<p>Select the appropriate Relationship to employee.</p> <p>For this example, click the Friend list item.</p>
11.	<p>If the emergency contact's address is the same as the employee's, select the Same Address as Employee check box. If not, click the Edit Address button in the Contact Address section to enter the address information.</p>
12.	<p>If the emergency contact's phone number is the same as the employee's, select the Same Phone as Employee check box. If not, enter the phone number in the Phone field in the Contact Phone section.</p>
13.	<p>To enter the contact's address if different from the employee's click the Edit Address button.</p> 
14.	<p>The system displays the Edit Address page.</p> <p>The Country field defaults to United States, but you can select another country to change the edits fields by clicking the Change Country button.</p>


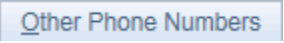
The screenshot shows the 'Edit Address' form in the Oracle UCPATH PILOT system. The breadcrumb trail at the top reads: Favorites > Main Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact. The Oracle logo is in the top left, and navigation links (Home, Worklist, Add to Favorites, Sign out) are in the top right. The form title is 'Edit Address'. Below the title, there are several input fields: 'Country' (set to 'United States' with a 'Change Country' button), 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (with a search icon), 'Postal', and 'County'. At the bottom left of the form are 'OK' and 'Cancel' buttons. A 'New Window | Help | Personalize Page' link is visible in the top right corner of the form area.

Step	Action
15.	Click in the Address 1 field.
16.	Enter the desired information into the Address 1 field.
17.	Click in the City field. <input type="text"/>
18.	Enter the desired information into the City field.
19.	Click in the State field. <input type="text"/>
20.	Enter the desired information into the State field.
21.	Click in the Postal field. <input type="text"/>
22.	Enter the desired information into the Postal field.

Step	Action
23.	Click the OK button. 



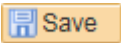
The screenshot shows the Oracle UCPATH interface for editing emergency contacts. The user is Buffy Queen (Person ID 10077106). The current contact is Rocko Allen, a Friend. The address is 1234 Bidwell Parkway, Riverside, CA 92501. The 'Phone' field is currently empty.

Step	Action
24.	Click in the Phone field. 
25.	Enter the desired information into the Phone field.
26.	Click the Other Phone Numbers tab. 

The screenshot shows the Oracle UCPATH PILOT interface for updating emergency contacts. The user is Buffy Queen (Person ID 10077106). The emergency contact is Rocko Allen, a friend, and is marked as the primary contact. The 'Other Phone Numbers for Emergency Contact' section is active, showing a table with columns for Phone Type, Phone, and Extension. A 'Save' button is located at the bottom of the form.

Step	Action
27.	<p>Use the Other Phone Numbers page to enter the emergency contact's additional phone numbers, such as a work or cell phone number.</p> <p>Select the appropriate type from the Phone Type list, then enter the corresponding phone number.</p> <p>To enter an additional phone type and number, under Other Phone Numbers for Emergency Contact, click the Insert a new row button.</p>

The screenshot shows the Oracle UCPATH interface for updating emergency contact information. The user is Buffy Queen (Person ID 10077106). The emergency contact is Rocko Allen, with a relationship of 'Friend' and is marked as the 'Primary Contact'. Below this, there is a section for 'Other Phone Numbers for Emergency Contact' which includes a dropdown menu for 'Phone Type', a text input for 'Phone', and another text input for 'Extension'. At the bottom of the form, there are three buttons: 'Save', 'Return to Search', and 'Notify'.

Step	Action
28.	Click the Save button. 
29.	You have updated an employee's emergency contact information. End of Procedure.