

# Job Aid: HR-24 Employee Self-Service - Update Family and Emergency Contacts

Last Update: 05/26/22



## Document Version History

Date	Version #	Comments
05/26/2022	<b>1.0</b>	<b>Initial Version</b>

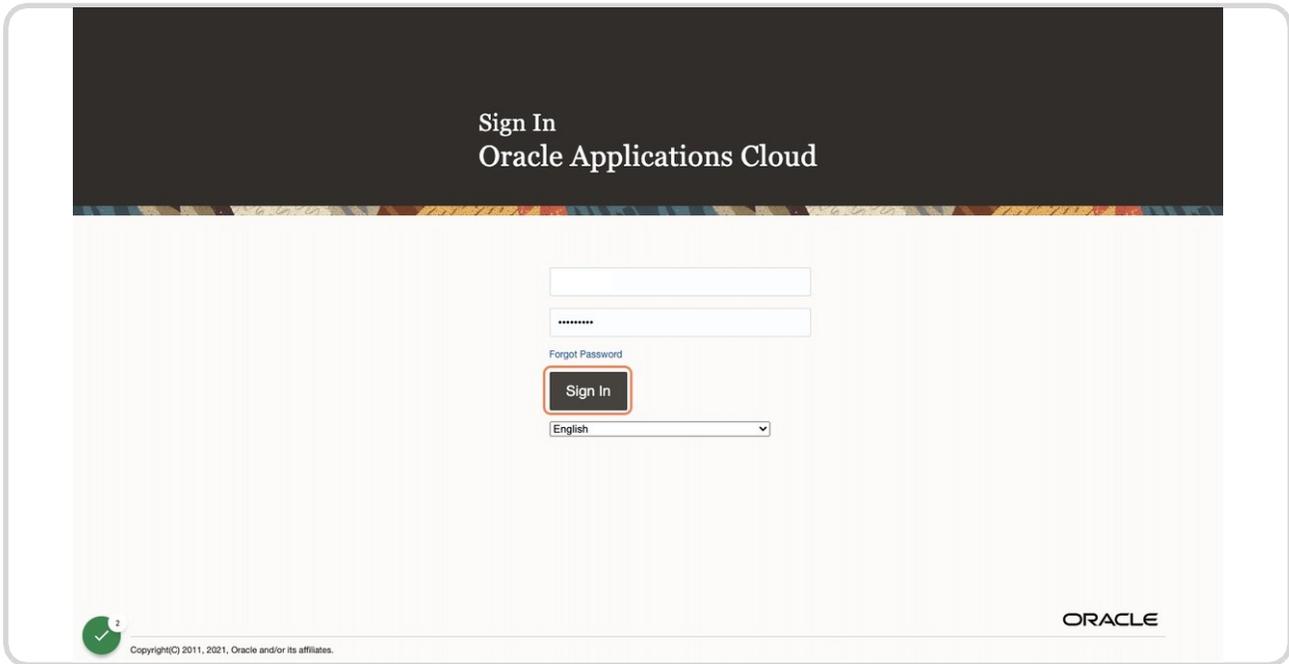
## Pre-Requisites/ Job Descriptions

**This job aid is applicable to the following Oracle Cloud job descriptions:**

ID	Description
1	Employee

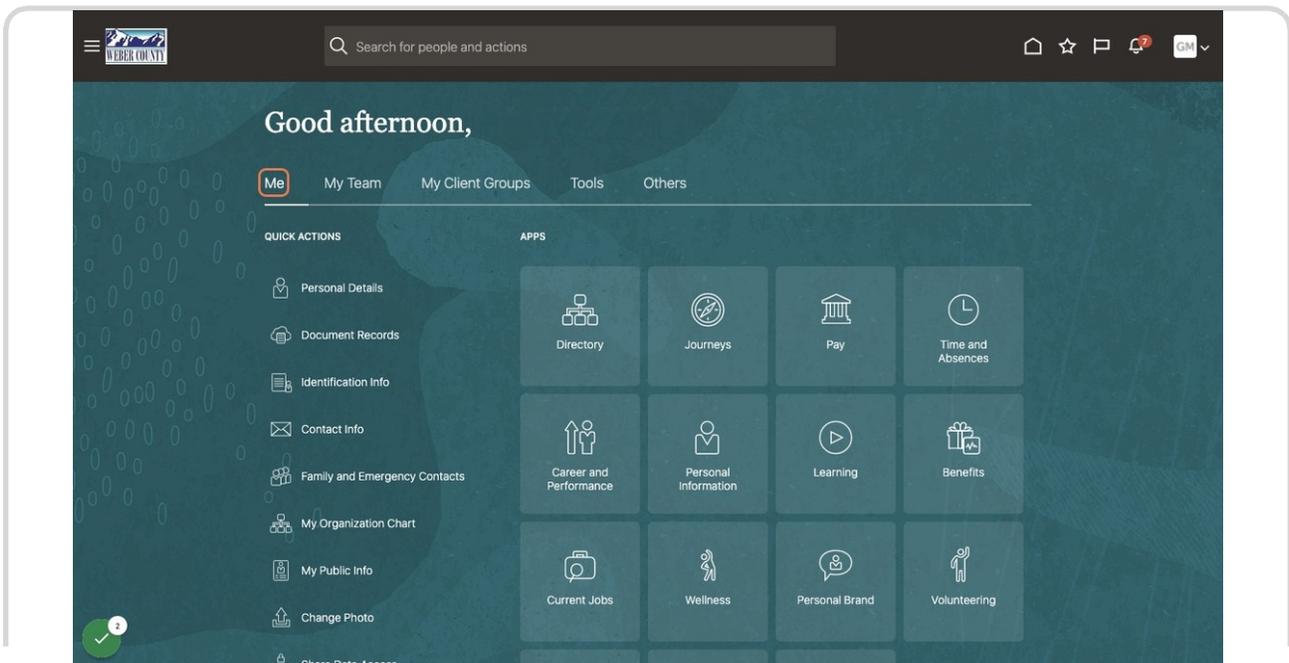
STEP 1

Click on Sign In



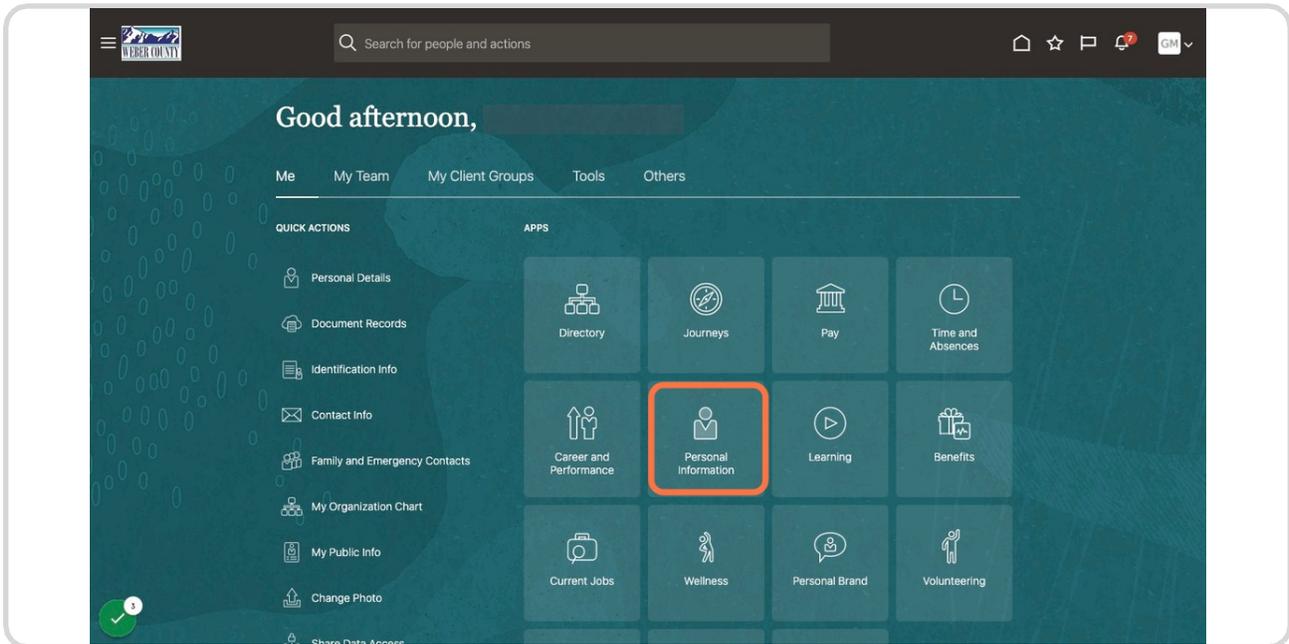
STEP 2

Click on Me



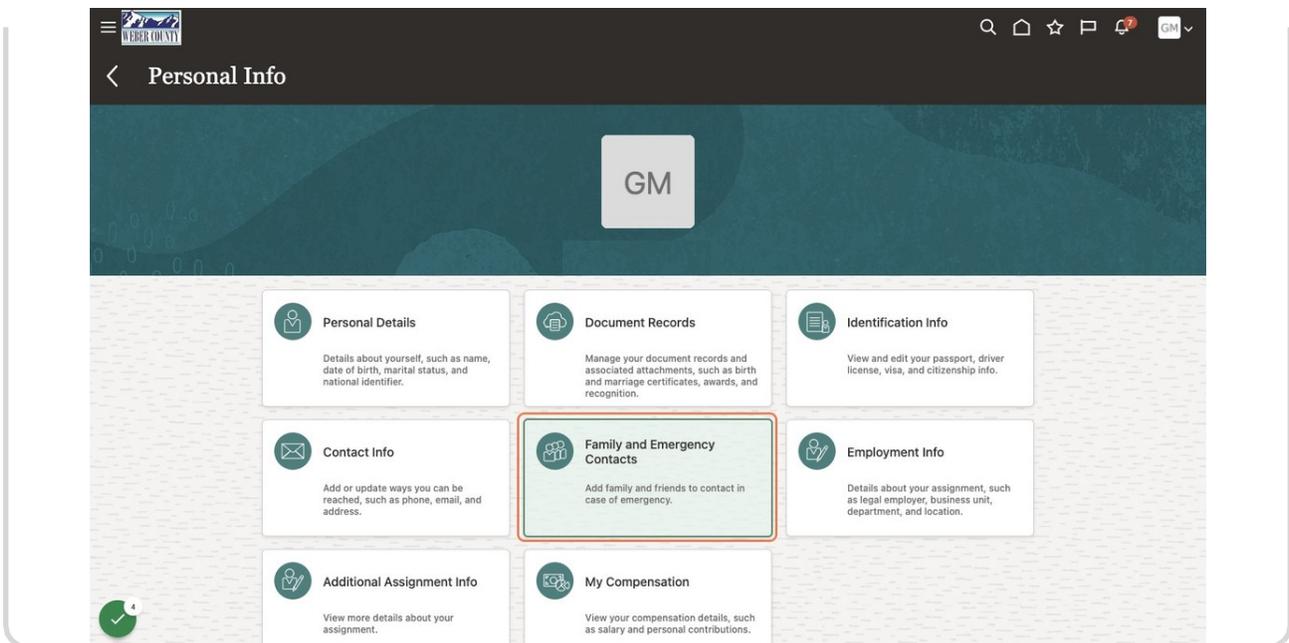
STEP 3

Click on Personal Information Tile.



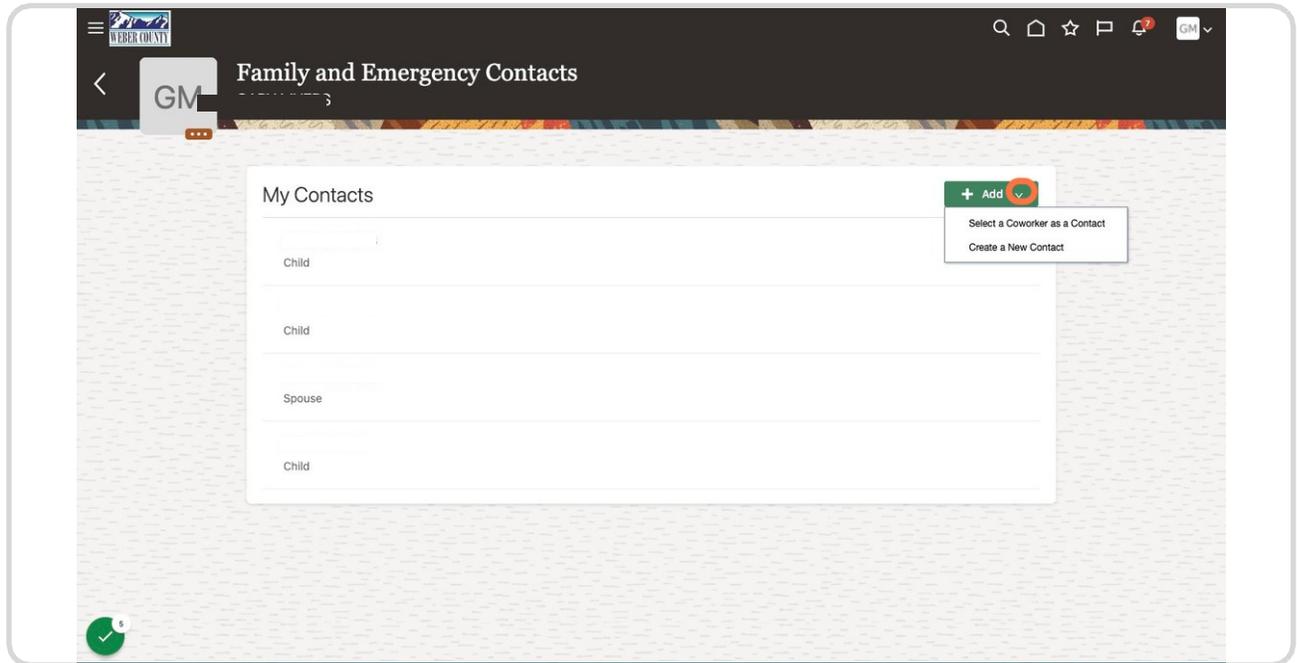
STEP 4

Find Family and Emergency Contacts and Click on Family and Emergency Contacts



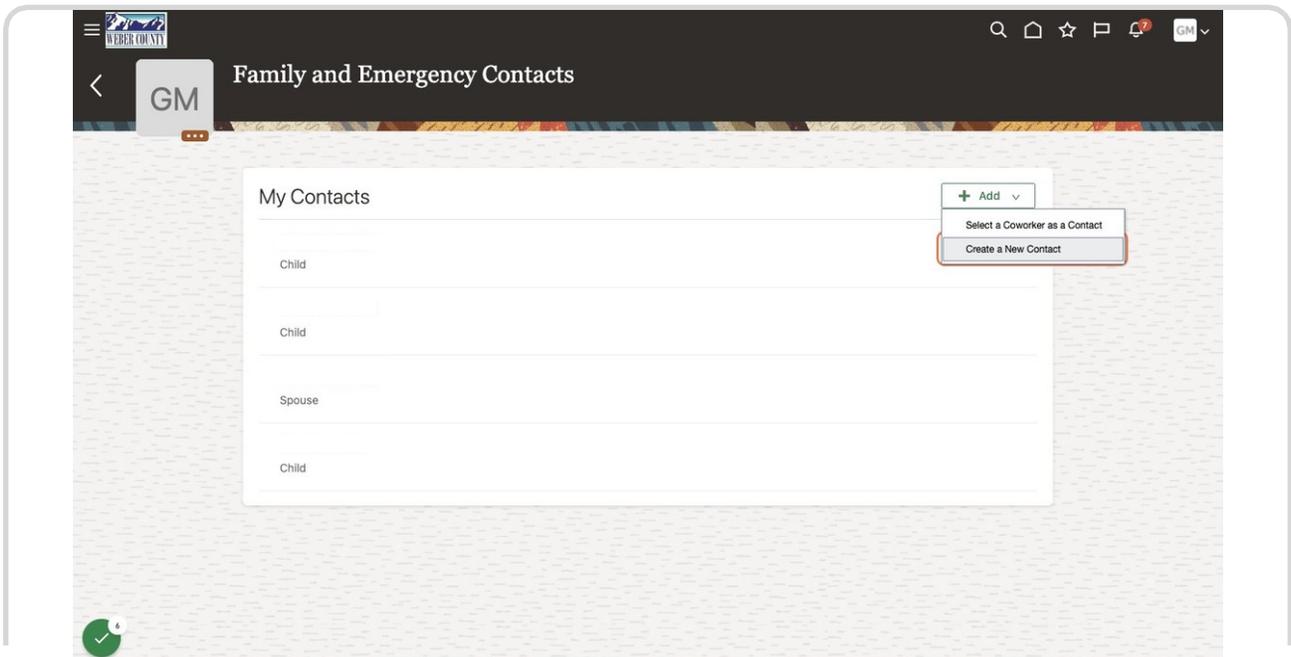
STEP 5

Click on "+Add" drop down



STEP 6

Click on Create a New Contact from dropdown.



STEP 7

**In the Basic Information Section, Update First name, Last name and Choose Relationship from dropdown**

New Contact

Submit Cancel

Basic Information

\*Last Name  
Warren

First Name  
Tom

\*Relationship  
Parent

\*What's the start date of this relationship?  
m/d/yy

Suffix

Middle Name

Gender  
Select a value

Date of Birth  
m/d/yy

This person is an emergency contact

Communication

Phones

Type  
Select a value

Email

Type

STEP 8

**Select the date on which you want the relationship to start on the system.**

New Contact

Submit Cancel

Basic Information

\*Last Name  
Warren

First Name  
Tom

\*Relationship  
Parent

\*What's the start date of this relationship?  
m/d/yy

Suffix

Middle Name

Gender  
Select a value

Date of Birth  
m/d/yy

May 2022

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31	1	2	3	4	

Today

contact

Communication

Phones

Type  
Select a value

Email

Type

STEP 9

**Update Phone number**

The screenshot shows the 'New Contact' form with the following fields and values:

- Relationship Start Date:** 5/1/22
- Date of Birth:** m/d/yy
- This person is an emergency contact
- Communication Section:**
  - Phones:**
    - Type:** Work Mobile Phone
    - Country:** United States 1
    - Area Code:** (empty)
    - \*Number:** 0123456782 (highlighted with a red box)
  - Extension:** (empty)
  - \*From Date:** 5/17/22
  - To Date:** m/d/yy
  - Email Type:** Select a value
- Address Section:** (empty)

A green checkmark icon with the number 16 is visible in the bottom left corner.

STEP 10

**Update Email address.**

The screenshot shows the 'New Contact' form with the following fields and values:

- Relationship Start Date:** 5/1/22
- Date of Birth:** m/d/yy
- This person is an emergency contact
- Communication Section:**
  - Phones:**
    - Type:** Work Mobile Phone
    - Country:** United States 1
    - Area Code:** (empty)
    - \*Number:** 0123456782
  - Extension:** (empty)
  - \*From Date:** 5/17/22
  - To Date:** m/d/yy
  - Email Type:** Work Email
  - \*Email:** workemail@gmail.com (highlighted with a red box)
- Address Section:**
  - Use My Address
  - Select a value:** (empty)
  - Enter a New Address

A green checkmark icon with the number 19 is visible in the bottom left corner.

STEP 11

**Click on Submit.**

New Contact

Submit Cancel

Communication

Phones

Type Work Mobile Phone Extension

Country United States 1 \*From Date 5/17/22

Area Code To Date m/d/yy

\*Number 0123456782

Email

Type Work Email \*Email workemail@gmail.com

Address

Use My Address

Select a value

Enter a New Address

STEP 12

**The Contact gets created. Click on Home Button.**

WEBER COUNTY

Family and Emergency Contacts

GM

My Contacts + Add

1 Parent

Child

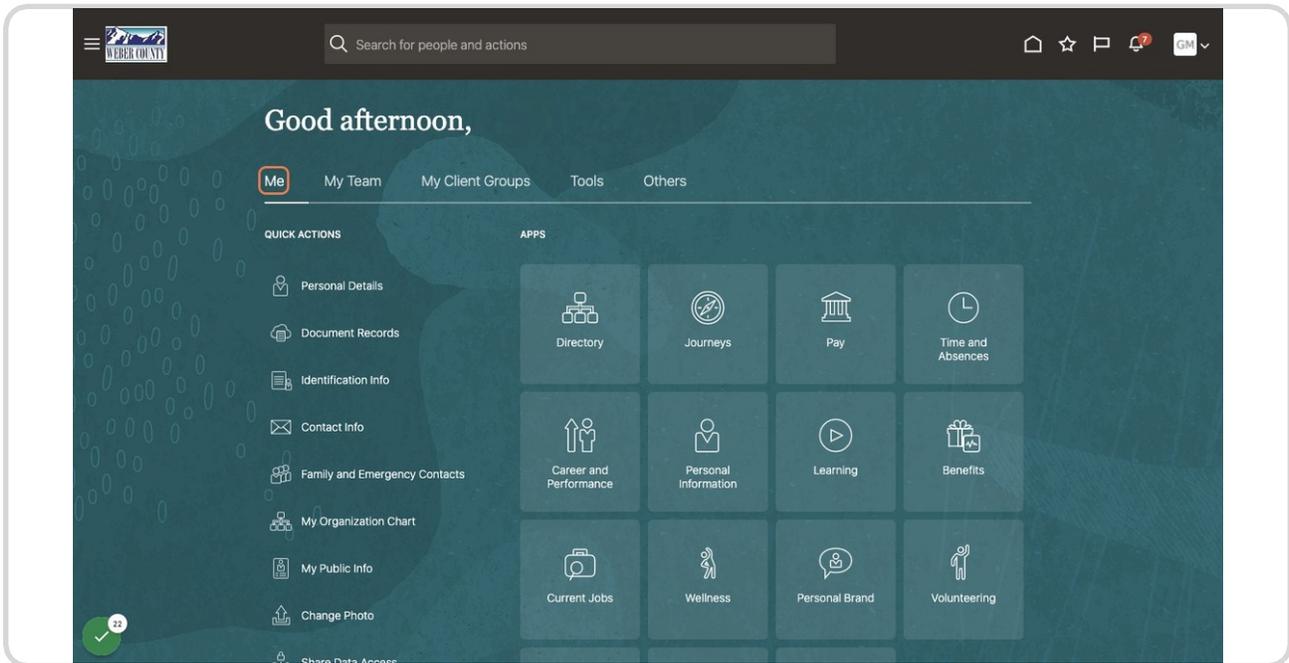
Child

Spouse

Child

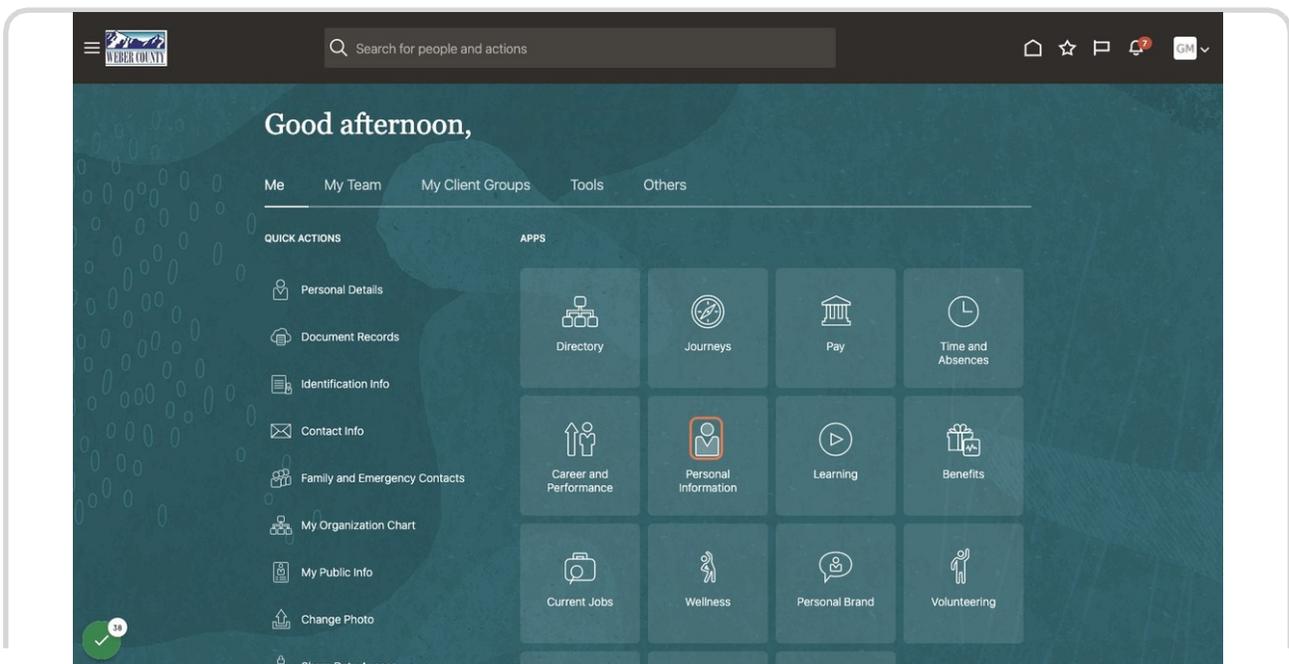
STEP 13

**In the Home Page, Click on Me.**



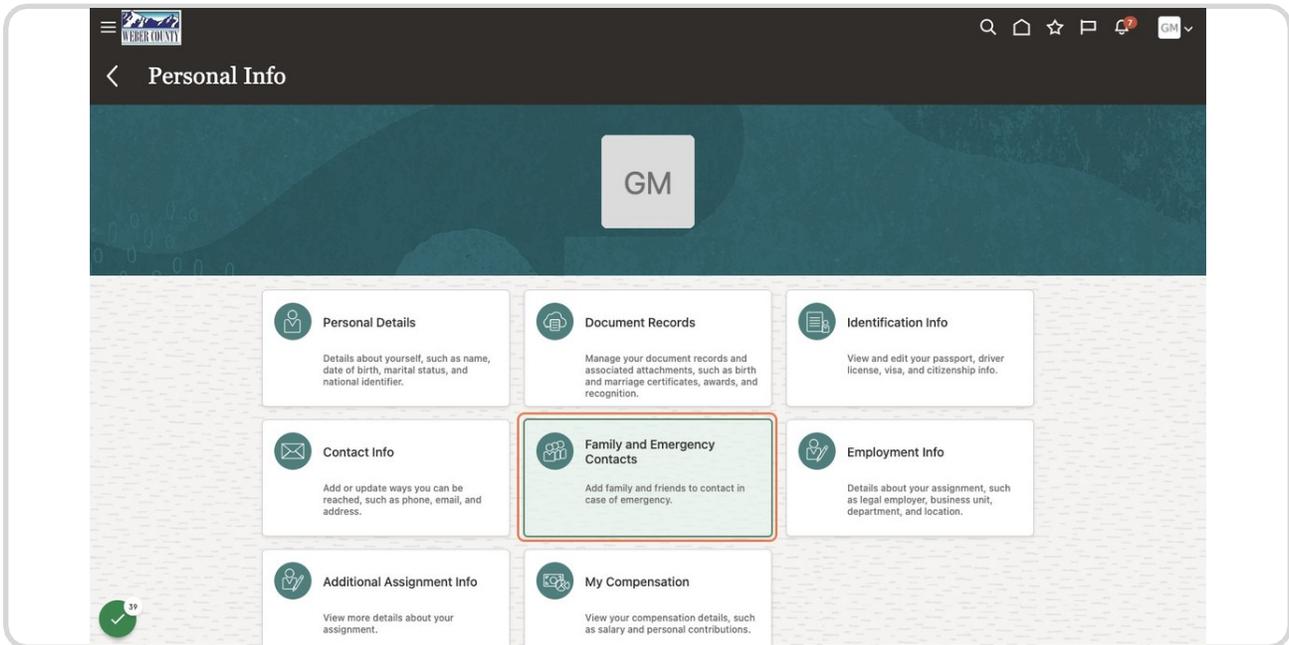
STEP 14

**Click on Personal Information Tile.**



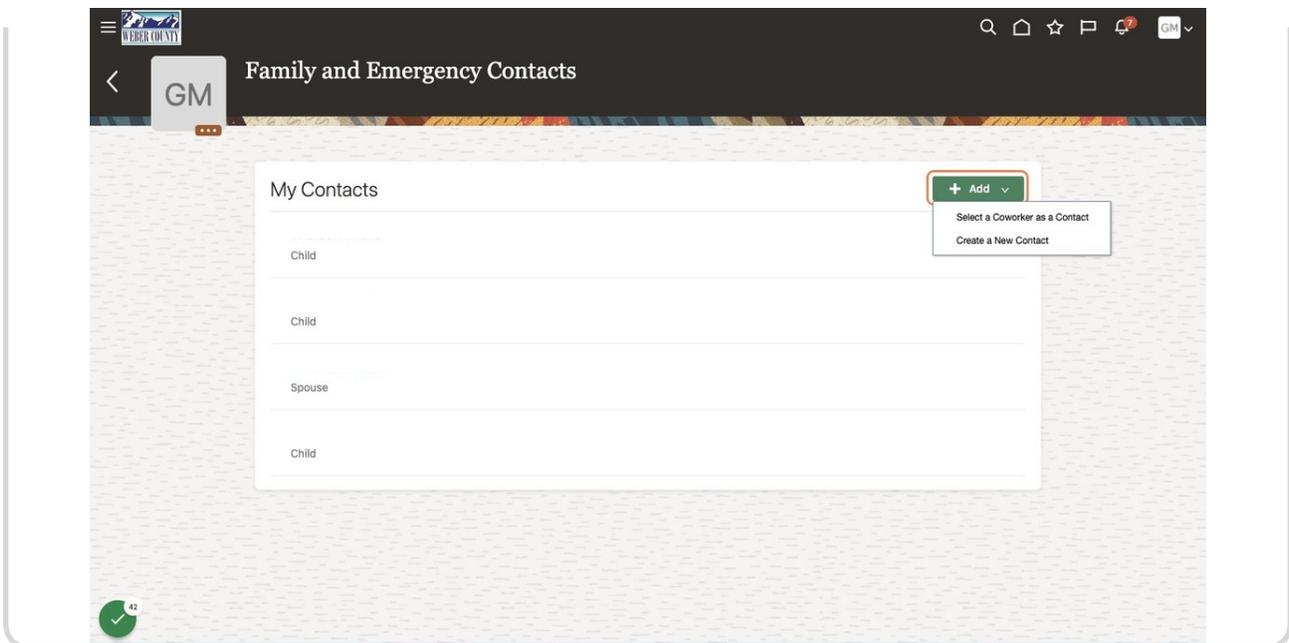
STEP 15

**Find Family and Emergency Contacts and Click on Family and Emergency Contacts**



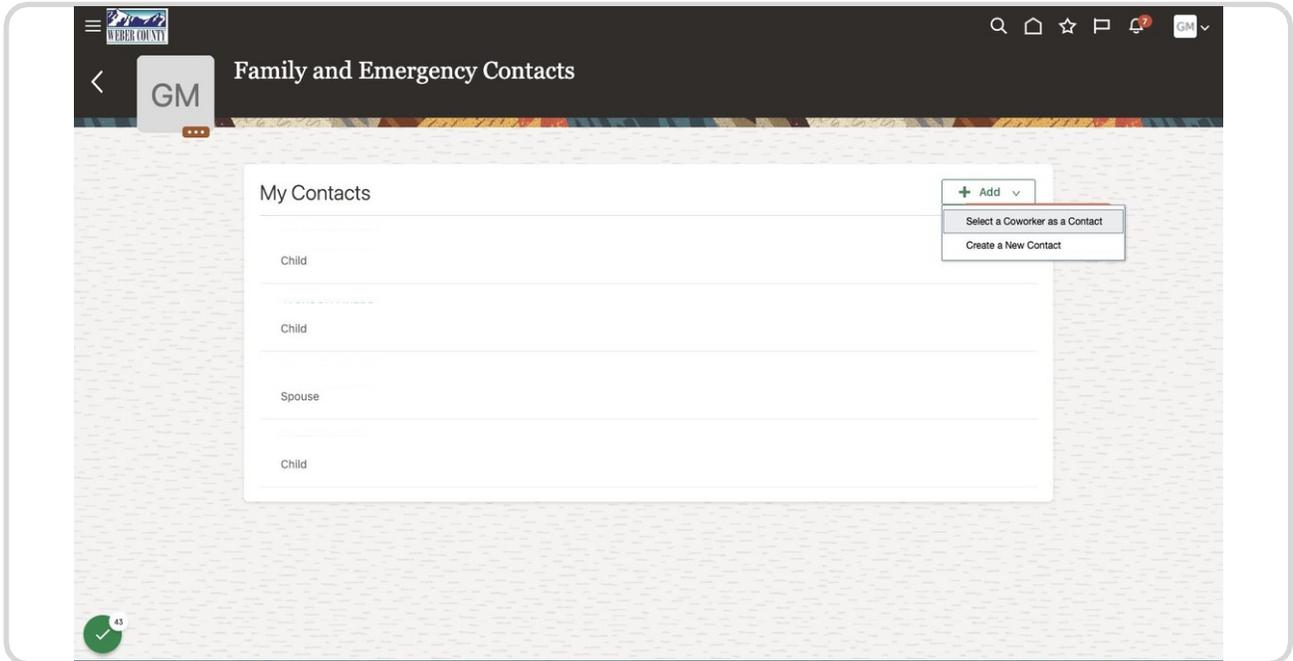
STEP 16

**Click on "+Add" dropdown.**



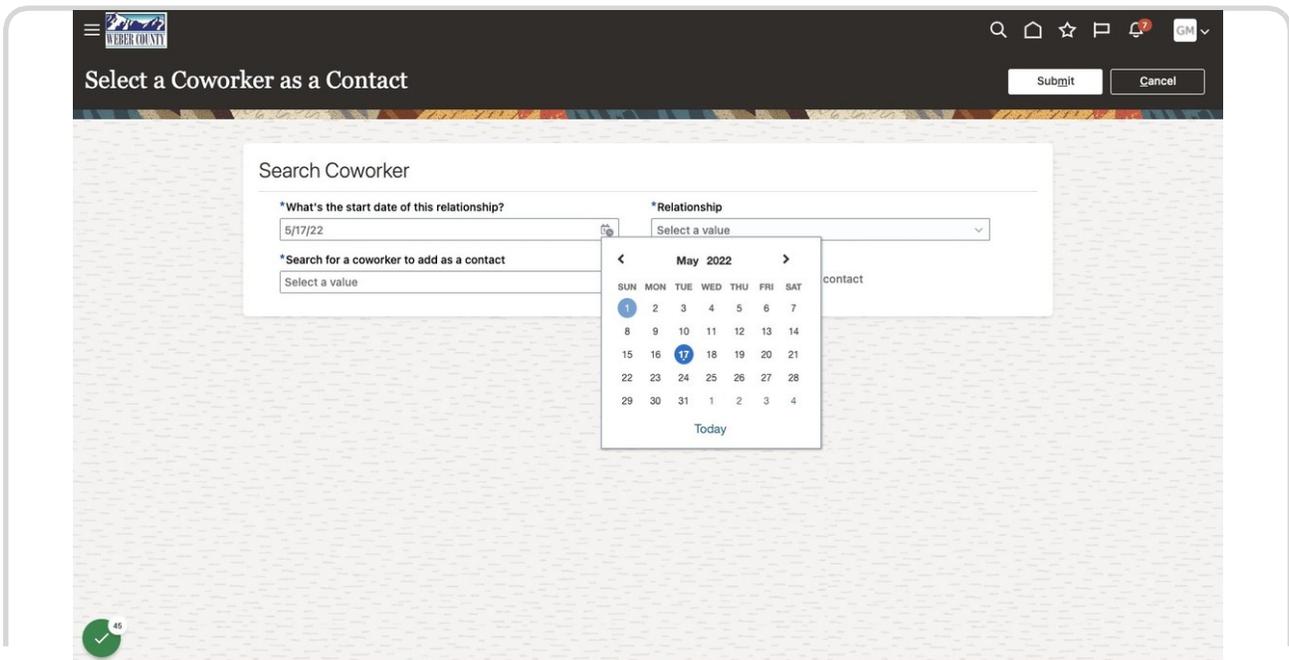
STEP 17

**Click on Select a Coworker as a Contact.**



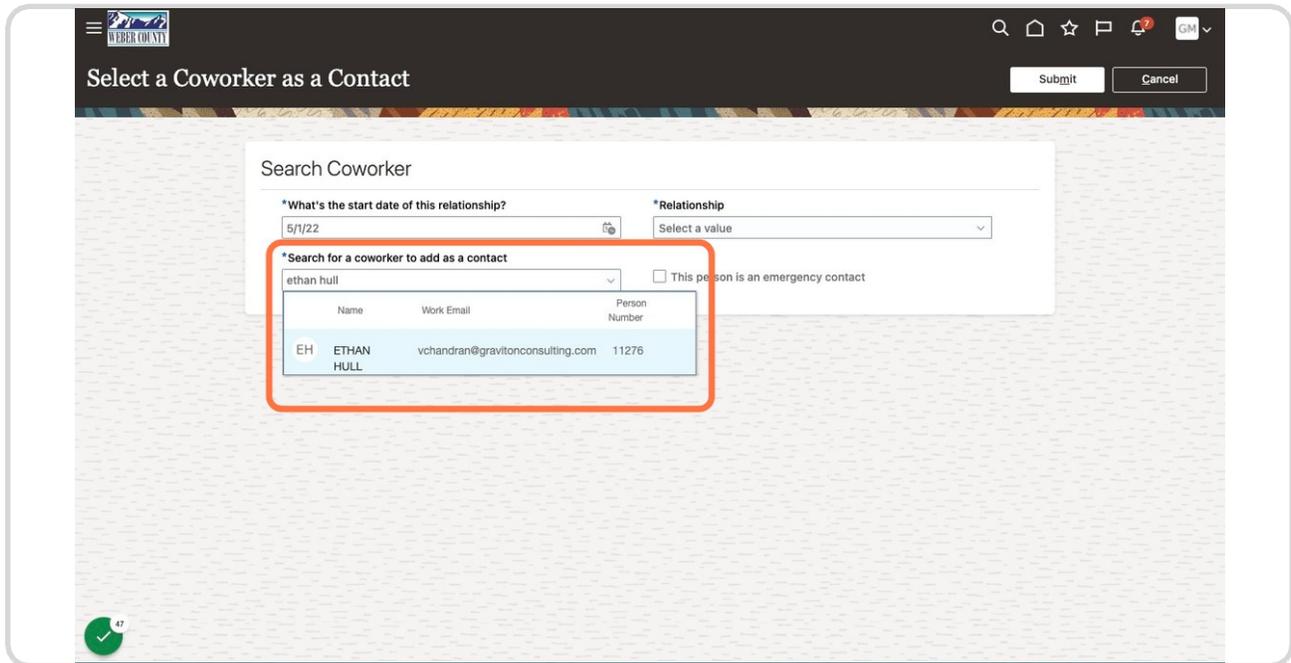
STEP 18

**Select date on which you want the relationship to start on the system.**



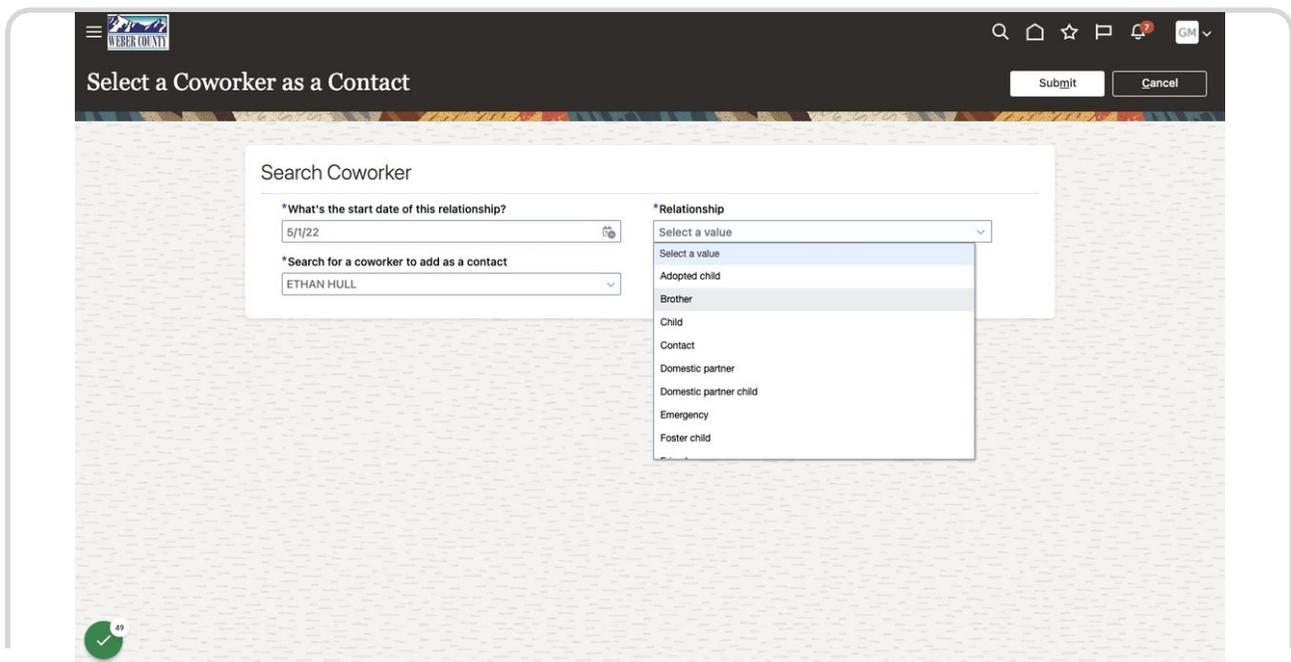
STEP 19

**Search for the Coworker you want to add as a contact.**



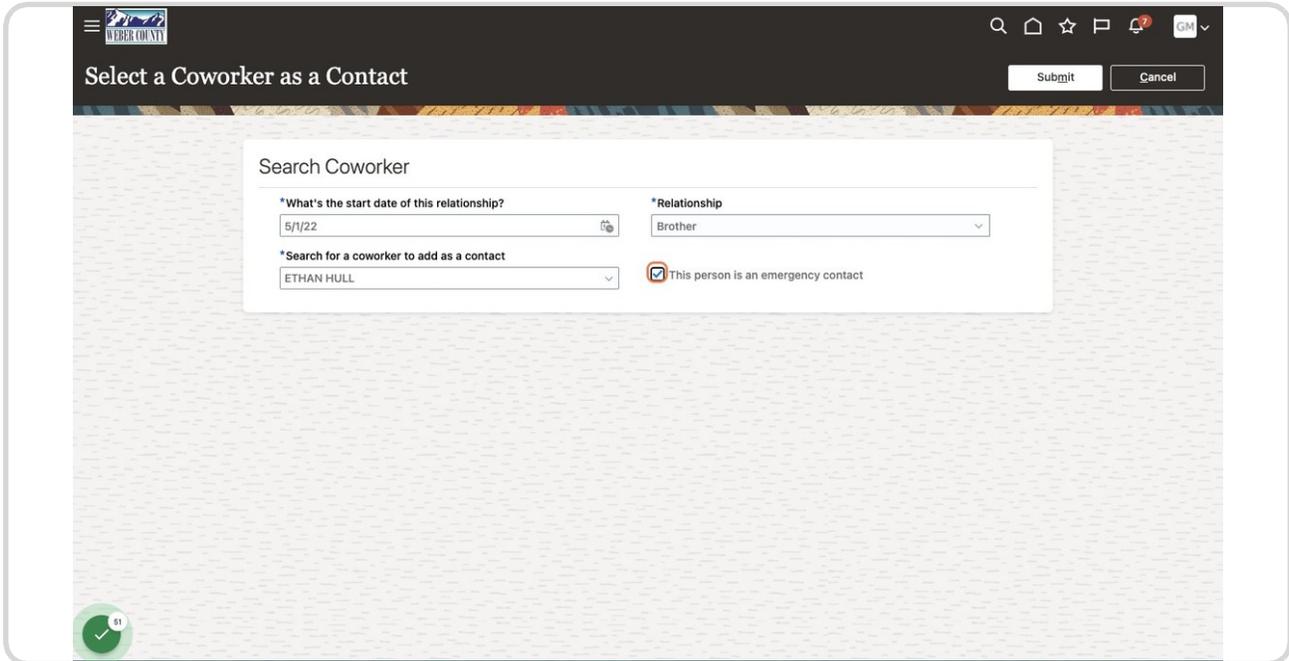
STEP 20

**From the relationship dropdown select Brother.**



STEP 21

**Check This person is an emergency contact box.**



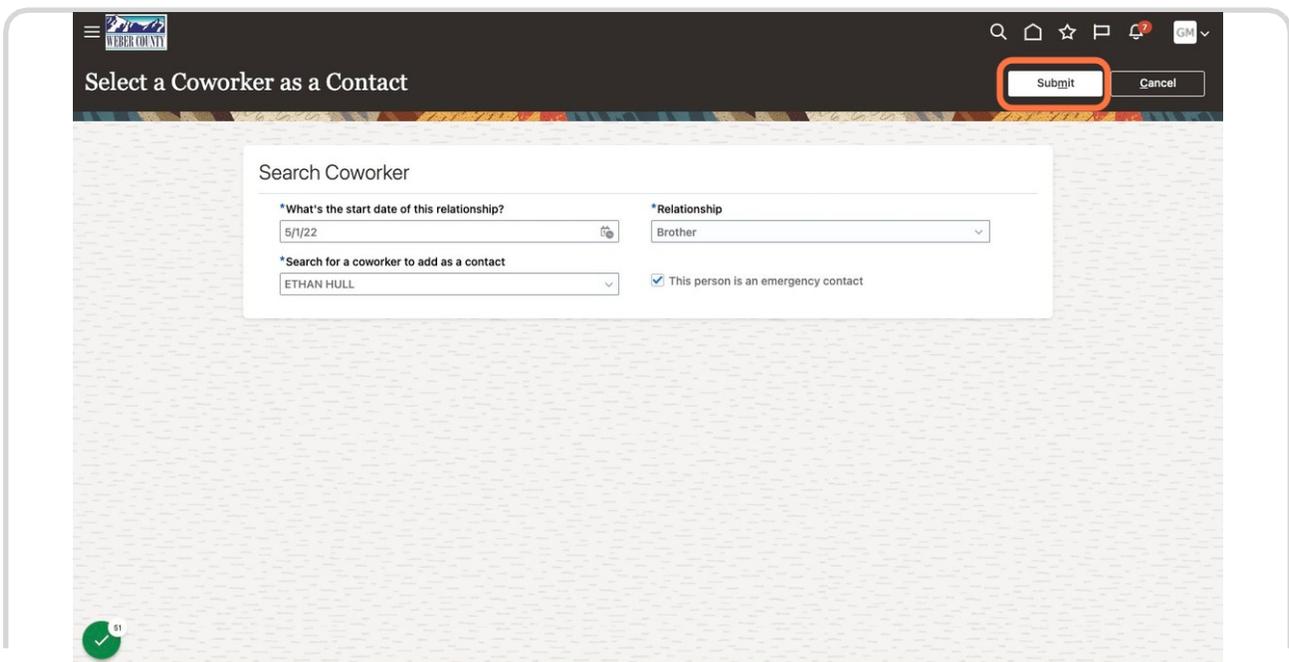
The screenshot shows a web application interface for Weber County. The page title is "Select a Coworker as a Contact". At the top right, there are navigation icons and a "Submit" button. The main content area contains a "Search Coworker" form with the following fields:

- \*What's the start date of this relationship?: 5/1/22
- \*Relationship: Brother
- \*Search for a coworker to add as a contact: ETHAN HULL
- This person is an emergency contact

A green checkmark icon is visible in the bottom left corner of the form area.

STEP 22

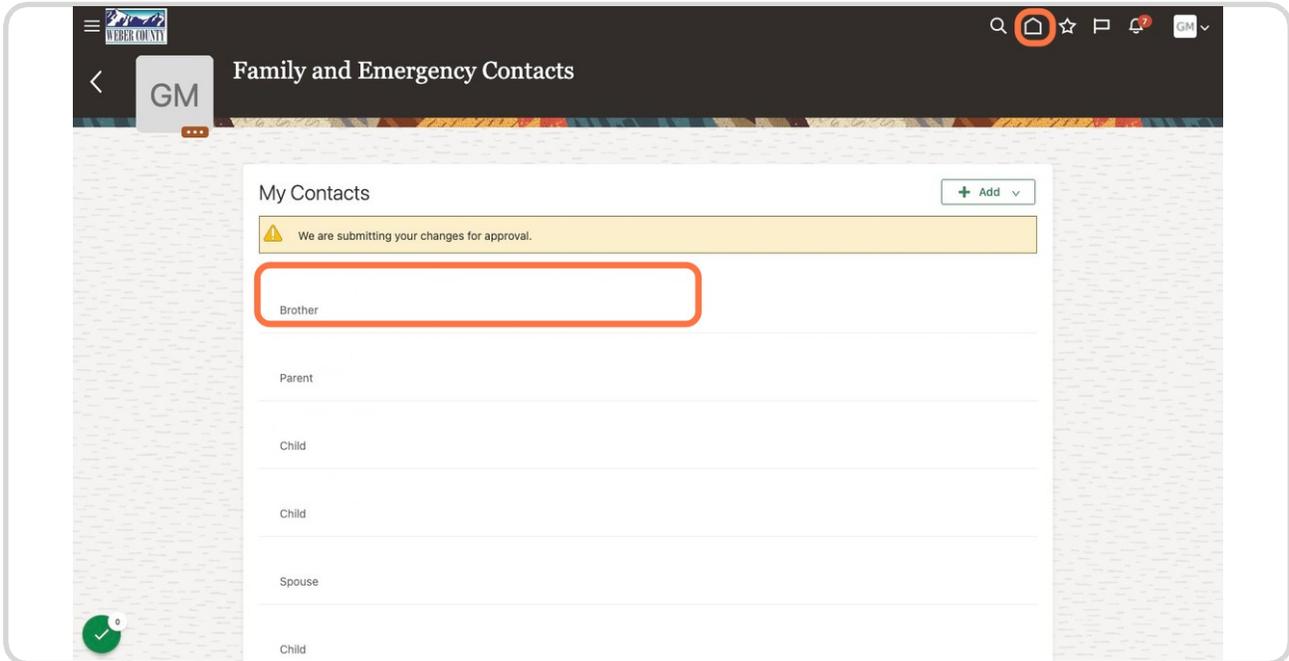
**Click on Submit...**



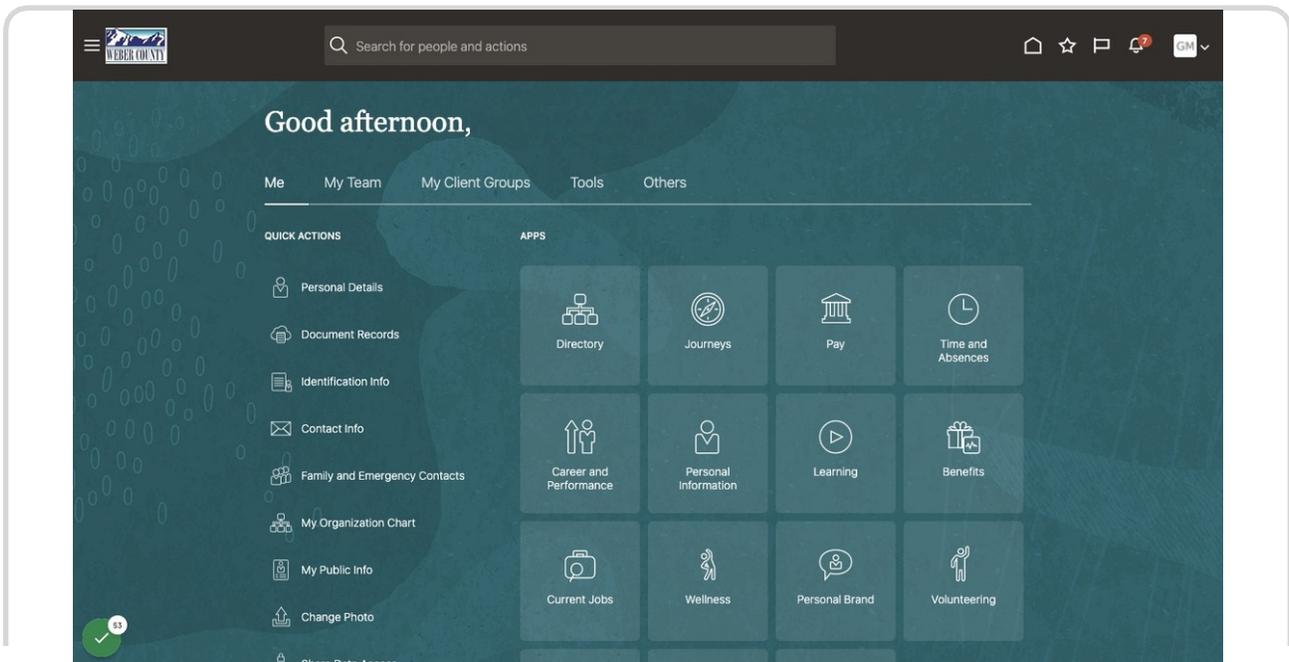
This screenshot is identical to the one in Step 21, showing the "Select a Coworker as a Contact" form. The "Submit" button at the top right is highlighted with a red circle, indicating the next step in the process.

STEP 23

The contact gets created. Click on Home icon to return to the main screen



STEP 24



Job aid - HR-24 Employee Self-Service - Update Family and Emergency Contacts