

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	1.0	Initial Version

Pre-Requisites/ Job Descriptions

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

ID	Description
1	Employee







	Sign In Oracle Applications Cloud	
	Forgot Password Sign In English	
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Click on Me

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	Good afternoon,					
	Me My Team My Client Gro	oups Tools y	Others			
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	dentification Info					
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	Family and Emergency Contacts	Performance	Information	Leaning	Deneiro	
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2	🔐 Change Photo	Current Jobs	Wellness	Personal Brand	Volunteering	
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Click on Personal Information Tile.



STEP 4

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



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CONSULTING SERVICES

Click on "+Add" drop down

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		Coloris County	
		Select a Cowork	ter as a Contact
Child		Create a New Co	ontact
Child			
Spouse			
Child			

STEP 6

Click on Create a New Contact from dropdown.

My Contacts	+ Add	v
	Select a	Coworker as a Contact
Child	Create a	New Contact
Ching		
Child		
Spouse		
Spouse		
Child		

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

			< △ ☆ ⊏ 🕫 폐~
New Contact			Sub <u>m</u> it <u>C</u> ancel
	Basic Information		
	*Last Name	Suffix	
	Warren		
	waiten		
	First Name	Middle Name	
	Tom		
	*Relationship	Gender	
	Darant	Select a value	
	Falen	Select a value	
	*What's the start date of this relationship?	Date of Birth	
	m/d/yy	m/d/yy	Čo
		This person is an emergency contact	
	Communication		
	-		
	Phones		
	Туре	-	
	Select a value		
12	Email		
	Email		

STEP 8

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

New Contact			Submit Cancel
	D		
	Basic Information		
	*Last Name	Suffix	
	Warren		
	First Name	Middle Name	
	Tom		
	* Relationship	Gender	
	Parent	 Select a value 	
	"What's the start date of this relationship?	Date of Birth	
	m/d/yy	i m/d/yy	
		May 2022	
		SUN MON TUE WED THU FRI SAT	
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		8 0 10 11 12 12 14	
	a :		
	Communication	15 16 🚺 18 19 20 21	
		22 23 24 25 26 27 28	
	Phones	29 30 31 1 2 3 4	
	Type		
	Colore control	Today	
	Select a Value		





Update Phone number

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"What's the s	start date of this relationship?	Date of Birth		
5/1/22	Ëe	m/d/yy	Ú.	
		This person is an emergency contact		
		I his person is an emergency contact		
Communic	cation			
Phones				
Туре		Extension		
Work Mobile	Phone			
WORK MODILE	Flore			
Country		*From Date		
United State	s1 v	5/17/22	10	
Area Code		To Date		
		m/d/yy	Co.	
*Number				
0123456782	2			
Email				
Туре				
Select a valu	10			

STEP 10

Update Email address.

Comm	nunication		
	id not don't		
Phone	es		
Туре		Extension	
Work	Mobile Phone	~	
Count	ry	*From Date	
Unite	ed States 1	5/17/22	100
Area C	Code	To Date	
		m/d/yy	0
*Numl	ber		
0123	456782		
Email			
Туре		*Email	
Work	Email	v workemail@gmail.com	
Addre	SS		
• Us	e My Address		
Selec	ct a value	~	
O Ent	ter a New Address		
19			





Click on Submit.

New Contact			Submit <u>Cancel</u>
	Communication		
	Phones		
	Туре	Extension	
	- Work Mobile Phone V		
	Country	*From Doto	
	Country	Fiolin Date	
	United States 1	5/17/22	
	Area Code	To Date	
	-	m/d/vv	
	*Number	-	
	0123456782		
	Email		
	Туре	*Email	
	Work Email V	workemail@gmail.com	
	Address		
	Q		
	Use My Address	7	
	_ Select a value ~		
	Enter a New Address		
19			

STEP 12

The Contact gets created. Click on Home Button.

GM		
	My Contracto	A Add
	iviy contacts	T Add V
	1	
	Parent	
	Child	
	Child	
	Spouse	
	Child	





Good afternoon, Me QUICK ACTIONS APPS (L) \oslash 寙 Document Records Time and Absences Identification Info Contact Info Family and Emergency Contacts Career and Performance Personal Information Hy Organization Chart **%** 2 Ō My Public Info Wellness Volunteering Change Photo 22

In the Home Page, Click on Me.

STEP 14

Click on Personal Information Tile.

Q Search	for people and actions			C	ጋ 작 Þ 👈
Good after	noon,				
Me My Team	My Client Groups Tools	Others			
QUICK ACTIONS	APPS				
Personal Details	Ŗ				
Document Records	Directory	Journeys	Pay	Time and Absences	
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Family and Emerge	ncy Contacts Career and Performance	Personal Information	Learning	Benefits	
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ப் Change Photo					





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



STEP 16

Click on "+Add" dropdown.

My Contacts	+ Add V	
	Select a Coworker as a Contact	
Child	Create a New Contact	
Gilid		
Child		
Spouse		
Child		



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

STEP 17

Click on Select a Coworker as a Contact.

My Contacts	+ Add 🗸	
	Select a Coworker	as a Contact
	Create a New Cont	act
Child		
Spouse		
Child		

STEP 18

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

Search Coworker		-	-	1.1				11			
*What's the start date of this relationship?		*	Relat	tions	hip						
5/17/22	to	:	Selec	ct a v	alue						
*Search for a coworker to add as a contact Select a value	< SUN	мо		Nay UE W	2022 VED T	HU F	> RI S	SAT	contact		
	1	2 9	1	3	4	5 (12 1	3	7 14			
	15	16 23	3 2	7	18 25	19 2 26 2	0 1	21 28			
	29	30) 3	To	1 day	2	3	4			
۰											



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

elect a Coworker	as a Contact		Sub <u>m</u> it <u>C</u> ancel
Co	arah Cawarkar		
Se	archicoworker		
	'What's the start date of this relationship?	*Relationship	
	5/1/22	Select a value V	
	* Search for a newarker to add as a contact		
	ethan hull	This pe son is an emergency contact	
	Name Work Email Perso	n	
	Numbe		
	EH ETHAN vchandran@gravitonconsulting.com 11270 HULL		
요구한 관람이	RATHER CONTRACTORS REPORT		

STEP 20

From the relationship dropdown select Brother.

Select a Cowo	rker as a Contact		Sub <u>m</u> it <u>Cancel</u>
	Search Coworker		
	*What's the start date of this relationship?	*Relationship	
	5/1/22	Select a value	×
	*Search for a coworker to add as a contact	Select a value	
	ETHAN HULL	Adopted child	
		Brother	
		Child	
		Contact	
		Domestic partner	
		Domestic partner child	
		Emergency	
		Foster child	



Check This person is an emergency contact box.

er as a Contact		Sub <u>m</u> it <u>C</u> ancel
6 Control March 1737 172 No and		
Search Coworker		
*What's the start date of this relationship?	*Relationship	
5/1/22	Brother	×
"Search for a coworker to add as a contact	This person is an emergency contact	
ETHAN HULL		

STEP 22

Click on Submit...

			s	ub <u>m</u> it	<u>C</u> ancel
6 of the second start 78 - No.	CARAN R.		1.15	792.20	CALIFIC I HE I
Search Coworker					
*What's the start date of this relationship?		*Relationship			
5/1/22	Ċo	Brother	~		
*Search for a coworker to add as a contact					
ETHAN HULL	~	This person is an emergency contact			



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

		오 🖸 ☆ 🗗 🕫 🔤~
/ F	amily and Emergency Contacts	2000 C
GM		
	My Contacts	+ Add V
	We are submitting your changes for approval.	
	Brother	
	Parent	
	Child	
	Child	
	Spouse	
0		
	Child	

STEP 24

Q Search for people and activ					습 ☆ 됸 🕫 🔤
Good afternoon,					
Me My Team My Client Gro	ups Tools	Others			
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Personal Details	<u> </u>	A			
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Change Photo					





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