

**Introduction**

Individuals managing Person of Interest (POI) data may, at times, need to enter or maintain emergency contact information. Individuals in University Personnel may also need to enter this information for new employees. This information is used by the University in case of an emergency with the employee or POI.

**Enter Emergency Contact Information**

If a person already has emergency contact information in the system, review the information you received and make updates if appropriate. If the information is the same then there is nothing to do.

**Complete a Search**

- Navigate: Main Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
- Enter the search criteria (A) and click Search
- Click the hyperlinked name of the person whose date you wish to review or enter (B)

### Emergency Contact

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Empl ID:

begins with ▾

Name:

begins with ▾

Last Name:

begins with ▾

Second Name:

begins with ▾

Alternate Character Name:

begins with ▾

Middle Name:

begins with ▾

**Case Sensitive**

Search
Clear

Basic Search
🔍
Save Search Criteria

### Search Results

View All
First
1-4 of 4
Last

Empl ID	Name	Last Name	Second Name	Alternate Character Name	Middle Name
<a href="#">012759136</a>	<a href="#">Samuel Spartan</a>	SPARTAN	(blank)	(blank)	J
<a href="#">012759149</a>	<a href="#">Lucille Spartan</a>	SPARTAN	(blank)	(blank)	(blank)
<a href="#">012759162</a>	<a href="#">Ellie Spartan</a>	SPARTAN	(blank)	(blank)	(blank)
<a href="#">012759500</a>	<a href="#">Samanta Spartan</a>	SPARTAN	(blank)	(blank)	J

**Enter the Information**

1. Enter the Contact Name (A)
2. Select the Relationship to the Employee (B)
3. Indicate that the person is the Primary Contact (C)
4. If the contact has the same address and/or phone as the employee, check the box(es) (D)
5. If the contact has a different address, click Edit Address (E) and enter the information
6. If the contact has a different phone number, enter the Phone (F)
7. Additional phone numbers for the contact can be added on the Other Phone Numbers tab (G)
8. Click Save (H)

Samanta Spartan Person ID: 012759500

**Emergency Contact** Find | View All First 1 of 1 Last

\*Contact Name: Marjorie Spartan + -

\*Relationship to Employee: Sibling  Primary Contact

Same Address as Employee  Same Phone as Employee

**Contact Address**

Country: USA United States

Address: [Edit Address](#)

**Contact Phone**

Phone: 408-555-9876

Save Search Previous in List Next in List Notify