

Instructions for Adding Emergency Contacts to e-Business Suite

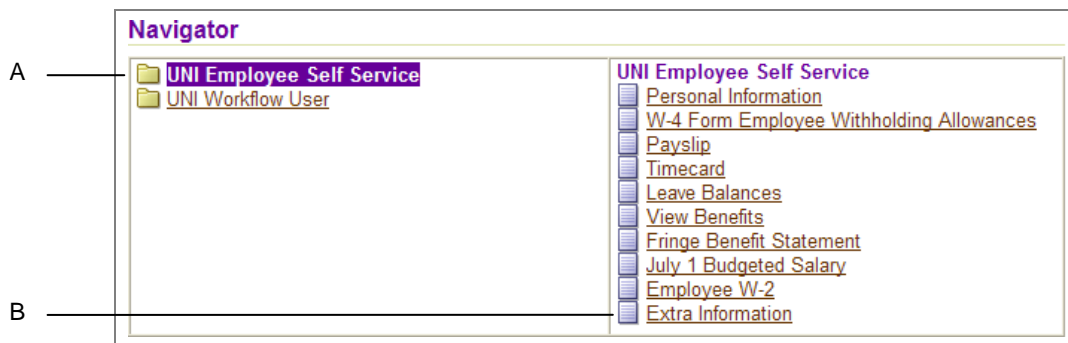
In the event an employee is injured or experiences a sudden illness or other emergency while at work, it is important to have accurate, up-to-date emergency contact information available so contacts can be notified. Employees are being asked to enter personal emergency contact information in e-Business Suite Employee Self Service via MyUNiverse and to update this information as changes occur. Annual reminders to update personal emergency contacts will occur along with the UNI Directory update reminder each fall. The information entered will be accessible by Human Resource Services, as well as those with e-Business Suite Manager responsibilities within the employee's department and at the division level.

This request should not be confused with the UNI Alert system in which additional personal contact information to receive notifications is entered. These notifications are only used to notify the campus community of campus emergencies and threats to physical safety, not to notify employee's contacts of their personal emergencies.

On the Emergency Contacts entry screen, there is a separate W-2 delivery preference option where employees can designate how to receive their W-2 (online, in paper, or both methods). W-2 preference designations are only accessible by the employee and payroll staff.

1. Accessing e-Business Suite

- 1.1. Login to **MyUNiverse** (<http://www.uni.edu>).
- 1.2. Click **e-Business Login** from the e-Business channel.
- 1.3. Enter your e-Business Suite username and password.



- 1.4. Click once on the **UNI Employee Self Service** link in the **Navigator** section (A).
- 1.5. Click once on the **Extra Information** link under **UNI Employee Self Service** section (B).

2. Add an Emergency Contact

Oracle Self-Service Human Resources: Extra Information Type - Windows Internet Explorer

https://memfis.uni.edu:4400/OA_HTML/RF.jsp?function_id=14564&resp

ORACLE UNI Employee Self Service Home Logout Preferences

Extra Information

Employee Name Last Name, First Name
University ID ##### Email Address firstname.lastname@uni.edu

Emergency Contact Information
Accurate and up-to-date emergency contact information is critical for every employee. In the event of an accident/injury or sudden illness, your Department, Division and/or Human Resource Services will use this information to inform your contact(s). The following information will only be used in the event of an emergency.

W2 Delivery Preference Information
The Online option determines availability of online viewing/printing of the W2 in PDF format from MEMFIS. The Paper option designates whether you would like a copy printed and mailed to your home by the Payroll office. If you select to NOT have a paper copy mailed to you, you will be responsible for printing your W2 when notified of its availability.

Please read the instructions carefully.
Changes will not be saved unless you first click on the "Review All Content for Submission" button and then the "Submit" button on the next screen. Click "Add a Row" or "Update" to make changes to the sections below. Click the "Review All Content for Submission" button to continue this action, click "Back" to return to previous page (changes will not be saved), click "Cancel" to cancel this action.

Emergency Contact Information

Add a Row

Select	Status	First Name	Last Name	MI	Primary Contact	Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	International Phone 1	International Phone 2
No results found.													

W2 Delivery Preference

Add a Row

Select Status	Online	Paper
No results found.		

Cancel Back Review All Content for Submission

Home | Logout | Preferences

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- 2.1. The **Extra Information** web page should appear. Read the instructions carefully before proceeding (C).
- 2.2. Click once on the **Add a Row** button (D).

Oracle Self-Service Human Resources: Update Details - Windows Internet Explorer

https://memfis.uni.edu:4400/OA_HTML/RF.jsp?function_id=14564&resp

ORACLE UNI Employee Self Service

Home Logout Preferences

Emergency Contact Information

Cancel Review for Submission

Employee Name Last Name, First Name Email Address firstname.lastname@uni.edu
University ID #####

Enter any changes below. Click Ok to continue this action, click Cancel to cancel this action and return to the previous page.

* First Name
* Last Name
MI
* Primary Contact
Yes
* Phone 1
Phone 1 Ext.
Phone 2
Phone 2 Ext.
Phone 3
Phone 3 Ext.
International Phone 1
International Phone 2

Cancel Review for Submission

Home | Logout | Preferences

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Done Internet 100%

E

F

- 2.3. Complete this form. Required fields (E) are denoted by an asterisk (*). In the **Primary Contact** field, type 'Y' for yes and 'N' for no to indicate if they are your primary contact.
- 2.4. Click once on the **Review for Submission** button (F).
Special Note: Clicking on the Review for Submission button does NOT save your content—it is a multi-step process.
- 2.5. Complete steps 2.2-2.4 to add another emergency contact.

3. Save the Emergency Contact Information

Oracle Self-Service Human Resources: Extra Information Type - Windows Internet Explorer

ORACLE UNI Employee Self Service

Home Logout Preferences

Extra Information

Employee Name Last Name, First Name
University ID #####

Email Address firstname.lastname@uni.edu

Cancel Back Review All Content for Submission

Emergency Contact Information
Accurate and up-to-date emergency contact information is critical for every employee. In the event of an accident/injury or sudden illness, your Department, Division and/or Human Resource Services will use this information to inform your contact(s). The following information will only be used in the event of an emergency.

W2 Delivery Preference Information
The Online option determines availability of online viewing/printing of the W2 in PDF format from MEMFIS. The Paper option designates whether you would like a copy printed and mailed to your home by the Payroll office. If you select to NOT have a paper copy mailed to you, you will be responsible for printing your W2 when notified of its availability.
Please read the instructions carefully.
Changes will not be saved unless you first click on the "Review All Content for Submission" button and then the "Submit" button on the next screen. Click "Add a Row" or "Update" to make changes to the sections below. Click the "Review All Content for Submission" button to continue this action, click "Back" to return to previous page (changes will not be saved), click "Cancel" to cancel this action.

Emergency Contact Information

Select Object: Delete Update Add a Row

Select Status	First Name	Last Name	Primary MI Contact	Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	International Phone 1	International Phone 2
<input checked="" type="radio"/> New	Contact's First Name	Contacts Last Name	Y	123-456-7890		240-123-4567		456-789-0123	9999		

W2 Delivery Preference

Add a Row

Select Status	Online	Paper
No results found.		

Cancel Back Review All Content for Submission

Home Logout Preferences

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- 3.1. Click once on the **Review All Content for Submission** button (G).

Oracle Self-Service Human Resources: Extra Information Type - Windows Internet Explorer

ORACLE UNI Employee Self Service

Home Logout Preferences

Extra Information: Review

Employee Name Last Name, First Name
University ID #####

Email Address firstname.lastname@uni.edu

Cancel Back Submit

Review your changes below.
 Indicates Changed Items.

Extra Information Type

Emergency Contact Information

	Proposed
First Name	Contact's First Name
Last Name	Contacts Last Name
Primary Contact	Y
Phone 1	123-456-7890
Phone 2	240-123-4567
Phone 3	456-789-0123
Phone 3 Ext.	9999

W2 Delivery Preference

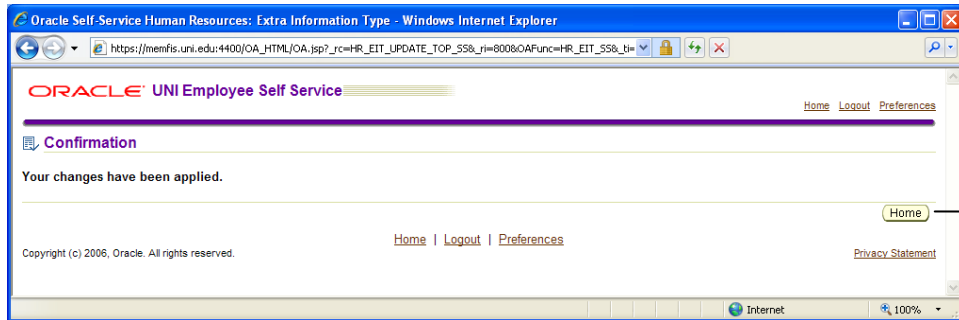
Select Status	Online	Paper

Cancel Back Submit

Home Logout Preferences

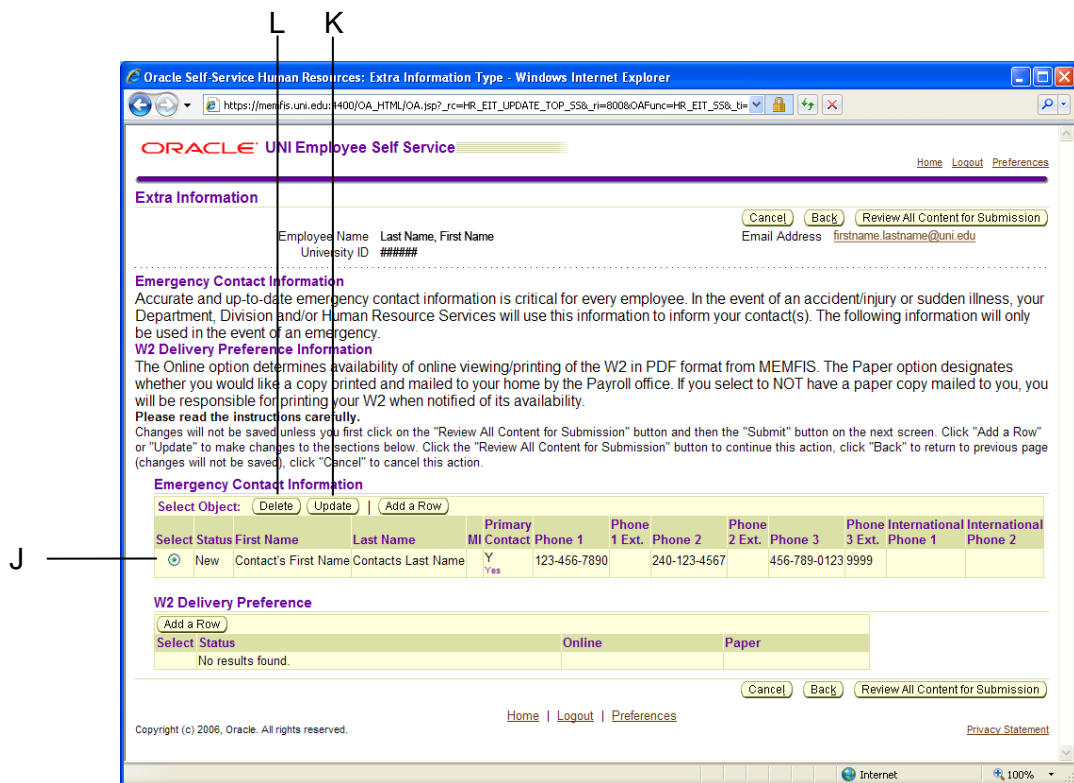
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- 3.2. Click once on the **Submit** button (H).



- 3.3. Click once on the **Home** button (I).

4. Update/Edit Emergency Contact Information



- 4.1. Next to the desired contact name, click once on the circle **Select** button (J).
- 4.2. Click once on the **Update** button (K)
- 4.3. Complete this form. Required fields (E) are denoted by an asterisk (*). In the **Primary Contact** field, type 'Y' for yes and 'N' for no to indicate if they are your primary contact.
- 4.4. Click once on the **Review for Submission** button (F).
- Special Note:** Clicking on the Review for Submission button does NOT save your content—it is a multi-step process.
- 4.5. To save your content, complete **Section 3**.

5. Delete an Emergency Contact

- 5.1. Next to the desired contact name, click once on the circle **Select** button (J).
- 5.2. Click once on the **Delete** button (L)
- 5.3. To save your action, complete **Section 3**.

For support, please contact hrs-mail@uni.edu or ebusiness-help@uni.edu.

Last Updated: September 2011