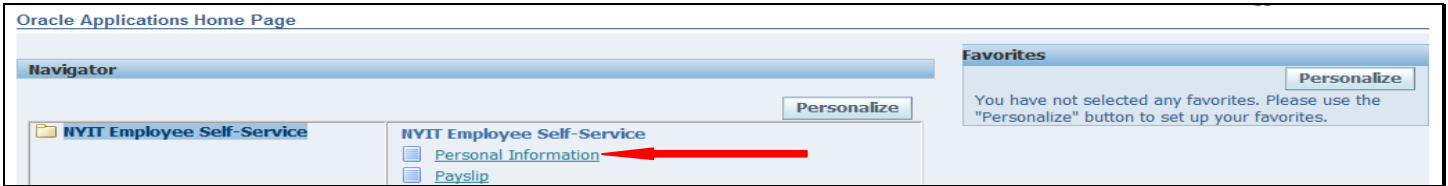


NYIT Self-Service Application Updating Emergency Contacts

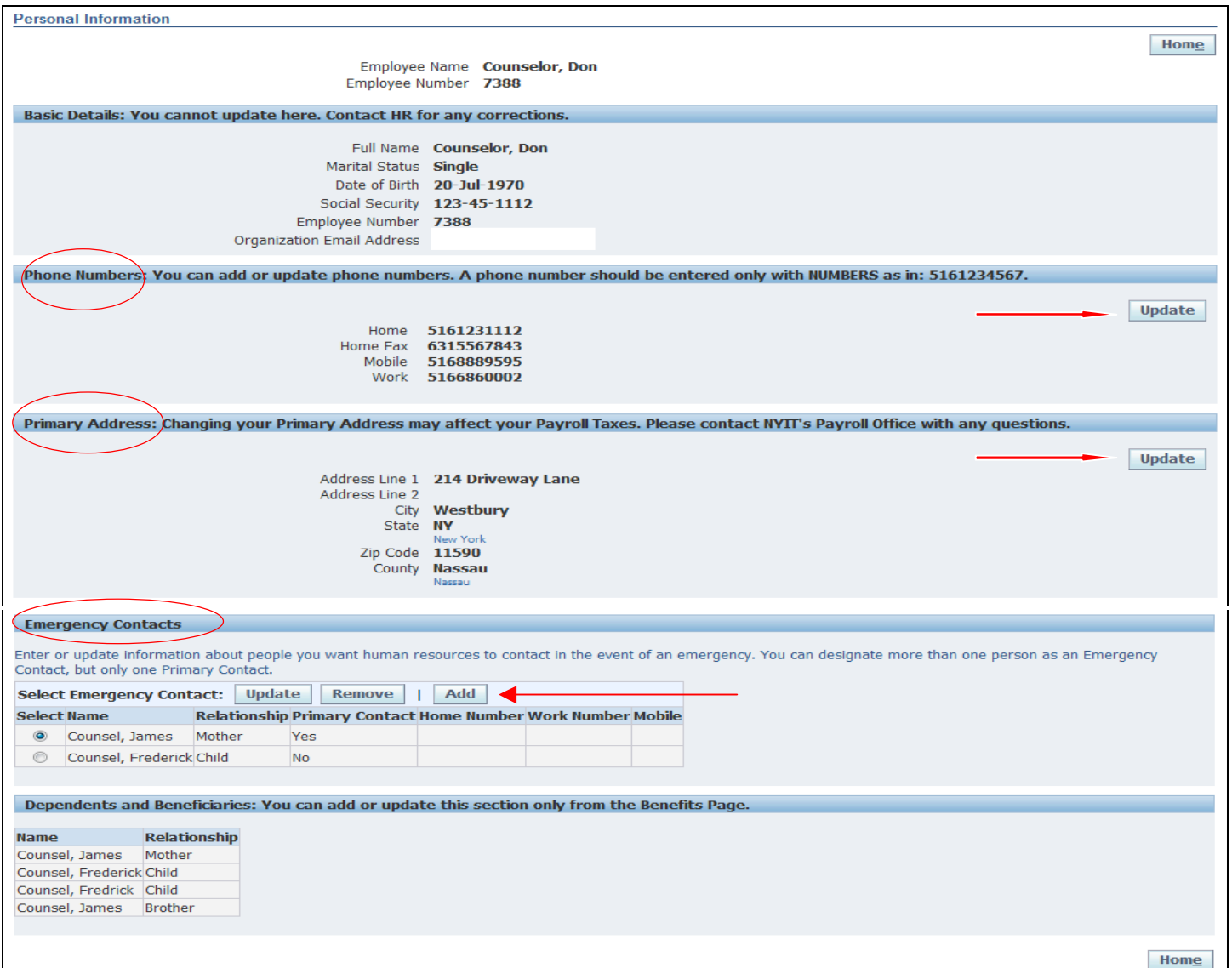
Employees will be able to update their EMERGENCY CONTACTS via Self-Service. Changes made through this section of the application will change the employee's NYIT Personnel Record in Human Resources.

NYIT Self Service Applications → Personal Information → Emergency Contacts

1. Select 'Personal Information' from the Oracle Self Service Menu.



2. From this screen you can change your **Phone Numbers**, **Primary Address** and **Emergency Contacts**. *You cannot alter your Basic Details or Dependents and Beneficiaries.*



Please Note: If at any time in the past you removed a contact, you will get the error below when you attempt to ADD, UPDATE or REMOVE that same contact in Self Service. Contact Human Resources to make changes to a previously removed contact.

Error
 Your changes have not been saved because the following error occurred. : A relationship of this type already exists between these two people at this time.

Confirmation
 Your changes have been applied.

[Return to Overview](#)

Adding an Emergency Contact

1. If you are **adding your first emergency contact**, you must click on the **Add** button as displayed.

Emergency Contacts: You Can Add A New or Use an Existing Contact

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Add

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
No results found.					

2. If you have existing contacts and want to add another, select the **Add** button from the three choices below.

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: [Update](#) [Remove](#) | **Add**

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
<input checked="" type="radio"/>	Counsel, James	Mother	Yes			
<input type="radio"/>	Counsel, Frederick	Child	No			

3. You will be brought to the **Existing Contacts: Choose** screen. To make this person an Emergency Contact, select the **radio button to the left** of the person's name. To enter a new contact click 'Continue'.

Existing Contacts: Choose

[Cancel](#) [Continue](#)

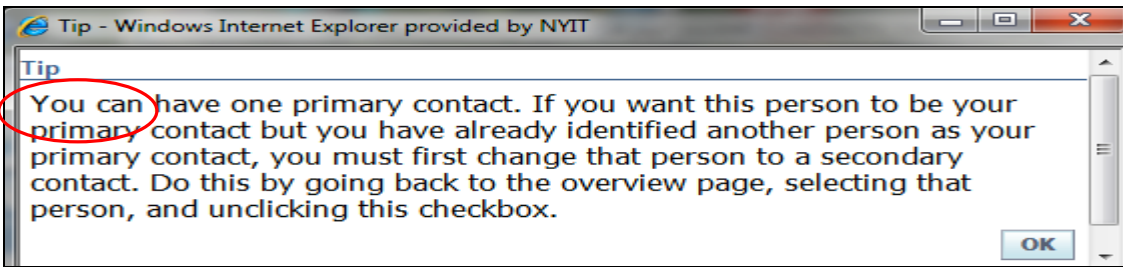
Employee Name **Counselor, Don**
 Organization Email Address

Use this page to select and update an existing contact, or enter a new contact. To enter a new contact, click Continue without selecting an existing contact from the list.

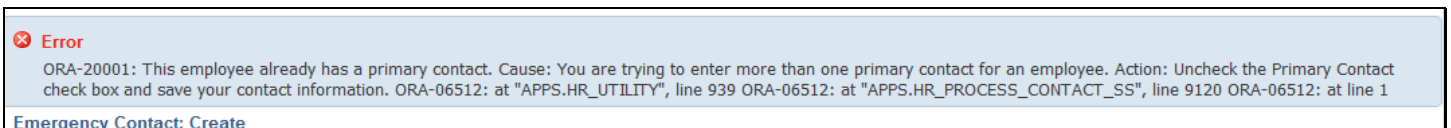
Select	Name	Relationship	Primary Contact
<input type="radio"/>	Counsel, Fredrick	Child	No

- Step 1 and step 3 both bring you to the 'Emergency Contact: Create' screen where you enter contact information. This screen has three sections: **General Information**, **Main Address** and **Phone Numbers**. You can indicate whether this person is your **Primary Contact** - If you have more than one contact, this will be the first person contacted in case of an emergency.

- Use the Tip icon to access a pop up window which provides field information and instructions.



- If you already have a Primary Contact, you'll get an error when you try to designate a second Primary contact







- In **General Information** you must populate three required fields: *Last Name*, *Relationship* and *Relationship Start Date*. The **Relationship Start Date** can be any past, current or future date.

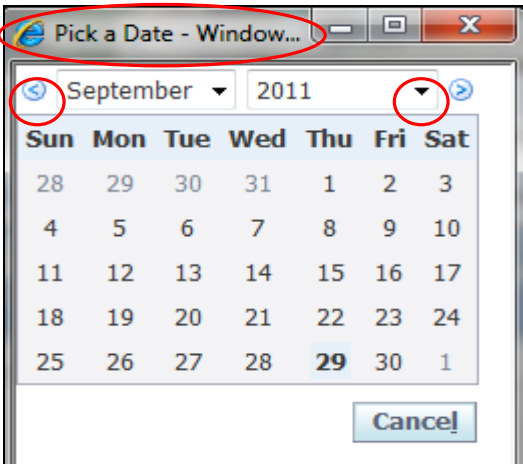
6. Choose the **Relationship** of your contact



A screenshot of a software interface showing a dropdown menu for selecting a relationship. The menu is open, displaying a list of relationship types. The 'Mother' option is currently selected and highlighted in blue. A 'Contact Relationship' button is visible to the right of the dropdown.

Relationship
Mother
Adopted Child
Beneficiary
Brother
Child
Contact
Domestic Partner
Domestic Partner Child
Father
Foster Child
Friend
Mother
Nephew
Niece
Parent
Recognized Natural Child
Sister
Spouse
Step Child

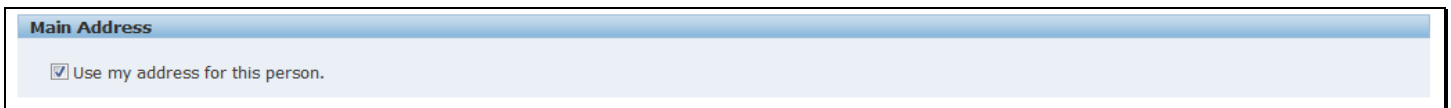
7. Next, use the calendar  icon to access a calendar from which to choose the effective **Relationship Start Date**. This window allows you to 'Pick a Date' using , , and  to access different months and years. You can also type in the date using the format DD-MON-YYYY (i.e., 24-AUG-2011).



A screenshot of a 'Pick a Date - Window...' dialog box. The window title is circled in red. The calendar shows the month of September 2011. The date 29 is selected and circled in red. Navigation arrows for months and years are also circled in red. A 'Cancel' button is at the bottom.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	1

8. The **Main Address** section is used to record the contact's address. If the contact resides with the employee, enter a check in the box to the left of 'Use my address for this person.'

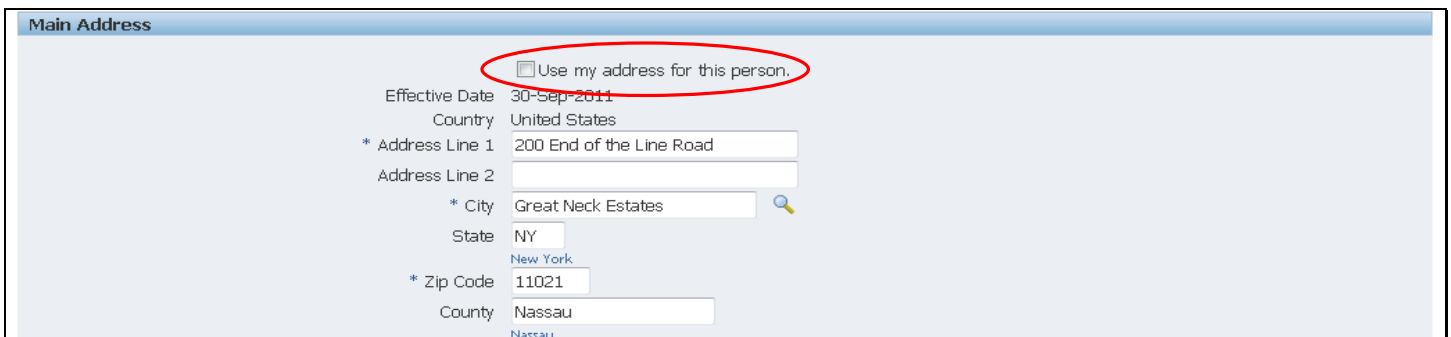


A screenshot of the 'Main Address' section in a software interface. The checkbox 'Use my address for this person.' is checked.

Main Address

Use my address for this person.

9. If the contact does not reside with the employee, **uncheck the box** to the left of 'Use my address for this person'; you will be brought to the expanded Main Address screen below.



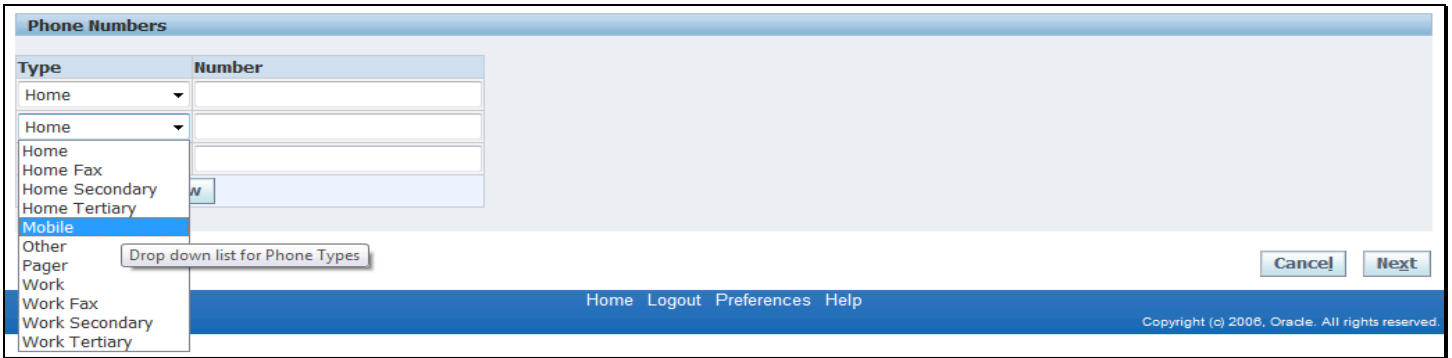
A screenshot of the expanded 'Main Address' screen. The checkbox 'Use my address for this person.' is unchecked and circled in red. The address fields are populated with the following information:

Main Address

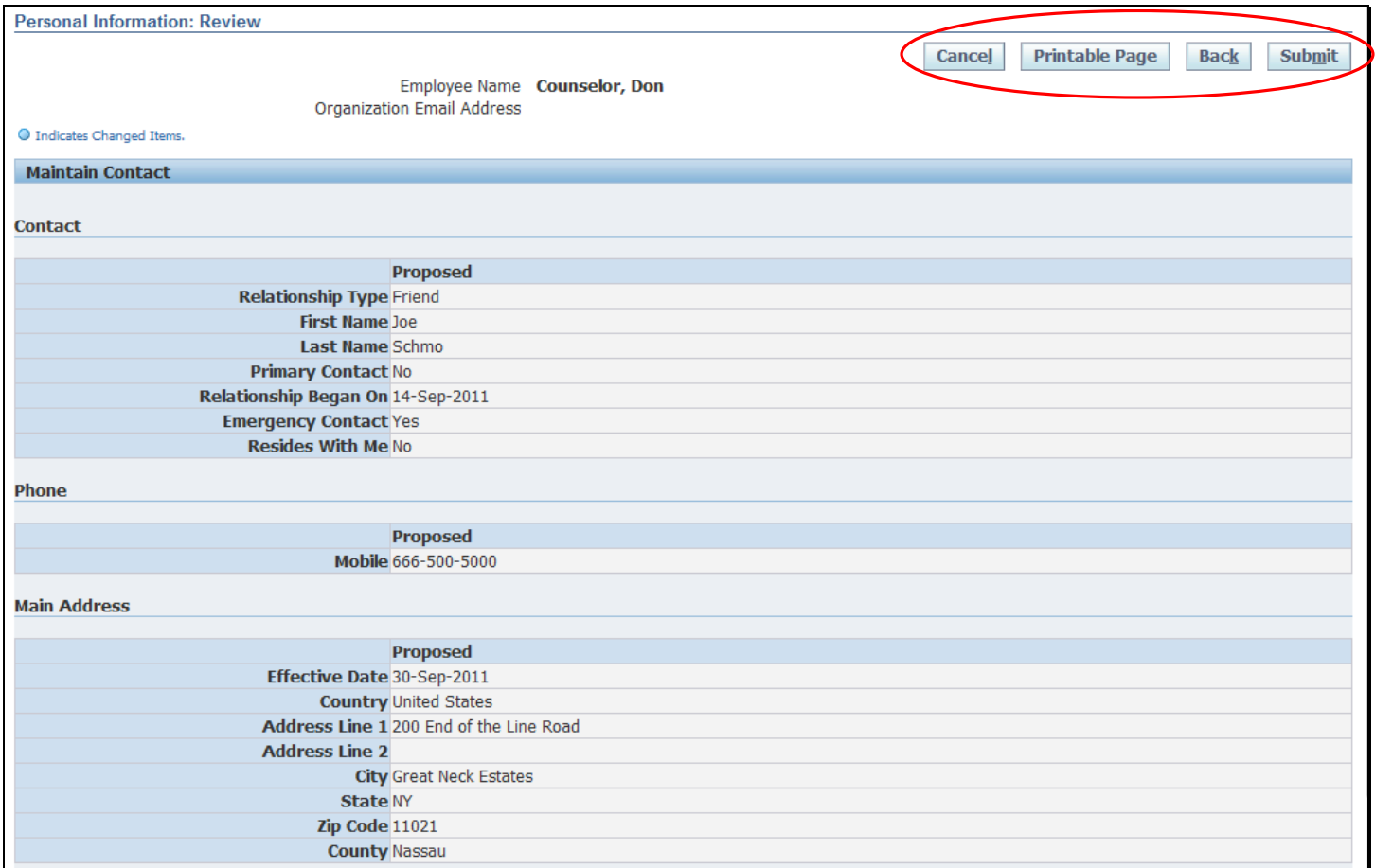
Use my address for this person.

Effective Date: 30-Sep-2011
Country: United States
* Address Line 1: 200 End of the Line Road
Address Line 2:
* City: Great Neck Estates
State: NY
New York
* Zip Code: 11021
County: Nassau
Nassau

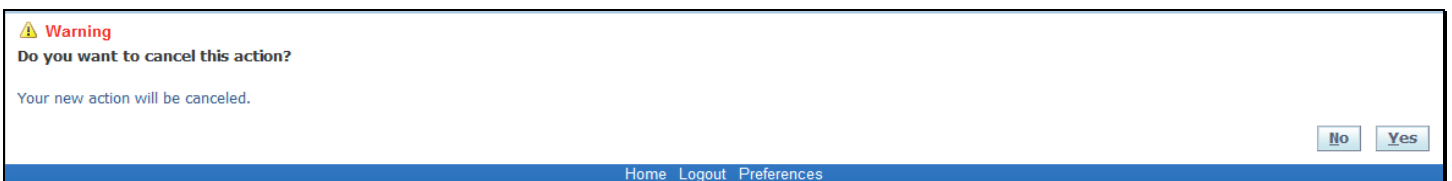
10. Enter a contact's phone numbers in the **Phone Numbers** section. If the contact has more than one phone number, click on 'Add Another Row' and use the dropdown list for Phone Types to include additional numbers.



11. Once you click NEXT, review the **proposed** changes and check for accuracy. Choose to go 'Back', 'Cancel', print using 'Printable Page', or 'Submit'. Use 'Back' to re-do your changes – you'll be brought to the previous update screen.



12. When you choose 'Cancel', you will get the "Warning" screen below. Choose 'Yes' to discard your changes.



13. When you click on 'Printable Page' you will get the page below. The print options will appear in the FILE window

File Edit View Favorites Tools Help

Personal Information: Review

Employee Name **Counselor, Don**
 Organization Email Address

Indicates Changed Items.

Maintain Contact

Contact

Proposed

Relationship Type Sister
 First Name Holly
 Last Name Moses
 Primary Contact No
 Relationship Began On 28-Sep-2011
 Emergency Contact Yes
 Resides With Me Yes

14. Choose 'Submit'; a CONFIRMATION message appears informing you that your changes have been applied.

Confirmation

Your changes have been applied.

[Return to Overview](#)

15. Click on 'Return to Overview' to view the new contact. This section lists all contacts and displays their relationship to the employee.

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: [Update](#) [Remove](#) | [Add](#)

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
<input checked="" type="radio"/> Counsel, James	Mother	Yes			
<input type="radio"/> Moses, Holly	Sister	No			
<input type="radio"/> Counsel, Frederick	Child	No			

Dependents and Beneficiaries: You can add or update this section only from the Benefits Page.

Name	Relationship
Counsel, James	Mother
Counsel, Frederick	Child
Counsel, Fredrick	Child
Moses, Holly	Sister
Counsel, James	Brother

[Home](#)

Removing an Emergency Contact

Case #1 – Removing an Emergency Contact *as of a future date*

1. Click on the REMOVE button to delete an Emergency Contact.

Emergency Contacts: You Can Add A New or Use an Existing Contact

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: [Update](#) [Remove](#) [Add](#)

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
<input checked="" type="radio"/> Park, Asbury	Brother	Yes			
<input type="radio"/> Fields, Strawberry	Child	No			

Dependents and Beneficiaries: You can add or update this section only from Benefits Page

Name	Relationship
Park, Asbury	Brother
Fields, Strawberry	Child

2. You can **use a future end date** as in the example below. Although the actual change date is October 19, the contact will end on October 31.



Remove Contact Cancel Next

Employee Name
Organization Email Address

Use this page to remove this contact. Enter an End Date to specify when to remove the contact.
* Indicates required field

Name **Jenkins, Danielle**

Contact Type **Emergency**

* End Date **31-Oct-2011**  

(example: 19-Oct-2011)

3. Click NEXT; review the proposed action. Choose to go 'Back', 'Cancel', print using 'Printable Page', or 'Submit'. Use 'Back' to re-do your changes – you'll be brought to the previous screen.

Personal Information: Review Cancel Printable Page Back Submit


Employee Name **Local 32BJ, Ron**
Organization Email Address

Indicates Changed Items.

Delete Contact

Removed	
Contact Name	Park, Asbury
Contact Type	Emergency
Relationship	Brother
Remove Emergency relationship also	Yes
End Date	23-Sep-2011

4. When you choose 'Cancel', you will get the "Warning" screen below. Choose 'Yes' to discard your changes.

 **Warning**

Do you want to cancel this action?

Your new action will be canceled.

No Yes

Home Logout Preferences

5. When you click on 'Printable Page' you will get the page below. The print options will appear in the **FILE** window.

File Edit View Favorites Tools Help

Personal Information: Review


Employee Name **Local 32BJ, Ron**
Organization Email Address

Indicates Changed Items.

Delete Contact

Removed	
Contact Name	Park, Asbury
Contact Type	Emergency
Relationship	Brother
Remove Emergency relationship also	Yes
End Date	30-Sep-2011

6. Choose 'Submit'; a CONFIRMATION message appears informing you that your changes have been applied.

 **Confirmation**

Your changes have been applied.

Return to Overview

- Click on **'Return to Overview'** to view the Emergency Contacts. With relations that end in the future, **the person will appear as a contact *until* that end date arrives.**

Emergency Contacts: You Can Add A New or Use an Existing Contact

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: |

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
<input checked="" type="radio"/>	Park, Asbury	Brother	Yes			
<input type="radio"/>	Fields, Strawberry	Child	No			

Dependents and Beneficiaries: You can add or update this section only from Benefits Page

Name	Relationship
Park, Asbury	Brother
Fields, Strawberry	Child

Case #2 – Removing an Emergency Contact *as of the current or a previous date*

- Today's date is September 23rd. Click on the REMOVE button to delete an Emergency Contact.

Emergency Contacts: You Can Add A New or Use an Existing Contact

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact:

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
<input checked="" type="radio"/>	Park, Asbury	Brother	Yes			
<input type="radio"/>	Fields, Strawberry	Child	No			

Dependents and Beneficiaries: You can add or update this section only from Benefits Page

Name	Relationship
Park, Asbury	Brother
Fields, Strawberry	Child

- This is the Review screen displayed when you are removing a contact as of a **PREVIOUS DATE**, 13-SEP-2011.

Personal Information: Review

Employee Name **Local 32BJ, Ron**
 Organization Email Address

Indicates Changed Items.

Delete Contact

Removed	
Contact Name	Fields, Strawberry
Contact Type	Emergency
Remove Emergency relationship also	Yes
End Date	13-Sep-2011

- Choose to go 'Back', 'Cancel', print using 'Printable Page', or 'Submit'. Use **'Back'** to re-do your changes – you'll be brought to the previous screen.

- When you choose **'Cancel'**, you will get the "Warning" screen below. Choose 'Yes' to discard your changes.

Warning

Do you want to cancel this action?

Your new action will be canceled.

[Home](#) [Logout](#) [Preferences](#)

5. When you click on 'Printable Page' you will get the page below. The print options will appear in the FILE window.

File Edit View Favorites Tools Help

Personal Information: Review

Employee Name Local 32BJ, Ron
 Organization Email Address

Indicates Changed Items.

Delete Contact

Removed

Contact Name	Fields, Strawberries
Contact Type	Emergency
Remove Emergency relationship also	Yes
End Date	13-Sep-2011

6. Choose 'Submit'; a CONFIRMATION message appears informing you that your changes have been applied.

Confirmation

Your changes have been applied.

Return to Overview

7. Click on 'Return to Overview' to view the Emergency Contacts. With relations that end in the past, **the person will no longer appear as a contact on the current date.** Since today is 23-SEP-2011, the contact is not displayed.

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Add

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
	No results found.					

Dependents and Beneficiaries: You can add or update this section only from the Benefits Page.

Name	Relationship
Fields, Strawberry	Child
Park, Asbury	Brother

Updating an Emergency Contact


1. Select UPDATE as the Emergency Contact option.

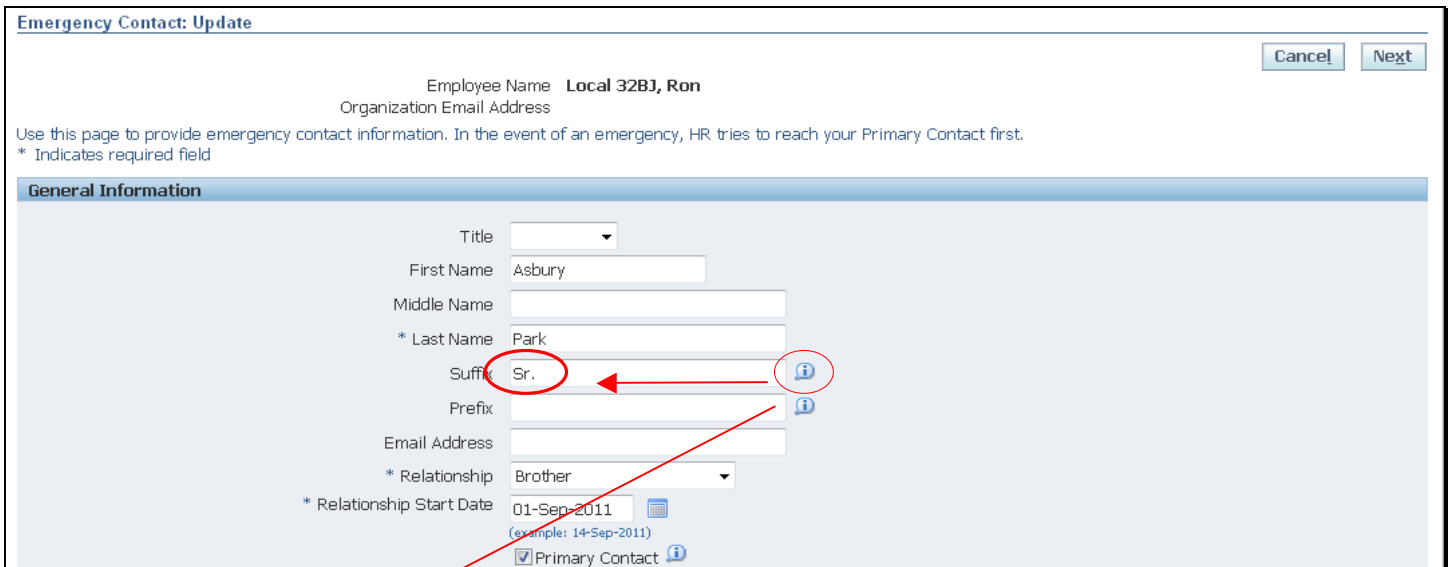
Emergency Contacts: You Can Add A New or Use an Existing Contact

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: Update Remove | Add

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
<input checked="" type="radio"/>	Park, Asbury	Brother	Yes			

2. Add the Suffix 'Sr.' using the dropdown icon  to access the menu of Suffix choices.



Emergency Contact: Update

Employee Name Local 32BJ, Ron
Organization Email Address

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.
* Indicates required field


General Information

Title

First Name Asbury

Middle Name

* Last Name Park


Suffix **Sr.** 

Prefix

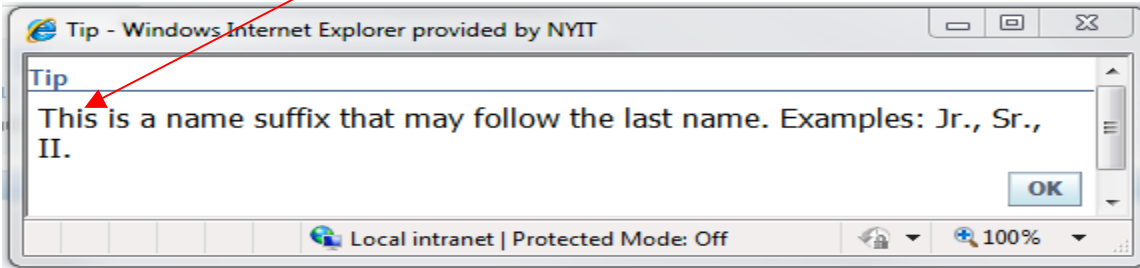
Email Address

* Relationship Brother

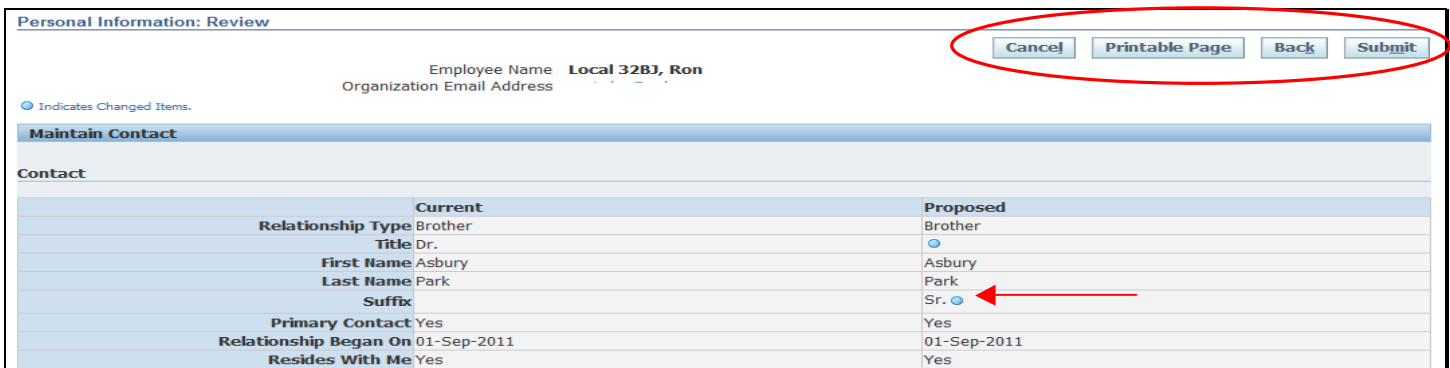
* Relationship Start Date 01-Sep-2011
(example: 14-Sep-2011)

Primary Contact 

- Note the **TIP** icon – it opens a window that provides helpful information about the field




3. The **blue dot** designates a change to the **current** information. Review the **proposed** changes and check for accuracy. Choose to go 'Back', 'Cancel', print using 'Printable Page', or 'Submit'. Use 'Back' to re-do your changes – you'll be brought to the previous update screen.





Personal Information: Review

Employee Name Local 32BJ, Ron
Organization Email Address

 Indicates Changed Items.

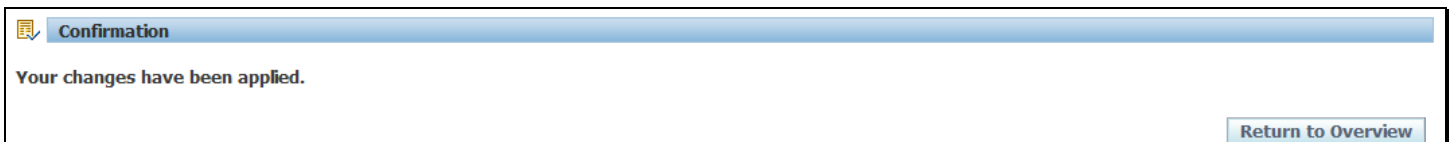
Maintain Contact

Contact

Current	Proposed
Relationship Type Brother	Brother
Title Dr.	
First Name Asbury	Asbury
Last Name Park	Park
Suffix	Sr. 
Primary Contact Yes	Yes
Relationship Began On 01-Sep-2011	01-Sep-2011
Resides With Me Yes	Yes

Cancel Printable Page Back Submit

4. SUBMIT



Confirmation

Your changes have been applied.

Return to Overview

In addition to the above, an email alert will be sent to the employee.