

Maintaining Emergency Contacts

Employees have the ability to identify and/or modify emergency contract information via HRIS Employee Self Service. Department personnel specialist may also identify and/or modify an employee's emergency contacts using the Emergency Contact pages.

Updating this information in either area (Employee Self Service or Emergency Contact page) will immediately update the other area after saving the data.

1) Access Emergency Contact pages:

Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

2) Enter Search Criteria:

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

Find an Existing Value

EmplID: [begins with] []
Name: [begins with] []
Last Name: [begins with] []
Second Name: [begins with] []
Alternate Character Name: [begins with] []
Middle Name: [begins with] []

Contact Address/Phone page will appear. Update Contact Name and Phone.

Contact Address/Phone **Other Phone Numbers**

Lname,Fname M Person ID: W0000066007

Emergency Contact Find | View All First 1 of 1 Last

*Contact Name: [] [+ -]
*Relationship to Employee: [Other] [] Primary Contact
[] Same Address as Employee
[] Same Phone as Employee

Contact Address
Country: [USA] United States
Address: [] [Edit Address](#)

Contact Phone
Phone: []

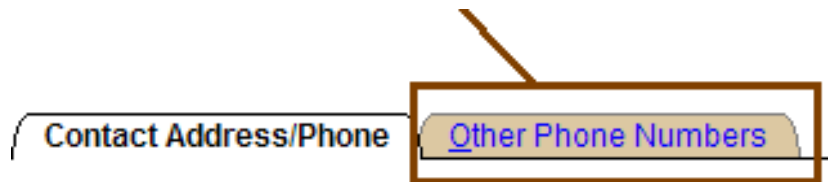
If check boxes are turned on here, the phone number displaying for the employee in HRIS will appear on the KSU Emergency Contract Report.
For each emergency contact, please enter phone number here or on the next page ... Other Phone Numbers page.

Emergency Contacts

Step 3: To add an additional Contact Name and Contact Phone, select the Insert Button.



STEP 4: To add additional phone number(s) for each contact, access the Other Phone Numbers page.



STEP 5: Review information carefully, select SAVE.

To review on-line entry, run the [KSU Emergency Contract Report](#).

Instructions: <http://www.k-state.edu/hr/hris/EmergencyContacts.pdf>