

#### M E M O R A N D U M

Kathy Gallagher, Director

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To: All Staff, Code 2A Date: March 5, 2021

From: Debora Boutté, Personnel Services Officer

Subject: Important: Keep Emergency Contacts Updated in Employee Self Service (PeopleSoft)

A workplace emergency is the worst time to realize that employee emergency contact information

is out of date or missing. Since we cannot predict when we will truly need it, now is the best time to update your emergency contact information. Personnel depends on this information to be accurate and accessible at a moment's notice for the safety of our employees.

Please make sure to add or update your emergency contact information in **Employee Self-Service (PeopleSoft)** by close of business **Friday, March 12.** 

IS YOUR
CONTACT
INFORMATION
UP-TO-DATE?

Personnel will send annual reminders to employees to ensure we have the most current information.

While you are in Employee Self-Service, review and update your address and contact details. Follow the steps on the next pages to enter or update your contact information today.

Send an email to the Department of Information Technology (DoIT) Help Desk at <a href="helpdesk@doit.cccounty.us">helpdesk@doit.cccounty.us</a> if you are locked out of the system or have technical issues relating to PeopleSoft/Employee Self-Service. Thank you for your help.

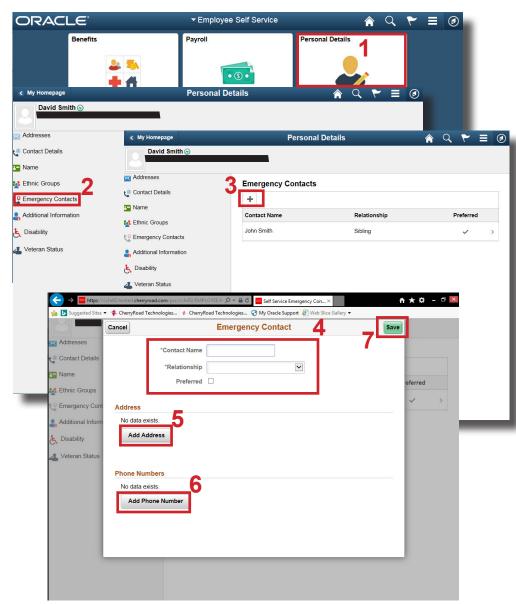


## Employee Self Service

#### **Quick Reference Guide**

# **Adding an Emergency Contact**

- 1. Click the **Personal Details** tile on the **Employee Self Service** home page.
- 2. Click the **Emergency Contact** link in the **Actions** panel on the **Personal Details** page.
- 3. Click the **Add Emergency Contact** button
- 4. Enter information in the **Contact Name** field. Select a relationship in the **Relationship** field. Check the **Preferred**check box (optional).
- 5. Click the **Add Address** button and enter address information on the **Address** page (optional). Click the **Done** button.
- Click the Add Phone button and enter phone information for the contact on the Phone Number page. Click the Done button.
- 7. Click the **Save** button.



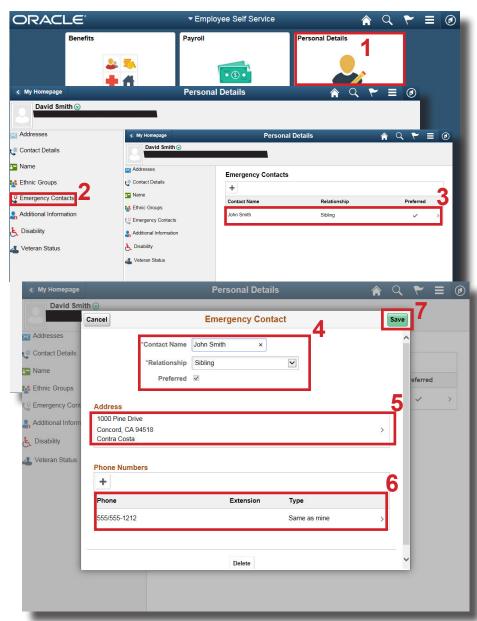


## Employee Self Service

#### **Quick Reference Guide**

# **Editing an Emergency Contact**

- 1. Click the **Personal Details** tile on the **Employee Self Service** home page.
- 2. Click the **Emergency Contact** link in the **Actions** panel on the **Personal Details** page.
- 3. Click the row for the emergency contact you want to edit.
- 4. Edit information in the **Contact Name** field. Select a relationship in the **Relationship** field. Check the **Preferred** check box (optional).
- 5. Click the address row to edit information using the **Address** page(optional). Click the **Done** button.
- 6. Click row in the **Phone Numbers** section for the phone number you want to edit. Edit phone information for the contact on the **Phone Number** page. Click the **Done** button.
- 7. Click the **Save** button.



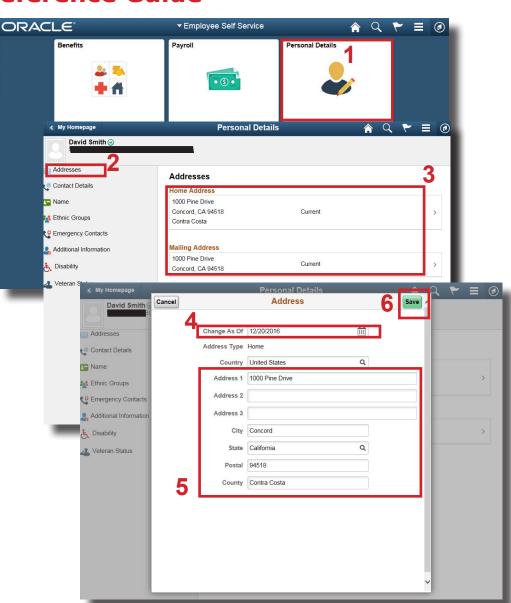


## Employee Self Service

#### **Quick Reference Guide**

#### **Change Adddress**

- 1. Click the **Personal Details** tile on the **Employee Self Service** home page.
- 2. Click the **Addresses** link in the **Actions** panel on the **Personal Details** page.
- 3. Click on the adddress you want to edit (home or mailing) **Information** panel.
- 4. Select/enter a date in the **Change As Of** field on the **Address** dialog page.
- 5. Edit your Address information using the Address 1, Address 2, Address 3, City, State, Postal, and County fields.
- 6. Click the **Save** button.





#### Employee Self Service

#### **Quick Reference Guide**

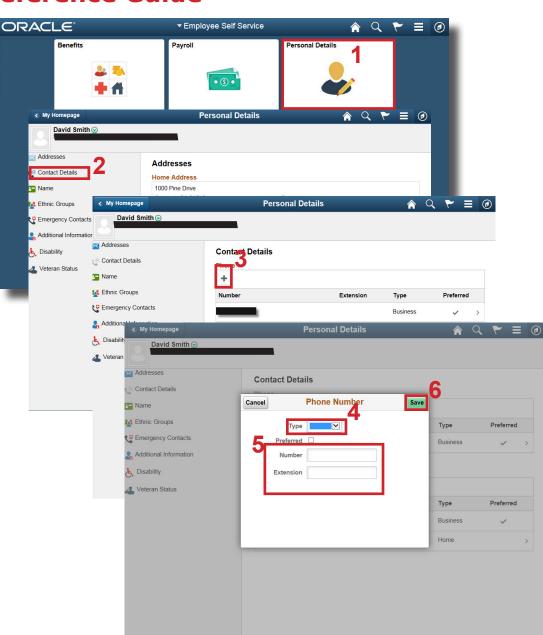
#### **Add a Phone Number**

- 1. Click the **Personal Details** tile on the **Employee Self Service** home page.
- Click the Contact Details link in the Actions panel on the Personal Details page.
- 3. Click on the **Plus** (Add a Phone Numbeer) button on the **Information** panel.
- 4. Select a phone type in the **Type** field on the **Phone Number** page.
- 5. Enter your phone number information in the **Number** and **Extension** (optional) fields.
- 6. Click the **Save** button.

#### **Note**

You can store up to four phone numbers in the system: Business, Home, Mobile (cell), and Pager 1.

Your business phone should be marked as your preferred phone. You can have only one preferred phone number.





## Employee Self Service

## **Quick Reference Guide**

#### Add an eMail Address

- 1. Click the **Personal Details** tile on the **Employee Self Service** home page.
- Click the Contact Details link in the Actions panel on the Personal Details page.
- 3. Click the **Plus** (**Add Email**) button on the Email grid on the Information panel.
- 4. Select Home in the **Type** field on the **Email Address** page.
- 5. Enter your email address in the **Email Address** field.
- 6. Click the **Save** button.

#### **Note**

You can store two eMail addresses in the system: a business email and a home email.

All employees are assigned a business eMail address. You cannot edit or delete this address. It must be your preferred eMail address.

