

# Quick Reference Guide

## Changing Emergency Contacts in Employee Self Service

### UNI e-Business Suite

University employees can enter their Emergency Contact Information through Employee Self Service in the e-Business application. These Emergency Contacts will be used by UNI in the event an employee is injured or experiences a sudden illness or another emergency.

#### ADDING EMERGENCY CONTACT INFORMATION

1. Logon to My UNIVERSE.
2. Click e-Business Login in the e-Business channel.
3. Enter your e-Business username and password.



4. Select UNI Employee Self Service and then click Extra Information.

**ORACLE** UNI Employee Self Service [Home](#) [Logout](#) [Preferences](#)

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**Extra Information** [Cancel](#) [Back](#) [Review All Content for Submission](#)

Employee Name **Whitt, Patricia B** Email Address [Pat.Whitt@uni.edu](mailto:Pat.Whitt@uni.edu)  
 University ID

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**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	Primary MI 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](#)

5. Click the Add a Row button under the heading Emergency Contact Information.
6. Enter the Contact's information. Required fields 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. *See screen shot next page.*
7. Click the Review for Submission button. *See screen shot next page.*

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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

- Review the Emergency Contact Information as seen below. Click the Update button to change information. Click the Delete button to delete a contact. Click the Add a Row button to enter additional contacts.

#### Emergency Contact Information

Select Object:

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	Contact's Last Name	Y Yes	123-456-7890		240-456-7890		319-012-3456			

- Click the Review All Content for Submission button.

- Review your selections under the Proposed column and click Submit to apply the changes.

#### Extra Information Type

##### Emergency Contact Information

	Proposed
<b>First Name</b>	Contact's First Name
<b>Last Name</b>	Contact's Last Name
<b>Primary Contact</b>	Y
<b>Phone 1</b>	123-456-7890
<b>Phone 2</b>	240-456-7890
<b>Phone 3</b>	319-012-3456

- After clicking the Submit button a Confirmation screen will appear.

**Confirmation**

Your changes have been applied.