



Contra Costa County PeopleSoft Training

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.
6. 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.

The screenshots illustrate the process of adding an emergency contact in the Oracle PeopleSoft Employee Self Service system. The first screenshot shows the 'Personal Details' tile (1) on the home page. The second screenshot shows the 'Emergency Contacts' link in the left sidebar (2) and the 'Add Emergency Contact' button (3) on the 'Personal Details' page. The third screenshot shows the 'Emergency Contact' form with fields for 'Contact Name' (4), 'Relationship' (5), and 'Preferred' (6). The 'Save' button (7) is also visible.

Contact Name	Relationship	Preferred
John Smith	Sibling	<input checked="" type="checkbox"/>