



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

## Deleting 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 delete.
4. Click the **Delete** button.
5. Click the **Yes** button on the **Delete** confirmation page.

The first screenshot shows the Oracle Employee Self Service home page with the 'Personal Details' tile highlighted by a red box and the number 1. The second screenshot shows the 'Personal Details' page for David Smith, with the 'Emergency Contacts' link in the left sidebar highlighted by a red box and the number 2. The third screenshot shows the 'Emergency Contacts' table with one entry: John Smith, Sibling, Preferred. This entry is highlighted by a red box and the number 3. Below this, a 'Delete' button is highlighted by a red box and the number 4. The final screenshot shows a confirmation dialog box asking 'Are you sure you want to delete Emergency Contact (John Smith)?' with the 'Yes' button highlighted by a red box and the number 5.

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

Phone	Extension	Type
555/555-1212		Same as mine