



Contra Costa County PeopleSoft Training

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.

The screenshot displays the Oracle Employee Self Service interface. The top navigation bar includes 'ORACLE' and 'Employee Self Service'. The main content area shows the 'Personal Details' page for 'David Smith'. The 'Emergency Contacts' section is highlighted with a red box and a red number '2'. The 'Emergency Contacts' table is shown with a red box and a red number '3' around the 'John Smith' row. The 'Emergency Contact' form is shown with a red box and a red number '4' around the 'Contact Name' field. The 'Address' section is shown with a red box and a red number '5' around the address field. The 'Phone Numbers' section is shown with a red box and a red number '6' around the phone number field. The 'Save' button is highlighted with a red box and a red number '7'.

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

Emergency Contact

*Contact Name: John Smith

*Relationship: Sibling

Preferred: ☒

Address

1000 Pine Drive
Concord, CA 94518
Contra Costa

Phone Numbers

| Phone | Extension | Type |
|--------------|-----------|--------------|
| 555/555-1212 | | Same as mine |

Save