

How Do I Change My Emergency Contact?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Personal Details** tile.
4. On the **Personal Details** page, click the **Emergency Contacts** link.

Add an Emergency Contact

5. On the **Emergency Contacts** page, click the **Add Emergency Contact** icon.
6. On the **Emergency Contact** page, populate the **Contact Name** field.
7. Click the **Relationship** field and select a valid value from the listing.
8. Click the **Preferred** checkbox, if desired, to designate the contact as the "first person to call."

Add an Address for the New Emergency Contact

9. On the **Emergency Contact** page, click the **Add Address** button.
10. If the emergency contact's address is the same as the employee's address, click the **Same as mine** checkbox on the **Address** page and skip to **Step 12**.
11. If the contact has a different address, populate the **Address** fields for the emergency contact.
12. Click the **Done** button.

Add a Phone Number for the New Emergency Contact

13. On the **Emergency Contact** page, click the **Add Phone Number** button.
14. If the emergency contact's phone number is the same as the employee's phone number, click the **Same as mine** checkbox on the **Address** page and skip to **Step 18**.



15. If the contact has a different phone number, click the **Type** field.
16. Select a valid value from the listing.
17. Populate the **Number** and **Extension** fields. NOTE: Populating the Extension field is optional.
18. Click the **Done** button.

Save the New Emergency Contact

19. Click the **Save** button.

Add an Additional Emergency Contact

20. To add another emergency contact, click the **Add** icon displayed above the **Contact Name** field on the Emergency Contacts page.
21. Then, repeat **Step 5** through **Step 19**.

Update Emergency Contact Information

22. On the **Emergency Contacts** page, click the **Contact Name** associated with the **Emergency Contact** to update.
23. Make the necessary changes to the emergency contact information.
24. Click the **Save** button.

Designate an Emergency Contact as Preferred (or Primary)

25. On the **Emergency Contacts** page, click the **Contact Name** associated with the **Emergency Contact** to designate.
26. Click the **Preferred** checkbox associated with the emergency contact.
27. Click the **Save** button.

Delete an Emergency Contact

28. On the **Emergency Contacts** page, click the **Contact Name** field associated with the **Emergency Contact** to delete.
29. Click the **Delete** button.
30. Click the **Yes** button on the confirmation message.



Complete the Task/Sign Out of Application

31. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



32. Click the **Sign Out** option in the listing.

