



Introduction

Individuals managing Person of Interest (POI) data may, at times, need to enter or maintain emergency contact information. Individuals in University Personnel may also need to enter this information for new employees. This information is used by the University in case of an emergency with the employee or POI.

Enter Emergency Contact Information

If a person already has emergency contact information in the system, there is nothing to do. If not, you can enter it.

Complete a Search

1. Navigate: Main Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
2. Enter the search criteria (A) and click Search
3. Click the hyperlinked name of the person whose data you wish to review or enter (B)



**ENTER AND MAINTAIN
EMERGENCY CONTACT INFORMATION**
UNIVERSITY PERSONNEL 408-924-2250

Enter the Information

1. Enter the Contact

Name (416N4x(416N)o 34 Tc 0.005 Tw50.03696.7 JET09a (C)5.4 (o)4.2AN