NYIT Self-Service Application
Updating Emergency Contacts

Employees will be able to update their EMERGENCY CONTACTS via Self-Service. Changes made through this section of the application will change the employee’s NYIT Personnel Record in Human Resources.

NYIT Self Service Applications → Personal Information → Emergency Contacts

1. Select ‘Personal Information’ from the Oracle Self Service Menu.

2. From this screen you can change your Phone Numbers, Primary Address and Emergency Contacts. You cannot alter your Basic Details or Dependents and Beneficiaries.
Please Note: If at any time in the past you removed a contact, you will get the error below when you attempt to ADD, UPDATE or REMOVE that same contact in Self Service. Contact Human Resources to make changes to a previously removed contact.

Adding an Emergency Contact

1. If you are adding your first emergency contact, you must click on the Add button as displayed.

2. If you have existing contacts and want to add another, select the Add button from the three choices below.

3. You will be brought to the Existing Contacts: Choose screen. To make this person an Emergency Contact, select the radio button to the left of the person’s name. To enter a new contact click ‘Continue’.
4. **Step 1 and step 3 both bring you to the ‘Emergency Contact: Create’ screen where you enter contact information.** This screen has three sections: **General Information**, **Main Address** and **Phone Numbers**. You can indicate whether this person is your **Primary Contact** - If you have more than one contact, this will be the first person contacted in case of an emergency.

![Emergency Contact Create Screen](image)

- **Use the Tip icon** to access a pop up window which provides field information and instructions.

![Tip Screen](image)

- **If you already have a Primary Contact, you’ll get an error when you try to designate a second Primary Contact**

![Error Screen](image)

5. **In General Information** you must populate three required fields: **Last Name, Relationship and Relationship Start Date**. The **Relationship Start Date** can be any past, current or future date.

![General Information Screen](image)
6. Choose the Relationship of your contact

7. Next, use the calendar icon to access a calendar from which to choose the effective Relationship Start Date. This window allows you to ‘Pick a Date’ using , , and to access different months and years. You can also type in the date using the format DD-MON-YYYY (i.e., 24-AUG-2011).

8. The Main Address section is used to record the contact’s address. If the contact resides with the employee, enter a check in the box to the left of ‘Use my address for this person.’

9. If the contact does not reside with the employee, uncheck the box to the left of ‘Use my address for this person’; you will be brought to the expanded Main Address screen below.
10. Enter a contact’s phone numbers in the **Phone Numbers** section. If the contact has more than one phone number, click on ‘Add Another Row’ and use the dropdown list for Phone Types to include additional numbers.

11. Once you click NEXT, review the **proposed** changes and check for accuracy. Choose to go ‘Back’, ‘Cancel’, print using ‘Printable Page’, or ‘Submit’. Use ‘Back’ to re-do your changes – you’ll be brought to the previous update screen.

12. When you choose ‘Cancel’, you will get the “Warning” screen below. Choose ‘Yes’ to discard your changes.
13. When you click on ‘Printable Page’ you will get the page below. The print options will appear in the FILE window.

14. Choose ‘Submit’; a CONFIRMATION message appears informing you that your changes have been applied.

15. Click on ‘Return to Overview’ to view the new contact. This section lists all contacts and displays their relationship to the employee.

Removing an Emergency Contact

Case #1 – Removing an Emergency Contact as of a future date

1. Click on the REMOVE button to delete an Emergency Contact.
2. You can use a future end date as in the example below. Although the actual change date is October 19, the contact will end on October 31.

![Image of Remove Contact interface with future end date set to October 31]

3. Click NEXT; review the proposed action. Choose to go ‘Back’, ‘Cancel’, print using ‘Printable Page’, or ‘Submit’. Use ‘Back’ to re-do your changes – you’ll be brought to the previous screen.

![Image of Personal Information: Review interface with options to cancel, print, and submit]

4. When you choose ‘Cancel’, you will get the “Warning” screen below. Choose ‘Yes’ to discard your changes.

![Image of Warning screen]

5. When you click on ‘Printable Page’ you will get the page below. The print options will appear in the FILE window.

![Image of Printable Page with options to cancel, print, and submit]

6. Choose ‘Submit’; a CONFIRMATION message appears informing you that your changes have been applied.

![Image of Confirmation message]

Your changes have been applied.
7. Click on ‘Return to Overview’ to view the Emergency Contacts. With relations that end in the future, the person will appear as a contact until that end date arrives.

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**Case #2 – Removing an Emergency Contact as of the current or a previous date**

1. Today’s date is September 23rd. Click on the REMOVE button to delete an Emergency Contact.

![Image of Emergency Contact removal screen]

2. This is the Review screen displayed when you are removing a contact as of a PREVIOUS DATE, 13-SEP-2011.

![Image of Review screen]


4. When you choose ‘Cancel’, you will get the “Warning” screen below. Choose ‘Yes’ to discard your changes.

![Image of Warning screen]
5. When you click on ‘Printable Page’ you will get the page below. The print options will appear in the FILE window.

6. Choose ‘Submit’; a CONFIRMATION message appears informing you that your changes have been applied.

7. Click on ‘Return to Overview’ to view the Emergency Contacts. With relations that end in the past, the person will no longer appear as a contact on the current date. Since today is 23-SEP-2011, the contact is not displayed.

Updating an Emergency Contact

1. Select UPDATE as the Emergency Contact option.
2. Add the Suffix ‘Sr.’ using the dropdown icon to access the menu of Suffix choices.

3. The blue dot designates a change to the current information. Review the proposed changes and check for accuracy. Choose to go ‘Back’, ‘Cancel’, print using ‘Printable Page’, or ‘Submit’. Use ‘Back’ to re-do your changes – you’ll be brought to the previous update screen.

4. SUBMIT

In addition to the above, an email alert will be sent to the employee.