

Family Emergency Contact Information

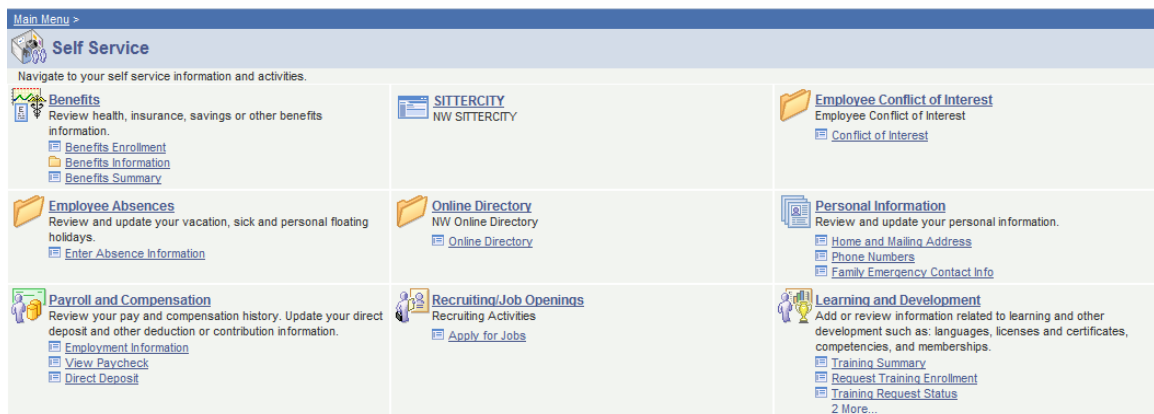
What is this information used for?

The names and phone numbers you provide in the Family Emergency Contact panel of HRIS Self Service will be used in the event that something happens to you on campus (e.g. illness or injury) and someone close to you needs to be notified.

IMPORTANT NOTE: This is NOT Emergency Notification information. Emergency Notification numbers are the numbers by which Northwestern would notify *you* personally if there is an emergency situation on campus.

Adding an Emergency Contact

Step	Action
1.	Go to the HRIS tab on the Human Resources web site. The link to the HRIS page is: http://www.northwestern.edu/hr/hris/
2.	In the left-hand column titled Current HRIS Applications , click on the HRIS Self Service link.
3.	Click on Accessing Self Service .
4.	A small window might pop up saying “This page contains both secure and nonsecure items. Do you want to display the nonsecure items?” Click Yes .
5.	The HRIS Self Service login page will appear on your screen. Type in your NetID and password. The Main Menu will appear.
6.	Click Self Service on the Main Menu. The Self Service options window will appear.



The screenshot shows the 'Self Service' main menu with the following sections:

- Benefits**: Review health, insurance, savings or other benefits information.
 - Benefits Enrollment
 - Benefits Information
 - Benefits Summary
- Employee Absences**: Review and update your vacation, sick and personal floating holidays.
 - Enter Absence Information
- Payroll and Compensation**: Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
 - Employment Information
 - View Paycheck
 - Direct Deposit
- SITTCITY**: NW SITTCITY
- Online Directory**: NW Online Directory
 - Online Directory
- Recruiting/Job Openings**: Recruiting Activities
 - Apply for Jobs
- Employee Conflict of Interest**: Employee Conflict of Interest
 - Conflict of Interest
- Personal Information**: Review and update your personal information.
 - Home and Mailing Address
 - Phone Numbers
 - Family Emergency Contact Info
- Learning and Development**: Add or review information related to learning and other development such as: languages, licenses and certificates, competencies, and memberships.
 - Training Summary
 - Request Training Enrollment
 - Training Request Status
 - 2 More...

10.	Type the name of your friend/relative in the Contact Name field.
11.	Click the drop down arrow next to the Relationship to Employee field and highlight the option that best describes that person’s relationship to you. Options in alphabetical order are: Aunt, Brother, Daughter, Domestic Partner Adult, Domestic Partner Daughter, Domestic Partner Son, Employee, Estate, ExSpouse, Father, Father-In-Law, Foster Daughter, Foster Son, Friend, Grandchild, Grandfather, Grandmother, Mother, Mother-in-Law, Neighbor, Nephew, Niece, Other, Other Relative, Recognized Child, Roommate, Self, Sister, Son, Spouse, Uncle.
12.	At this point, you may click the yellow Save button at the bottom of the screen. or continue adding information to this contact.
13.	If the emergency contact person has the same address that you do, click the check box in front of Contact has the same address as the employee . Your address will appear.
14.	If the emergency contact person has the same phone number that you do, click the check box in front of Contact has the same telephone number as the employee . Your phone number will appear in the field below.
15.	If the emergency contact person has a different address than you do, click Edit Address and complete the information fields. NOTE: This information is optional.
16.	If the emergency contact person has a different phone number than you do, type their phone number into the Telephone: field. IMPORTANT NOTE: Even though this information is optional, without a phone number the university would have no way of quickly contacting a friend/relative if something happened to you. Please provide a phone number for each contact.
17.	You may add more than one phone number for this contact by clicking the Add a Phone Number button.
18.	Click Add a Phone Number . A new row with blank fields will appear.

Phone Type	*Telephone	Extension	Preferred
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="Delete"/> <input type="button" value="+"/> <input type="button" value="-"/>			

19.	Under the Phone Type column, click the drop down arrow to the right. Choose the type of phone number you wish to add. The options are: Cellular, Home, Office Campus Phone, Voice Mail Phone, Work Phone 1, or Work Phone 2
20.	Type in the phone number and an extension if it is necessary. Click Save .
21.	Once you have completed all the information you would like to provide about this emergency contact, click Save .

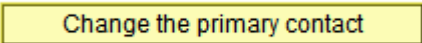
Adding Friends and Family to Your Emergency Contact List

If you have already submitted an emergency contact, you may add more names to your emergency contact list.

Step	Action
22.	Once you've reached the Emergency Contact page by following steps 1-8 above, you will see all the names you previously listed. Click Add an Emergency Contact . A new screen with blank fields will appear.
23.	The same screen will appear as for your first contact name. Follow steps 10-18. Repeat until all your emergency contacts have been entered. You may enter the names and information of a total of three people in case your primary contact is unreachable at the time of your emergency.

Choosing or Changing Your Primary Contact

If you listed more than one person to be contacted if something happens to you, you need to indicate which person should be called first. You may do this when you first enter the data for that person into Self Service, or you can go back later to change your preferred Primary Contact.

Step	Action
24.	Once you've reached the Emergency Contact page by following steps 1-8 above, you will see all the names you previously listed. To the lower right of the panel, you will see:  Click this button.
25.	Click the drop down arrow to the right of the Primary Contact field. A list of all your emergency contact names will appear.
26.	Highlight the name of the person you would prefer to be called first in an emergency. Click Save . Click Return to Emergency Contacts .
27.	The name of the person you selected will appear next to Primary Contact .

Deleting a Contact

After some time, you might want to remove the name of an Emergency contact if they move away or your relationship changes, or to replace them with a more current contact person.

Step	Action
28.	Get to the Family Emergency Contact page by following steps 1-8 above. The names of your contacts will appear.
29.	Click the yellow Delete button next to the name of the person you wish to remove. A new screen appears asking you to confirm that you want that name deleted.
30.	Click Yes –Delete . Then click Save .