

Instructions for Adding Emergency Contacts to e-Business Suite

In the event an employee is injured or experiences a sudden illness or other emergency while at work, it is important to have accurate, up-to-date emergency contact information available so contacts can be notified. Employees are being asked to enter personal emergency contact information in e-Business Suite Employee Self Service via MyUNIverse and to update this information as changes occur. Annual reminders to update personal emergency contacts will occur along with the UNI Directory update reminder each fall. The information entered will be accessible by Human Resource Services, as well as those with e-Business Suite Manager responsibilities within the employee's department and at the division level.

This request should not be confused with the UNI Alert system in which additional personal contact information to receive notifications is entered. These notifications are only used to notify the campus community of campus emergencies and threats to physical safety, not to notify employee's contacts of their personal emergencies.

On the Emergency Contacts entry screen, there is a separate W-2 delivery preference option where employees can designate how to receive their W-2 (online, in paper, or both methods). W-2 preference designations are only accessible by the employee and payroll staff.

1. Accessing e-Business Suite

- 1.1. Log into MyUNIverse (https://portal.uni.edu/).
- 1.2. Click once on the Work @ UNI tab.
- 1.3. Locate the e-Business Resources channel and click once on the e-Business Login link.



1.4. The *e-Business Suite* login web page should appear. Enter your e-Business Suite **username** and **password**.

	Personalize
PAF HRIS Admin	
East Preparer H	luman_Rsrc_Svcs
🔺 🚞 UNI Employee Se	elf Service
Personal Information	ation
W-4 Form Emplo Allowances	oyee Withholding
Payslip	
UNI Employee B	enefits Self-Service
UNI Time Manag	gement System
View Benefits	
Employee W-2	
Emergency Cont	tact Info
W2 Delivery Pre	ference
UID Payroll Ded	uct Authorization

1.6. Then click once on **Emergency Contact Info**.

2. Add an Emergency Contact

	mergency Contact Info: Extra Information											All Content for Submission	
		Emp	loyee Name			Email Address							
Emergency Cor Accurate and u information to i	ntact Informat p-to-date em nform your co	tion ergency conta ontact(s). The	ct information is critical following information wi	for every emplo Il only be used i	oyee. In the eve n the event of a	ent of an accider an emergency.	t/injury or sudde	en illness, your	University ID	vision an	d/or Human Re	source Services will use th	
ID Payroll Dedu Miscellaneous d are agreeing to Where payroll of Changes will no W2 Delivery Pre Choosing Yes 1	tet Authorizat deductions fr the following deduction is o of be saved u eference Infor or the Online	ion Informatio om your paych fffered, I autho ntil you click c mation option will allo	n neck must have the emp orize UNI to deduct from on the "Review All Conte ow you to view/print the	oloyee's written my paycheck a ont for Submissi W2 through En	authorization. F any purchase fo on" and then the sployee Self Ser	For deductions up or which I initiate e "Submit" butto	ising your ID Ca and provide my n. er W2 will not be	rd, you may prov v UID. e mailed unless	ovide this author s you are an ex-e	ization e employee	lectronically be at the time the	low. By selecting Yes you	
Please read the After making a c	instructions ca hange via an l	result in no vie arefully. Jpdate or Add a	a Row, changes will not be	e saved unless y	ice and a paper ou then click thro	r W2 Will be mail	w for Submission	viaii. I/ Review All Coi	ntent for Submiss	on/ Subr	nit buttons.		
Emergency	Contact I	in of mation											
Emergency Select Object:	Delete	Update A	dd a Row •••	Bhone 4	Bhone 4 Fut	Bhana 2	Bhone 2 Evt	Bhone 2	Bhans 2 Fut	Interne	tional Bhana 4	International Disease	
Emergency Select Object: Select Status	Delete First Name Firstname	Update A Last Name Lastname	dd a Row ••• MI Primary Contact	Phone 1 999-000-0000	Phone 1 Ext.	Phone 2 999-000-0000	Phone 2 Ext.	Phone 3 999-000-0000	Phone 3 Ext.	Interna 999-000	tional Phone 1 ⊷0000	International Phone 2 999-000-0000	

- 2.1. The **Emergency Contact Info: Extra Information** web page should appear. Read the instructions carefully before proceeding.
- 2.2. Click once on the **Add a Row** button.

Emergency Contact Information		Cancel	Review for Submission
Employee Name	Email Address		
University ID			
Emergency Contact Information: Enter any changes below. Please type 'Y' if the contact should be the fin Click 'Review for Submission' to continue this action, click 'Cancel' to ca	st person called in the event you have an accident/injury or experience a sudden illness; otherwise typ neel this action and return to the previous page.	e 'N'. *Indi	cates field is required.
W2 Delivery Preference / UNI ID Payroll Deduct Authorization: After making selection, changes will not be saved until you click through	all the Review for Submission/Review All Content for Submission/Submit buttons and receive a Confin	mation pa	ge.
* First Name	Contact's First Name		
* Last Name	Contact's Last Name		
MI			
* Primary Contact	Y 🔟 Q.		
* Phone 1	Yes 123.456.7890		
Phone 1 Ext.	120-100-1000		
Phone 2			
Phone 2 Ext.			
Phone 3			
Phone 3 Ext.			
International Phone 1			
International Phone 2			

- 2.3. Complete this form. Required fields are denoted by an asterisk (*). In the **Primary Contact** field, type 'Y' for yes and 'N' for no to indicate if they are your primary contact.
- 2.4. Click once on the Review for Submission button.
 () Special Note: Clicking on the Review for Submission button does NOT save your content—it is a multi-step process.
- 2.5. Complete steps 2.2-2.4 to add another emergency contact.

3. Save the Emergency Contact Information

Emergency	mergency Contact Info: Extra Information											Review A	Il Content for Submissi
		Empl	oyee Name						Email Address				
									University ID				
Emergency Cont Accurate and up information to in	tact Informat o-to-date eme form your co	ion ergency contac intact(s). The f	ct information is critication is critication in the critication in the critication in the critication is critication in the criti	al for every emplo vill only be used	oyee. In the eve in the event of a	nt of an accider in emergency.	nt/injury or sudde	en illness, your	Department, Di	vision a	and/or H	uman Reso	ource Services will use
D Payroll Deduc Miscellaneous d are agreeing to t Where payroll du Changes will no N2 Delivery Pref Choosing Yes fc No for the Onlin	et Authorizati leductions fro the following eduction is o t be saved un ference Infor- or the Online e option will i	on Information om your paych : ffered, I autho. ntil you click or mation option will allo result in no vie	n weck must have the er rize UNI to deduct fro n the "Review All Con w you to view/print th wing of the W2 in Err	nployee's written m my paycheck a tent for Submissi e W2 through En nployee Self Serv	authorization. F any purchase fo ion" and then the nployee Self Se ice and a paper	For deductions under which I initiate e "Submit" button rvice and a pape W2 will be mai	ising your ID Ca and provide mj nn. er W2 will not bi led through US	ard, you may pro y <i>UID.</i> e mailed unless Mail.	ovide this author you are an ex-e	rization employ	electro	nically belo e time the N	w. By selecting Yes yo N-2 is issued. Choosin
Please read the ir After making a ch Emergency	nstructions ca lange via an U Contact Ir	refully. Jpdate or Add a nformation	Row, changes will not	be saved unless y	ou then click thro	ough all the Revie	ew for Submission	n/ Review All Cor	ntent for Submiss	ion/ Sul	bmit butt	ons.	
Select Object:	Delete	Update Ad	id a Row •••										
Select Status	First Name	Last Name	MI Primary Contac	t Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	Interr	national	Phone 1	International Phone
۲	Firstname	Lastname	M No	999-000-0000		999-000-0000		999-000-0000		999-0	00-0000		999-000-0000
0	Firstname	Lastname	M Y	999-000-0000		999-000-0000		999-000-0000		999-0	00-000		999-000-0000

3.1. Click once on the **Review All Content for Submission** button.

Emergency Contact Info: Review			Cancel	Back	Submit
Employee Name		Even II Address	Guncei	Duci	Jupin
Employee Name		Email Address			
		University ID			
Review your change, then click Submit					
 Indicates changed items for state W-4 					
Extra Information Type					
Emergency Contact Information	Proposed				
First Name	Contactio First Name				
First Name	Sontact's Pirst Name				
Last Name	Jontact's Last Name				
Primary Contact	r				
Phone 1	123-456-7890				

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3.2. Click once on the Submit button.

🖪 Confirmation	n		
			Home

3.3. Click once on the Home button.

4. Update/Edit Emergency Contact Information

Emerg	gency	/ Conta	ct Info	: Extra Infor	mati	on						Cancel	Bac <u>k</u>	Review All Co	ontent for Submission
				Employee Name							Email	Address			
											Univ	ersity ID			
Emerger Accurate informati	and up ion to in	tact Inform o-to-date e form your	nation mergency contact(s)	contact information. The following inf	on is cr formatio	itical for every em on will only be use	ployee. In the d in the event	event of an ac of an emerger	cident/injury o	r sudden illnes	s, your Depar	ment, Division	and/or H	luman Resourc	e Services will use this
D Payro Miscellar are agre Where p Changes W2 Deliv	II Deduce neous d eing to ayroll d s will no rery Pre	et Authoriz leductions the followin deduction is t be saved	ation Infor from your ng: s offered, i until you formation	rmation paycheck must h <i>authorize UNI to</i> click on the "Revi	ave the <i>deduct</i> ew All (e employee's writte from my paychec Content for Submis	en authorization k any purchas ssion" and the	on. For deducti se for which I ir n the "Submit"	ons using your nitiate and prov button.	r ID Card, you <i>vide my UID.</i>	may provide ti	nis authorizatio	n electro	onically below. E	By selecting Yes you
Choosin No for th	g Yes fo le Onlin	or the Onlir e option w	ne option v ill result in	will allow you to vi no viewing of the	ew/prin W2 in	t the W2 through I Employee Self Se	Employee Self ervice and a pa	f Service and a aper W2 will be	a paper W2 wil e mailed throug	l not be mailec gh US Mail.	l unless you a	e an ex-emplo	yee at th	e time the W-2	is issued. Choosing
Please re	ad the i	nstructions	carefully.												
After mai	king a ch	ange via ar	n Update o	r Add a Row, chang	ges will	not be saved unless	s you then click	through all the	Review for Sub	mission/ Review	v All Content fo	r Submission/ St	ubmit but	tons.	
Emerg	ency	Contact	Informa	ation											
Select C	bject:	Delete	Update	Add a Row	•••										
Select	Status	First Nam	e	Last Name	MI	Primary Contact	Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	Interna	tional Phone 1	International Phone
0		Firstname		Lastname	М	N No	999-000-0000		999-000-0000		999-000-0000		999-000	-0000	999-000-0000
0		Firstname		Lastname	м	Y Yes	999-000-0000		999-000-0000		999-000-0000		999-000	-0000	999-000-0000
		Contact's F	irst Name	Contact's Last Nar	ne	Y	123-456-7890								

- 4.1. Next to the desired contact name, click once on the circle Select button.
- 4.2. Click once on the **Update** button.
- 4.3. Complete this form. Required fields are denoted by an asterisk (*). In the **Primary Contact** field, type 'Y' for yes and 'N' for no to indicate if they are your primary contact.
- 4.4. Click once on the **Review for Submission** button. **Output** Special Note: Clicking on the Review for Submission button does NOT save your content—it is a multi-step process.
- 4.5. To save your content, complete **Section 3**.

5. Delete an Emergency Contact

- 5.1. Next to the desired contact name, click once on the circle **Select** button.
- 5.2. Click once on the **Delete** button.
- 5.3. To save your action, click once on the Review All Content for Submission button.
- 5.4. Click once on the **Submit** button.

For support, please contact <u>hrs-mail@uni.edu</u> or <u>paf-support@uni.edu</u>.