

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.

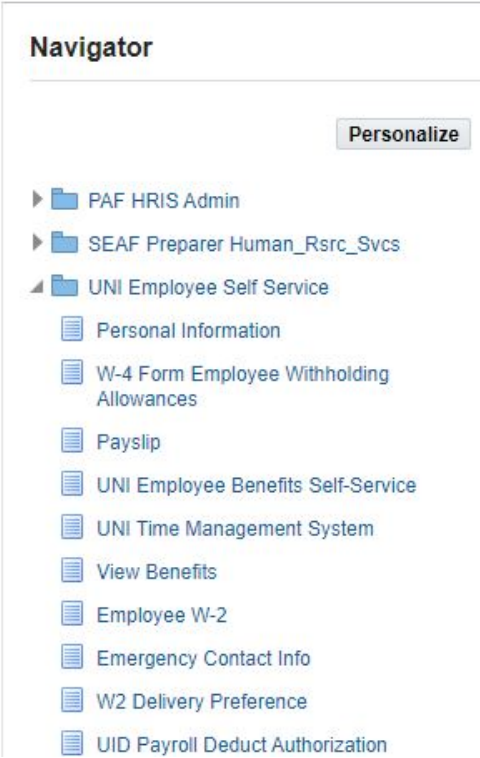
On the Emergency Contacts entry screen, there is a separate W-2 delivery preference option where employees can designate how to receive their W-2 (online, in paper, or both methods). W-2 preference designations are only accessible by the employee and payroll staff.

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**.



- 1.5. Click once on **UNI Employee Self Service**.
- 1.6. Then click once on **Emergency Contact Info**.

2. Add an Emergency Contact

Emergency Contact Info: Extra Information

CancelBackReview All Content for Submission

Employee NameEmail AddressUniversity ID

Emergency Contact Information

Accurate and up-to-date emergency contact information is critical for every employee. In the event of an accident/injury or sudden illness, your Department, Division and/or Human Resource Services will use this information to inform your contact(s). The following information will only be used in the event of an emergency.

ID Payroll Deduct Authorization Information

Miscellaneous deductions from your paycheck must have the employee's written authorization. For deductions using your ID Card, you may provide this authorization electronically below. By selecting **Yes** you are agreeing to the following:

Where payroll deduction is offered, I authorize UNI to deduct from my paycheck any purchase for which I initiate and provide my UID.

Changes will not be saved until you click on the "Review All Content for Submission" and then the "Submit" button.

W2 Delivery Preference Information

Choosing Yes for the Online option will allow you to view/print the W2 through Employee Self Service and a paper W2 will not be mailed unless you are an ex-employee at the time the W-2 is issued. Choosing No for the Online option will result in no viewing of the W2 in Employee Self Service and a paper W2 will be mailed through US Mail.

Please read the instructions carefully.

After making a change via an Update or Add a Row, changes will not be saved unless you then click through all the Review for Submission/ Review All Content for Submission/ Submit buttons.

Select Object:DeleteUpdateAdd a Row***

Select	Status	First Name	Last Name	MI	Primary Contact	Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	International Phone 1	International Phone 2
<input checked="" type="radio"/>		Firstname	Lastname	M	N No	999-000-0000		999-000-0000		999-000-0000		999-000-0000	999-000-0000
<input type="radio"/>		Firstname	Lastname	M	Y Yes	999-000-0000		999-000-0000		999-000-0000		999-000-0000	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 first person called in the event you have an accident/injury or experience a sudden illness; otherwise type 'N'. *Indicates field is required. Click 'Review for Submission' to continue this action, click 'Cancel' to cancel this action and return to the previous page.

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 Confirmation page.

* First Name

Contact's First Name

* Last Name

Contact's Last Name

MI

* Primary Contact

Y

* Phone 1

123-456-7890

Phone 1 Ext.

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 Contact Info: Extra Information

Cancel

Back

Review All Content for Submission

Employee Name

Email Address

University ID

Emergency Contact Information

Accurate and up-to-date emergency contact information is critical for every employee. In the event of an accident/injury or sudden illness, your Department, Division and/or Human Resource Services will use this information to inform your contact(s). The following information will only be used in the event of an emergency.

ID Payroll Deduct Authorization Information

Miscellaneous deductions from your paycheck must have the employee's written authorization. For deductions using your ID Card, you may provide this authorization electronically below. By selecting Yes you are agreeing to the following:
Where payroll deduction is offered, I authorize UNI to deduct from my paycheck any purchase for which I initiate and provide my UID.
Changes will not be saved until you click on the "Review All Content for Submission" and then the "Submit" button.

W2 Delivery Preference Information

Choosing Yes for the Online option will allow you to view/print the W2 through Employee Self Service and a paper W2 will not be mailed unless you are an ex-employee at the time the W-2 is issued. Choosing No for the Online option will result in no viewing of the W2 in Employee Self Service and a paper W2 will be mailed through US Mail.

Please read the instructions carefully.

After making a change via an Update or Add a Row, changes will not be saved unless you then click through all the Review for Submission/ Review All Content for Submission/ Submit buttons.

Emergency Contact Information

Select Object:

Delete

Update

Add a Row

Select Status	First Name	Last Name	MI	Primary Contact	Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	International Phone 1	International Phone 2
<input checked="" type="radio"/>	Firstname	Lastname	M	N No	999-000-0000		999-000-0000		999-000-0000		999-000-0000	999-000-0000
<input type="radio"/>	Firstname	Lastname	M	Y Yes	999-000-0000		999-000-0000		999-000-0000		999-000-0000	999-000-0000

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

Emergency Contact Info: Review

Cancel

Back

Submit

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

Contact's First Name

Last Name

Contact's Last Name

Primary Contact

Y

Phone 1

123-456-7890

3.2. Click once on the **Submit** button.

3.3. Click once on the **Home** button.

4. Update/Edit Emergency Contact Information

Emergency Contact Info: Extra Information

[Cancel](#) [Back](#) [Review All Content for Submission](#)

Employee Name

Email Address

University ID

Emergency Contact Information

Accurate and up-to-date emergency contact information is critical for every employee. In the event of an accident/injury or sudden illness, your Department, Division and/or Human Resource Services will use this information to inform your contact(s). The following information will only be used in the event of an emergency.

ID Payroll Deduct Authorization Information

Miscellaneous deductions from your paycheck must have the employee's written authorization. For deductions using your ID Card, you may provide this authorization electronically below. By selecting **Yes** you are agreeing to the following:

Where payroll deduction is offered, I authorize UNL to deduct from my paycheck any purchase for which I initiate and provide my UID. Changes will not be saved until you click on the "Review All Content for Submission" and then the "Submit" button.

W2 Delivery Preference Information

Choosing Yes for the Online option will allow you to view/print the W2 through Employee Self Service and a paper W2 will not be mailed unless you are an ex-employee at the time the W-2 is issued. Choosing No for the Online option will result in no viewing of the W2 in Employee Self Service and a paper W2 will be mailed through US Mail.

Please read the instructions carefully.

After making a change via an Update or Add a Row, changes will not be saved unless you then click through all the Review for Submission/ Review All Content for Submission/ Submit buttons.

Emergency Contact Information

Select Object:	Delete	Update	Add a Row	***									
Select	Status	First Name	Last Name	MI	Primary Contact	Phone 1	Phone 1 Ext.	Phone 2	Phone 2 Ext.	Phone 3	Phone 3 Ext.	International Phone 1	International Phone
<input type="radio"/>		Firstname	Lastname	M	N No	999-000-0000		999-000-0000		999-000-0000		999-000-0000	999-000-0000
<input type="radio"/>		Firstname	Lastname	M	Y Yes	999-000-0000		999-000-0000		999-000-0000		999-000-0000	999-000-0000
<input checked="" type="radio"/>		Contact's First Name	Contact's Last Name	Y Yes		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.

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 hrrs-mail@uni.edu or paf-support@uni.edu.