Viewing Employee Emergency Contacts in 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 HRMS 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.

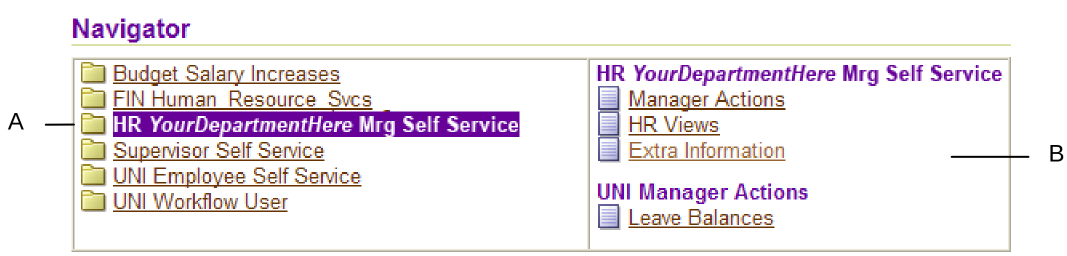
On the Emergency Contacts entry screen, there is a separate W-2 delivery preference option where employees can designate how to receive their W-2 (online, in paper, or both methods). W-2 preference designations are only accessible by the employee and payroll staff.

1. Viewing Emergency Contacts

1.1. Login to **MyUNIverse** (http://www.uni.edu).

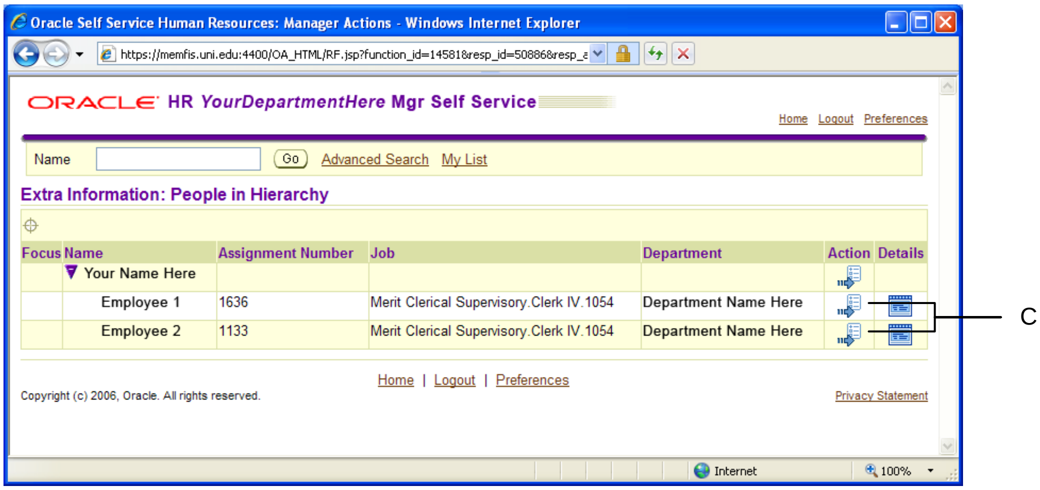
1.2. Click **e-Business Login** from the e-Business channel.

1.3. Enter your e-Business Suite username and password.



1.4. Click once on the ***HR YourDepartmentHere Mrg Self Service*** link in the **Navigator** section (A).

1.5. Click once on the ***Extra Information*** link under the **HR *YourDepartmentHere* Mrg Self Service** section (B).



1.6. Locate the desired employee under the **People in Hierarchy** section. Within that row, click once on the **Action** icon/button (C).

1.7. The employee's Emergency Contact Information should be viewable. If the information is blank, the employee has not completed this form. To learn how to complete this form, please visit http://www.vpaf.uni.edu/hrs/hris/documents/emergency_contacts.pdf.

For support, please contact hrs-mail@uni.edu or memfis-help@uni.edu.

Last Updated: September 2011