



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff, Code 2A Date: March 5, 2021
From: Debora Boutté, Personnel Services Officer
Subject: Important: Keep Emergency Contacts Updated in Employee Self Service (PeopleSoft)

A workplace emergency is the worst time to realize that employee emergency contact information is out of date or missing. Since we cannot predict when we will truly need it, now is the best time to update your emergency contact information. Personnel depends on this information to be accurate and accessible at a moment's notice for the safety of our employees.



Please make sure to add or update your emergency contact information in Employee Self-Service (PeopleSoft) by close of business Friday, March 12. Personnel will send annual reminders to employees to ensure we have the most current information.

While you are in Employee Self-Service, review and update your address and contact details. Follow the steps on the next pages to enter or update your contact information today.

Send an email to the Department of Information Technology (DoIT) Help Desk at helpdesk@doit.cccounty.us if you are locked out of the system or have technical issues relating to PeopleSoft/Employee Self-Service. Thank you for your help.



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Adding an Emergency Contact

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Emergency Contact** link in the **Actions** panel on the **Personal Details** page.
3. Click the **Add Emergency Contact** button
4. Enter information in the **Contact Name** field. Select a relationship in the **Relationship** field. Check the **Preferred** check box (optional).
5. Click the **Add Address** button and enter address information on the **Address** page (optional). Click the **Done** button.
6. Click the **Add Phone** button and enter phone information for the contact on the **Phone Number** page. Click the **Done** button.
7. Click the **Save** button.

The screenshots illustrate the following steps:

- Step 1:** The 'Personal Details' tile is highlighted on the Employee Self Service home page.
- Step 2:** The 'Emergency Contacts' link in the left-hand 'Actions' panel is highlighted.
- Step 3:** The 'Add Emergency Contact' button is highlighted.
- Step 4:** The 'Emergency Contact' form is shown with the 'Contact Name' text box, 'Relationship' dropdown menu, and 'Preferred' checkbox highlighted.
- Step 5:** The 'Add Address' button is highlighted in the 'Address' section.
- Step 6:** The 'Add Phone Number' button is highlighted in the 'Phone Numbers' section.
- Step 7:** The 'Save' button is highlighted at the top right of the form.



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Editing an Emergency Contact

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Emergency Contact** link in the **Actions** panel on the **Personal Details** page.
3. Click the row for the emergency contact you want to edit.
4. Edit information in the **Contact Name** field. Select a relationship in the **Relationship** field. Check the **Preferred** check box (optional).
5. Click the address row to edit information using the **Address** page(optional). Click the **Done** button.
6. Click row in the **Phone Numbers** section for the phone number you want to edit. Edit phone information for the contact on the **Phone Number** page. Click the **Done** button.
7. Click the **Save** button.

The screenshot illustrates the Oracle Employee Self Service interface for editing an emergency contact. It is divided into three overlapping screenshots showing the navigation and editing process.

Top Screenshot: Shows the Oracle Employee Self Service home page. The **Personal Details** tile is highlighted with a red box and the number **1**.

Middle Screenshot: Shows the **Personal Details** page for David Smith. The **Emergency Contacts** link in the **Actions** panel is highlighted with a red box and the number **2**. Below it, the **Emergency Contacts** table is shown with a red box and the number **3** around the row for John Smith (Relationship: Sibling, Preferred: checked).

Bottom Screenshot: Shows the **Emergency Contact** edit form. The **Contact Name** field (John Smith) is highlighted with a red box and the number **4**. The **Address** section (1000 Pine Drive, Concord, CA 94518, Contra Costa) is highlighted with a red box and the number **5**. The **Phone Numbers** section (555/555-1212, Same as mine) is highlighted with a red box and the number **6**. The **Save** button is highlighted with a red box and the number **7**.



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Change Address

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Addresses** link in the **Actions** panel on the **Personal Details** page.
3. Click on the address you want to edit (home or mailing) **Information** panel.
4. Select/enter a date in the **Change As Of** field on the **Address** dialog page.
5. Edit your Address information using the **Address 1, Address 2, Address 3, City, State, Postal, and County** fields.
6. Click the **Save** button.

The screenshots illustrate the process of changing an address in the Oracle Employee Self Service system. The first screenshot shows the 'Employee Self Service' home page with the 'Personal Details' tile highlighted (1). The second screenshot shows the 'Personal Details' page with the 'Addresses' link in the 'Actions' panel highlighted (2). The third screenshot shows the 'Addresses' panel with the 'Home Address' and 'Mailing Address' sections highlighted (3). The fourth screenshot shows the 'Address' dialog page with the 'Change As Of' field highlighted (4). The fifth screenshot shows the 'Address' dialog page with the 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Postal', and 'County' fields highlighted (5). The sixth screenshot shows the 'Address' dialog page with the 'Save' button highlighted (6).



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Add a Phone Number

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel on the **Personal Details** page.
3. Click on the **Plus** (Add a Phone Number) button on the **Information** panel.
4. Select a phone type in the **Type** field on the **Phone Number** page.
5. Enter your phone number information in the **Number** and **Extension** (optional) fields.
6. Click the **Save** button.

Note

You can store up to four phone numbers in the system: Business, Home, Mobile (cell), and Pager 1.

Your business phone should be marked as your preferred phone. You can have only one preferred phone number.

The screenshots show the following steps:

1. The 'Personal Details' tile is highlighted on the Employee Self Service home page.
2. The 'Contact Details' link is highlighted in the 'Actions' panel on the Personal Details page.
3. The '+' button (Add a Phone Number) is highlighted on the 'Information' panel.
4. The 'Type' dropdown menu is highlighted in the 'Phone Number' form.
5. The 'Number' and 'Extension' input fields are highlighted in the 'Phone Number' form.
6. The 'Save' button is highlighted in the 'Phone Number' form.



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Add an eMail Address

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel on the **Personal Details** page.
3. Click the **Plus (Add Email)** button on the Email grid on the Information panel.
4. Select Home in the **Type** field on the **Email Address** page.
5. Enter your email address in the **Email Address** field.
6. Click the **Save** button.

Note

You can store two eMail addresses in the system: a business email and a home email.

All employees are assigned a business eMail address. You cannot edit or delete this address. It must be your preferred eMail address.

The screenshots illustrate the following steps:

1. The 'Personal Details' tile is selected on the Employee Self Service home page.
2. The 'Contact Details' link is selected in the Actions panel.
3. The 'Plus (Add Email)' button is clicked on the Email grid.
4. The 'Home' option is selected in the 'Email Type' dropdown.
5. The email address 'david.smith@hrd.cccounty.us' is entered in the 'Email Address' field.
6. The 'Save' button is clicked to save the new email address.