



Viewing and Modifying Personal Data Overview

This Job Aid walks the HR Administrator through the process to view and modify an employee's personal data in Cardinal. Many of these transactions can also be performed by the employee using Employee Self Service (ESS) functionality. The Name Change entered by the employee via ESS is simply a request until the employee provides the appropriate documentation to the HR Administrator to approve it.

When an employee has multiple active jobs in multiple agencies in Cardinal, the personal information is shared as there is only ONE personal data record. Agencies may update existing personal data, which will impact changes across other business units. A scenario that causes issues for the employee is: updates to the email address being changed by one agency, impacting the employee's access to Cardinal. If the employee has multiple active jobs, please explain this potential impact to the employee so that they can inform their additional employer(s) regarding what job and email address should be primary. This is typically seen when the employee has an hourly job at ABC or VCCS (both interface their HR data from agency HR system of record) and obtains a salaried job at another agency.

Note: if the employee has an hourly job and a salaried job, the salaried job and email address will be primary. The secondary employer should be notified NOT to change the employee's primary business email address.

Navigation Note: Please note that you may see a Notify button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Navigating to the Modify a Person Page

1. Navigate to the **Modify a Person** page using the following path:

Menu > Workforce Administration > Personal Information > Modify a Person

The **Personal Information Search** page displays.

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼


Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History **Case Sensitive**

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

2. Enter the employee's Employee ID in the **Empl ID** field.

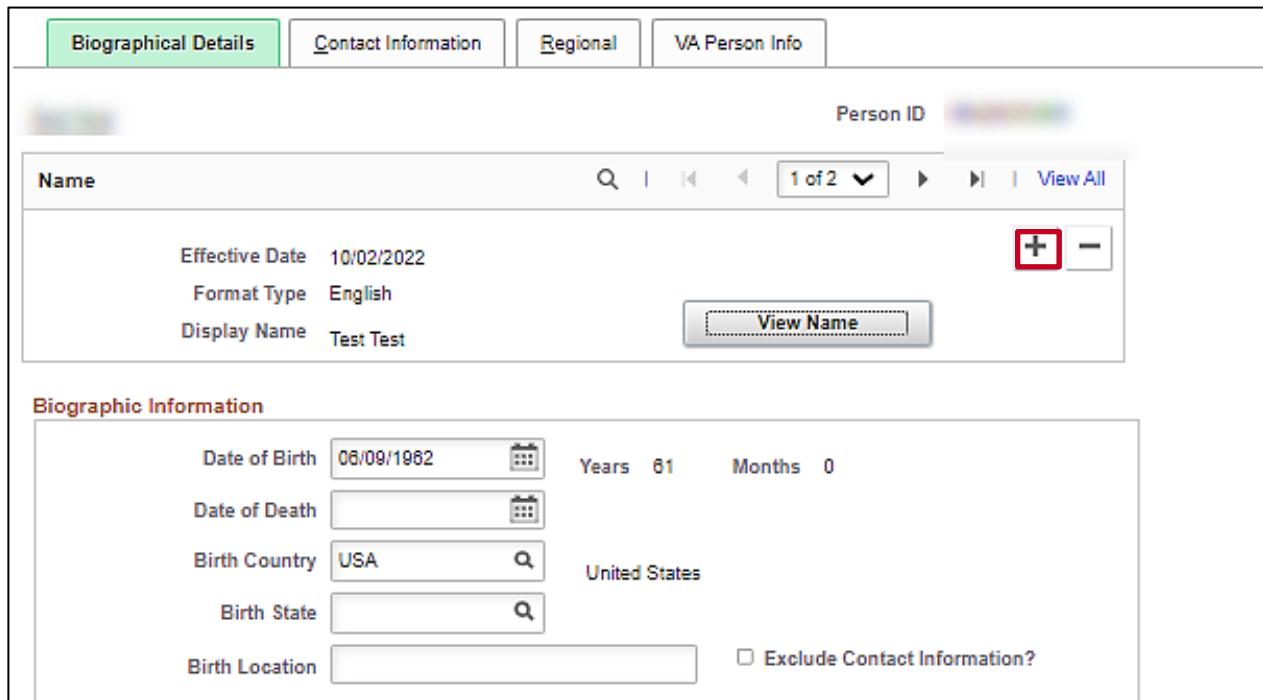
Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.

3. Click the **Include History** checkbox.

4. Click the **Search** button.

Updating Name

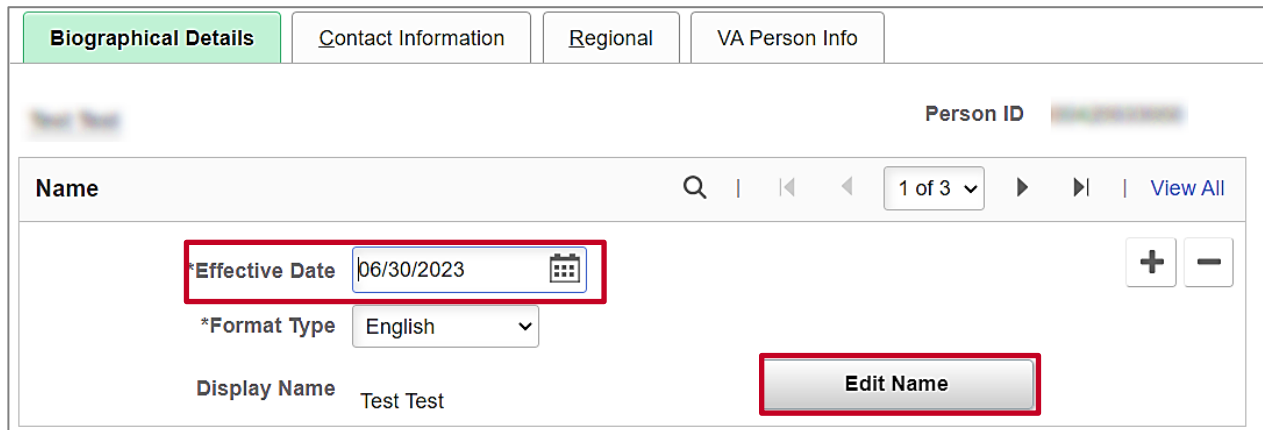
The **Modify a Person** page displays for the applicable employee.



The screenshot shows the 'Biographical Details' tab selected. The 'Name' section is visible, showing 'Effective Date' as 10/02/2022, 'Format Type' as English, and 'Display Name' as Test Test. A red box highlights the '+' button next to the effective date. Below this is the 'Biographic Information' section with fields for Date of Birth, Date of Death, Birth Country, Birth State, and Birth Location.

1. Click the **Add a New Row (+)** button in the **Name** section.

The **Name** section displays for the applicable employee.



The screenshot shows the 'Name' section with the 'Effective Date' field set to 06/30/2023, 'Format Type' as English, and 'Display Name' as Test Test. A red box highlights the 'Effective Date' field, and another red box highlights the 'Edit Name' button.

2. Click the **Edit Name** button.
3. Update the **Effective Date** of the name change.

Note: The effective date of the name change cannot duplicate the current effective date. This section does not use the effective sequence which allows use of the same date more than once.

The **Name** entry window displays.

Name

English Name Format

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Display Name [Placeholder]

Formal Name [Placeholder]

Name [Placeholder]

OK

Cancel

Refresh Name

4. Make the applicable updates and click the **OK** button.

The **Biographical Details** tab redisplay.

Biographical Details

Contact Information

Regional

VA Person Info

Name Jones
Person ID [blurred]

Name
1 of 3
View All

*Effective Date

+ -

*Format Type

Display Name Name Jones

Edit Name

Biographic Information

Date of Birth

Years 61 Months 0

Date of Death

Birth Country

United States

Birth State

Birth Location

Exclude Contact Information?

Biographical History
1 of 1
View All

*Effective Date

+ -

*Gender

*Highest Education Level

*Marital Status

As of

Language Code

Alternate ID

Full-Time Student

National ID

USA
1-1 of 1
View All

*Country	*National ID Type	National ID	Primary ID		
USA	Social Security Number	[blurred]	<input checked="" type="checkbox"/>	+ -	

Save

Return to Search

Notify

Refresh

Note: The updated name will appear in the **Name** section if the effective date has occurred. Otherwise, the current name will show until the effective date of the new name.

5. Once all required updates are made, click the **Save** button.

Updating Biographical History Information – Gender, Highest Education Level, or Marital Status

1. Scroll down to the **Biographical History** section as needed.

Biographical Details
Contact Information
Regional
VA Person Info

Person ID
Person ID

Name
1 of 2
View All

Effective Date 10/02/2022

Format Type English

Display Name Test Test

+ -

View Name

Biographic Information

Date of Birth 06/09/1982 📅

Years 81 Months 0

Date of Death 📅

Birth Country USA 🔍

Birth State 🔍

Birth Location 🔍

United States

Exclude Contact Information?

Biographical History
1 of 1
View All

*Effective Date 10/01/2006 📅

*Gender Male ▼

*Highest Education Level J-Doctorate (Academic) ▼

*Marital Status Married ▼

Language Code ▼

Alternate ID 🔍

Full-Time Student

+ -

As of 09/28/2021 📅

National ID

1-1 of 1
View All

*Country	*National ID Type	National ID	Primary ID		
USA 🔍	Social Security Number ▼	Person ID	<input checked="" type="checkbox"/>	+	-

Save
Return to Search
Notify
Refresh

2. If changes need to be made to the employee’s **Gender, Highest Education Level, or Marital Status**, click the **Add a New Row** icon in order to make an effective dated change.
3. Once all required updates are made, click the **Save** button.



Updating Contact Information – Address, Phone, or Email Address

1. Navigate to the **Contact Information** tab.

Biographical Details | **Contact Information** | Regional | VA Person Info

Person ID [Redacted]

Name [Redacted] | 1 of 2 | View All

Effective Date: 10/02/2022 | Format Type: English | Display Name: Test Test | View Name

Biographic Information

Date of Birth: 08/09/1962 | Years: 61 | Months: 0 | Date of Death: [Redacted]

Birth Country: USA | United States | Birth State: [Redacted] | Birth Location: [Redacted] | Exclude Contact Information?

Biographical History

*Effective Date: 10/01/2006 | *Gender: Male | *Highest Education Level: J-Doctorate (Academic) | *Marital Status: Married | As of: 09/28/2021 | Language Code: [Redacted] | Alternate ID: [Redacted] | Full-Time Student

National ID

*Country	*National ID Type	National ID	Primary ID		
USA	Social Security Number	[Redacted]	<input checked="" type="checkbox"/>	+	-

Save | Return to Search | Notify | Refresh



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The **Contact Information** tab displays.

Biographical Details	Contact Information	Regional	VA Person Info
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Empl ID [REDACTED]

Current Addresses

Address Type	As Of Date	Status	Address		
Home	01/31/2023	A	200 Main Street Dumphries, VA 23219	View Address Detail	+ -

Phone Information

*Phone Type	Telephone	Extension	Preferred		
Business	555/555-5555		<input checked="" type="checkbox"/>	+ -	

2. Click the **View Address Detail** link to update the employee's address.

The **Address History** page displays.

Address History

Address Type Home

Address History			
Effective Date	01/31/2023	Address	200 Main Street Dumphries, VA 23219
Country	USA		
Status	A		

OK Cancel Refresh

3. Click the **Add a New Row** icon.

The **Address History** page refreshes and the new row is displayed.

Address History

Address Type Home

Address History Q | ◀ ▶ 1 of 2 ▼ ▶▶

*Effective Date 07/25/2023 📅	Address 200 Main Street Dumphries, VA 23219	+ -
Country USA Q		
*Status A Q		
Add Address		

Effective Date 01/31/2023	Address 200 Main Street Dumphries, VA 23219	+ -
Country USA		
Status A		

OK Cancel Refresh

- The **Effective Date** field defaults to the current date. Enter or select the effective date for the address change as needed.
- Click the **Add Address** link.

Note: An **Address Type** of **Home** is required for healthcare extract file requirements. If the mailing address and the home address are the same, only enter the Home Address. Do not duplicate the same address in both fields.

The **Edit Address** page displays.

Edit Address

Country United States
Address 1 100 Main Street
Address 2
Address 3
City Chesterfield State VA Virginia
Postal 23112
County

6. The **Address** fields default with the employee's current address information. Update the address information as needed and then click the **OK** button.

The **Address History** page returns with the updated address information.

Address History

Address Type Home

Address History Q | ◀ ▶ 1 of 2 ▼ ▶▶

*Effective Date	07/25/2023 📅	Address	100 Main Street Chesterfield, VA 23112	+ -
Country	USA Q			
*Status	A Q			
Add Address				

Effective Date	01/31/2023	Address	200 Main Street Dumphries, VA 23219	+ -
Country	USA			
Status	A			

OK Cancel Refresh

7. Click the **OK** button.



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The **Contact Information** tab returns with the updated address information.

The screenshot shows the 'Contact Information' tab with two sections: 'Current Addresses' and 'Phone Information'. Both sections have a red border around their data tables.

Current Addresses

Address Type	As Of Date	Status	Address		
Home	07/25/2023	A	100 Main Street Chesterfield, VA 23112	Edit/View Address Detail	+ -

Phone Information

*Phone Type	Telephone	Extension	Preferred		
Business	555/555-5555		<input checked="" type="checkbox"/>	+ -	

8. To update a phone number for the employee, simply highlight the existing value and update the phone number (no new effective dated row is needed).
9. To add a new phone number, click the **Add a New Row** icon within the **Phone Information** section and then enter the new phone number information.

The screenshot shows the 'Email Option Selection' and 'Email Addresses' sections. The 'Agency Provided Email' radio button and the 'Email Addresses' table are highlighted with red boxes.

Email Option Selection

Agency Provided Email Pending Agency Provided Email Employee Provided Email

1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, **except**:
2. When no email address is available, select applicable email option and **ALWAYS** use noemail@virginia.gov

Email Addresses

*Email Type	*Email Address	Preferred		
Business	[Redacted]	<input checked="" type="checkbox"/>	+ -	

Instant Message IDs ⓘ

*IM Protocol	*IM Domain	*Network ID	Preferred		
			<input type="checkbox"/>	+ -	

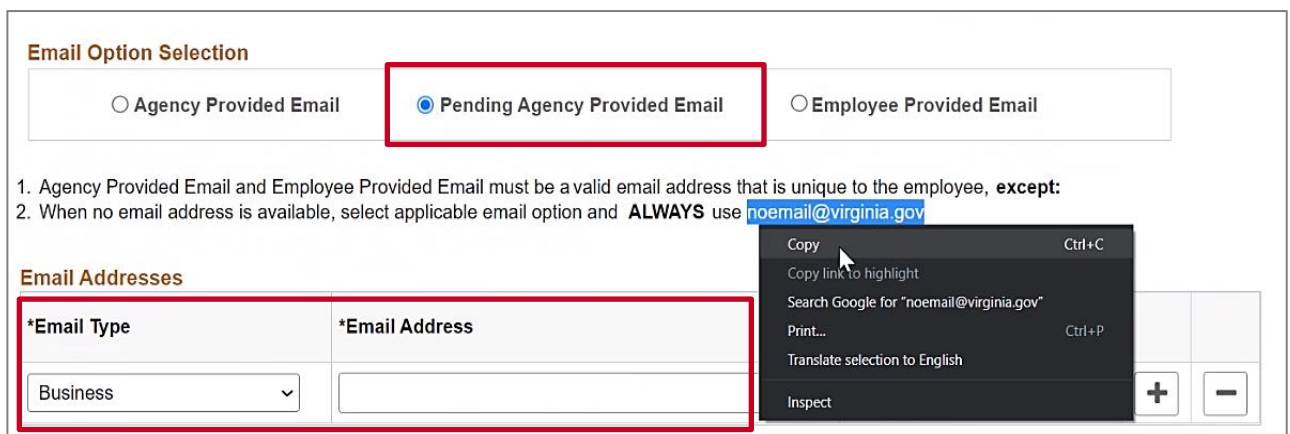
Save Return to Search Notify Refresh Update/Display Include History

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [VA Person Info](#)

10. To update an email address for the employee, complete these sections based on the following guidelines:

- a. If the employee has been issued a business email:
 - i. Select the email option of **Agency Provided Email**
 - ii. Click the **Email Type** dropdown button and select “Business”
 - iii. Enter the email address in the **Email Address** field
 - iv. Select the **Preferred** checkbox option

Note: Notify the employee of their email and provide information to register for Cardinal Employee Self Service using this email.



Email Option Selection

Agency Provided Email Pending Agency Provided Email Employee Provided Email

1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, **except:**
2. When no email address is available, select applicable email option and **ALWAYS** use noemail@virginia.gov

Email Addresses

*Email Type	*Email Address
Business	

- b. If the employee’s business email has been requested, but not yet assigned:
 - i. Click the **Pending Agency Provided Email** option
 - ii. Click the **Email Type** dropdown button and select “Business”
 - iii. Enter “Noemail@virginia.gov” in the **Email Address** field

Note: The **Missing Email** query is helpful to find employees who still have the placeholder email address of noemail@virginia.gov in your agency.

Once the employee’s business email is obtained, replace this email address with their new email address. Notify the employee of their email address and provide information to register for Cardinal Employee Self Service using this email.

If this is not updated, the employee will not be able to register for access to the Cardinal system Employee Self Services features.

- iv. Select the **Preferred** checkbox option

Email Option Selection

Agency Provided Email Pending Agency Provided Email Employee Provided Email

1. Agency Provided Email and Employee Provided Email must be a valid email address that is unique to the employee, **except**:
2. When no email address is available, select applicable email option and **ALWAYS** use noemail@virginia.gov

Email Addresses

*Email Type	*Email Address	Preferred		
Personal		<input checked="" type="checkbox"/>	+	-

Instant Message IDs ?

1-1 of 1 | View All

*IM Protocol	*IM Domain	*Network ID	Preferred		
			<input type="checkbox"/>	+	-

Save Return to Search Notify Refresh Update/Display Include History

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [VA Person Info](#)

c. If a business email will not be provided to the employee:

- i. Click the **Employee Provided Email** option
- ii. Click the **Email Type** dropdown button and select "Personal"
- iii. Enter the email address in the **Email Address** field
- iv. Select the **Preferred** checkbox option

Note: The email entered must be provided to the employee as they will need it to register and access the Cardinal system Employee Self Services features.

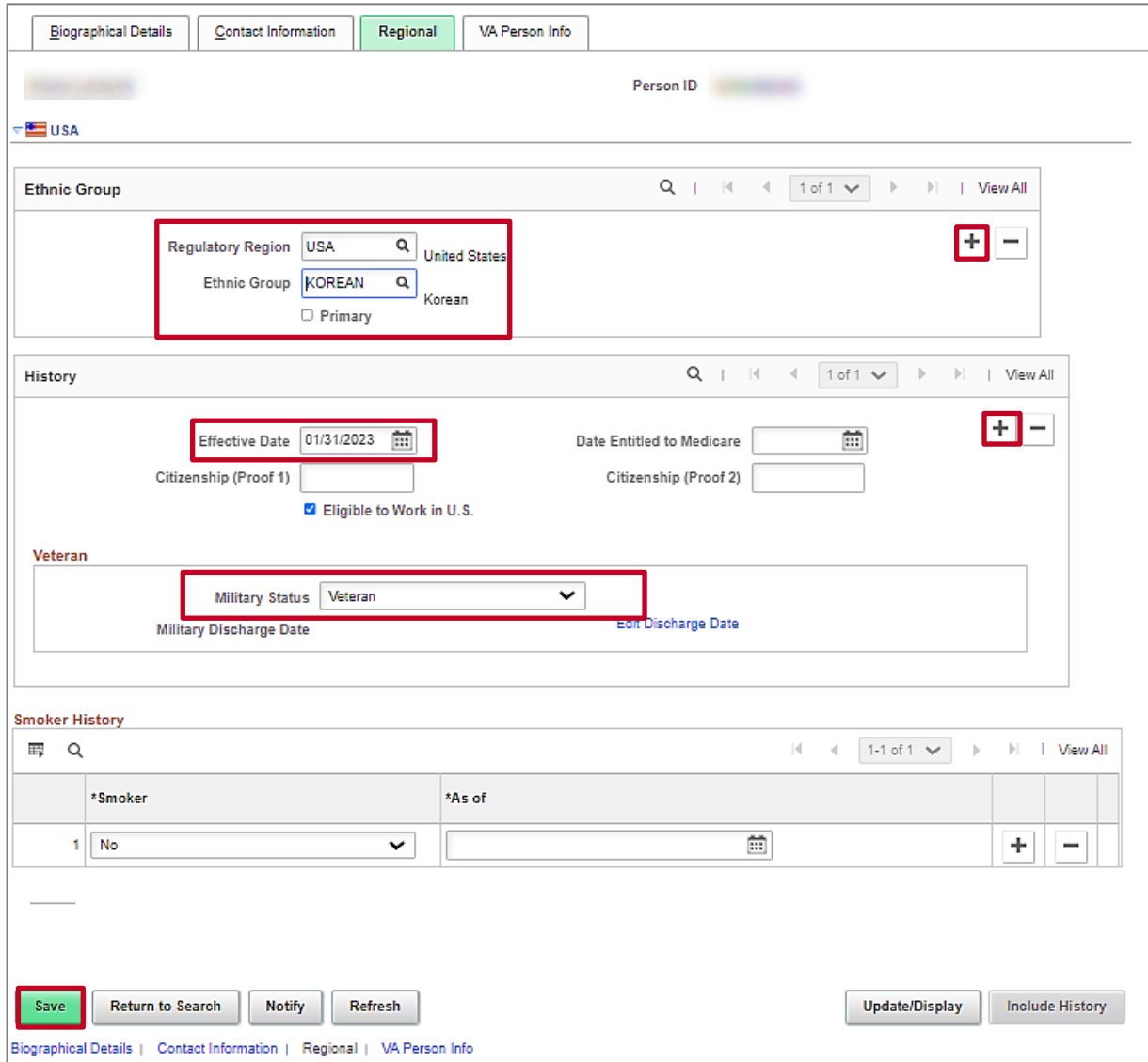
11. To add a new email address, click the **Add a New Row** icon within the **Email Address** section and then enter the new email address information.

12. Once all required updates are made, click the **Save** button.

Updating Ethnic Group and Military Status

1. Navigate to the **Regional** tab.

The **Regional** tab displays.



The screenshot shows the 'Regional' tab in the HR351 system. The 'Ethnic Group' section is highlighted with a red box, showing 'Regulatory Region' as 'USA' and 'Ethnic Group' as 'KOREAN'. The 'History' section is also highlighted with a red box, showing 'Effective Date' as '01/31/2023' and 'Military Status' as 'Veteran'. A 'Save' button is highlighted in green at the bottom left.

2. To update the ethnicity for the employee, simply enter or select the updated ethnicity in the **Ethnic Group** field within the **Ethnic Group** section (no new effective dated row is needed).

3. Enter the **Military Status** using the drop-down menu.

Note: Updates to Military Status require a new effective dated row. To update the employee's military status after their hire action is completed, click the **Add a New Row** icon within the **History** section.



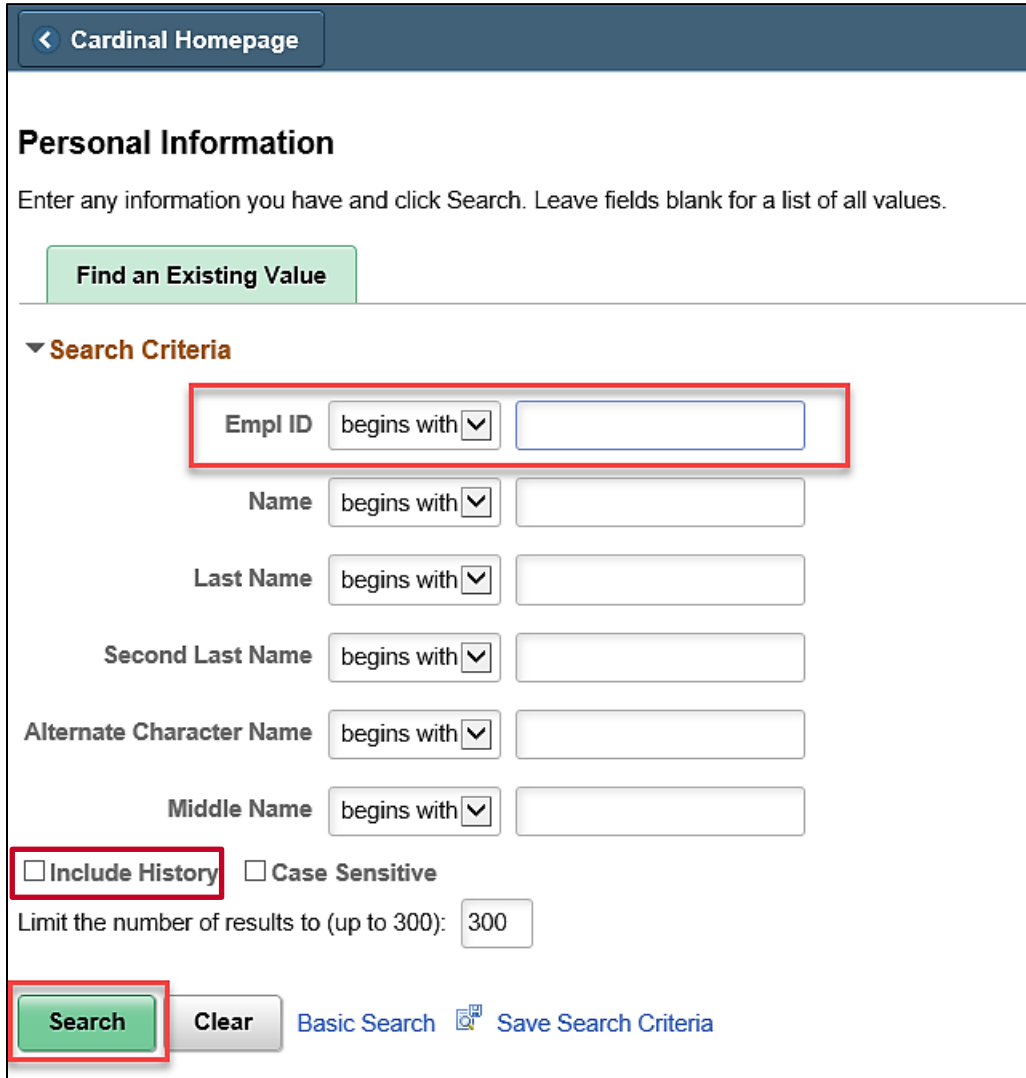
4. The **Effective Date** field defaults to the current date. Enter or select the effective date for the status change as needed.
5. Update the **Military Status** field using the dropdown button provided.
6. Click the **Save** button.

Updating VA Person Information

1. Navigate to the **Personal Information** page using the following path:

Menu > Workforce Administration > Personal Information > Modify a Person

The **Personal Information Search** page will display.



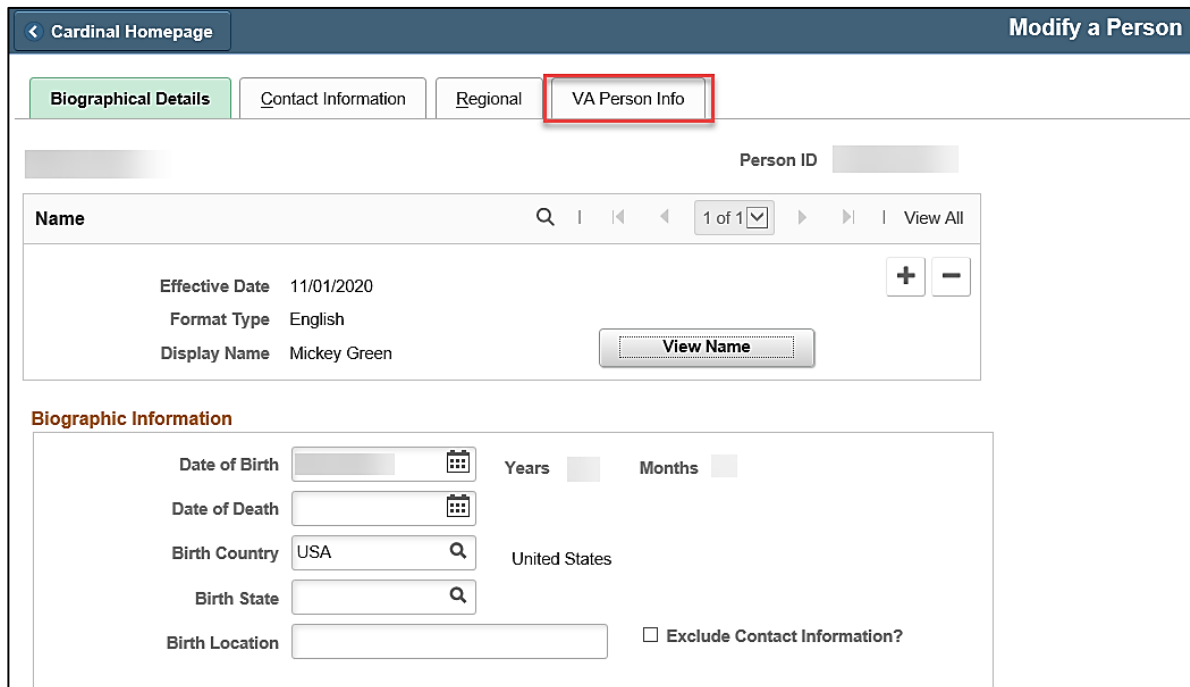
2. Click on **Clear** to remove any values in the search criteria.

3. In the **Employee ID** field enter the Employee 's ID

4. Click the **Include History** checkbox.

5. Click **Search**.

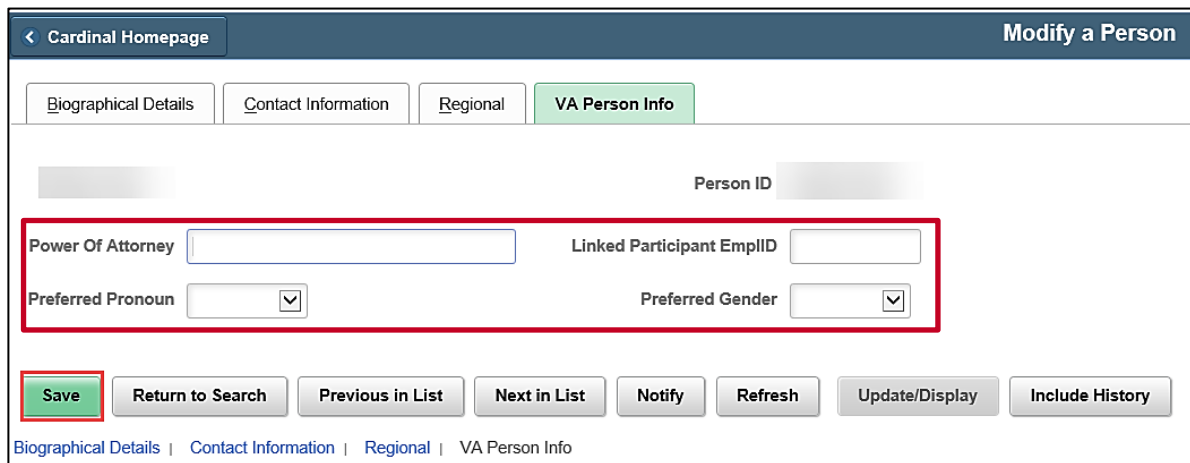
The **Personal Information** page is displayed.



The screenshot shows the 'Modify a Person' interface. At the top, there are navigation tabs: 'Biographical Details', 'Contact Information', 'Regional', and 'VA Person Info'. The 'VA Person Info' tab is highlighted with a red box. Below the tabs, there is a 'Person ID' field. A 'Name' section shows 'Effective Date: 11/01/2020', 'Format Type: English', and 'Display Name: Mickey Green'. A 'View Name' button is present. Below this is the 'Biographic Information' section with fields for 'Date of Birth', 'Date of Death', 'Birth Country' (USA), 'Birth State', and 'Birth Location'. There is also a checkbox for 'Exclude Contact Information?'.

6. Click the **VA Person Info** tab.

The **VA Person Info** tab is displayed.



The screenshot shows the 'Modify a Person' interface with the 'VA Person Info' tab selected. The 'Power Of Attorney' field is highlighted with a red box. Other fields include 'Linked Participant EmplID', 'Preferred Pronoun', and 'Preferred Gender'. At the bottom, there is a 'Save' button highlighted with a red box, along with other navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.

7. If applicable, enter the name of the person who has legal Power of Attorney for the employee in the **Power of Attorney** field.

Note: The Power of Attorney is very useful in the unfortunate event of a death in service. This person needs to be contacted for decisions regarding payout of leave and/or death certificate request.

8. If the employee is linked to another employee of the Commonwealth of Virginia, enter that employee ID in the **Linked Participant EmplID** field.
9. Select the **Preferred Pronoun** provided by the employee.

10. Select the **Preferred Gender** provided by the employee.

Note: **Preferred Pronoun** and **Preferred Gender** can be entered via Employee Self Service by the employee.

11. Click **Save**.

Note: This page is not effective dated. There is not a field for effective date or a way to insert a row. The user will simply make the change to the necessary field and save the record.

Updating Citizenship Status

1. Navigate to the **Identification Data** page using the following path:

Menu > Workforce Administration > Personal Information > Citizenship > Identification Data

The **Identification Data Search** page displays.

Identification Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

Include History Correct History Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Enter the applicable Employee ID in the **Empl ID** field.

3. Click the **Include History** checkbox.

4. Click the **Search** button.

The **Identification Data** page displays with the **Citizenship/Passport** tab displayed by default and the original selection is documented at row 1.



Citizenship/Passport Visa/Permit Data Employee Photo

Person ID [Redacted]

Citizenship/Passport ?

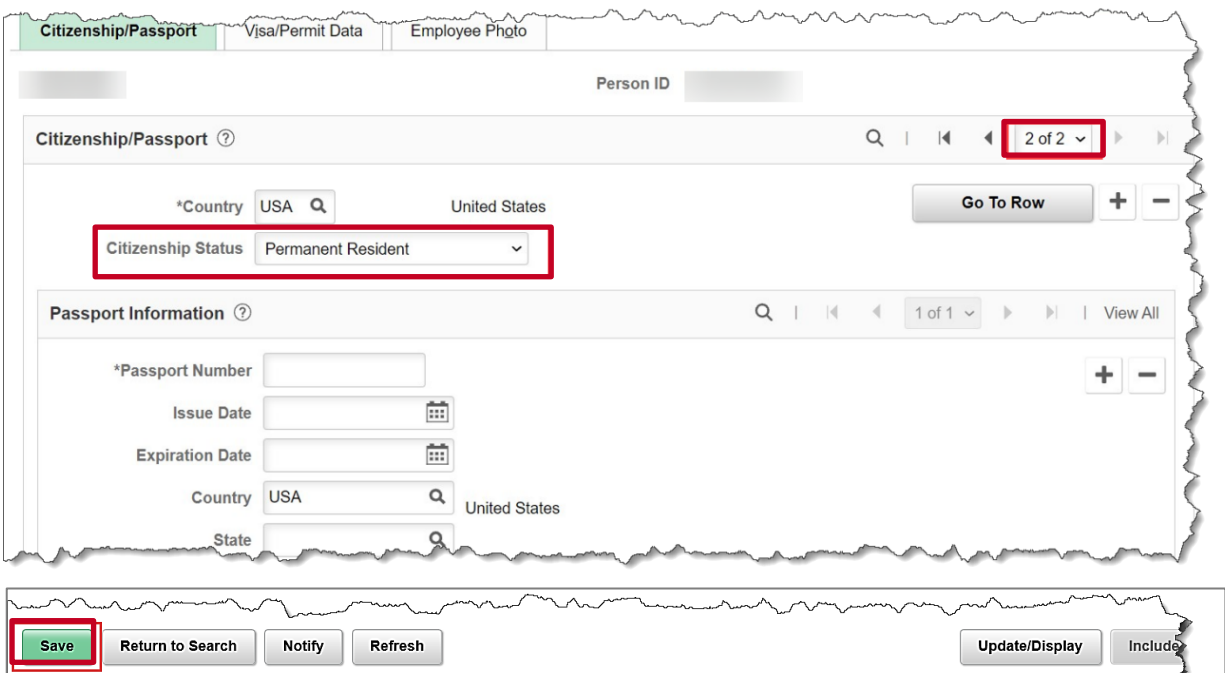
*Country USA United States

Citizenship Status Alien Temporary

Go To Row + -

5. Click the **Add a row** icon.
6. Click the **Country** drop down. Select **"USA"**. This field must always be USA as this field references the country of employment.
7. Click the **Citizenship Status** dropdown.
8. Select the new status.

Note: The option for a US Citizen is **Native**. If Citizenship Status is unknown at the time of hire, select **Not Indicated**. **Do not leave this field blank**. Reference the [Citizenship Status Values](#) section of this job aid for more guidance.



Citizenship/Passport Visa/Permit Data Employee Photo

Person ID [Redacted]

Citizenship/Passport ?

*Country USA United States

Citizenship Status Permanent Resident

Go To Row + -

Passport Information ?

*Passport Number [Redacted]

Issue Date [Redacted]

Expiration Date [Redacted]

Country USA United States

State [Redacted]

Save Return to Search Notify Refresh Update/Display Include

9. Click the **Save** button to save the action.

Citizenship Status Values

Citizenship Status	When to Use
Alien Permanent	Foreign national (green card holder) with permanent residence visa in the United States.
Alien Temporary	Non-citizens employed in the United States (work visa).
Canadian Citizen	Do not use – Instead use either Alien Temporary or Alien Permanent as applicable.
Employment Visa	Do not use – Instead use Alien Temporary option.
Native	United States citizen.
Not Indicated	The employee’s citizenship is not indicated. This can be used by agencies who do not use Cardinal as their HR system of record.
Other	Do not use – Instead use Not Indicated option.
Permanent Resident	Do not use – Instead use Alien Permanent option.

Updating Employee Disability Information

Follow the steps below to enter/update employee disability information.

1. Navigate to the **Disabilities** page using the following path:

Menu > Workforce Administration > Personal Information > Disability > Disabilities

The **Disabilities** search page displays.

Disabilities

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼


Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

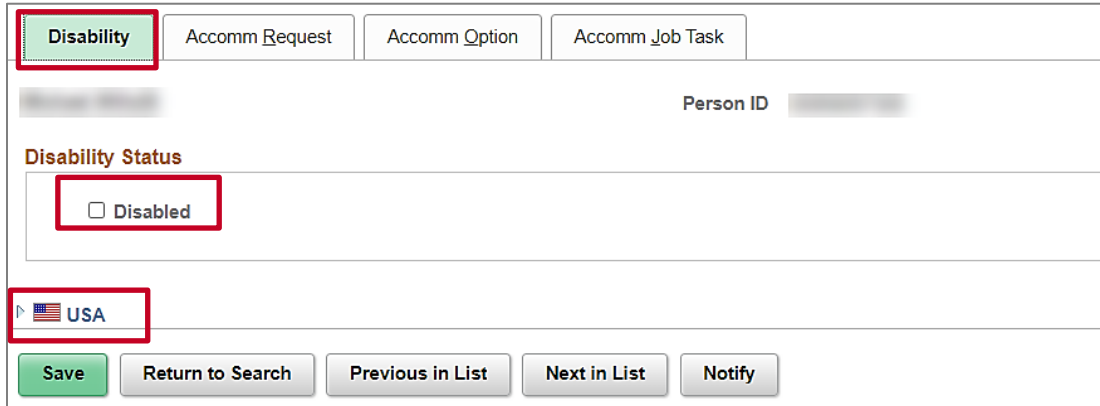
Include History **Case Sensitive**

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

2. Enter the applicable employee's Employee ID in the **Empl ID** field.
3. Click the **Include History** checkbox.
4. Click the **Search** button.

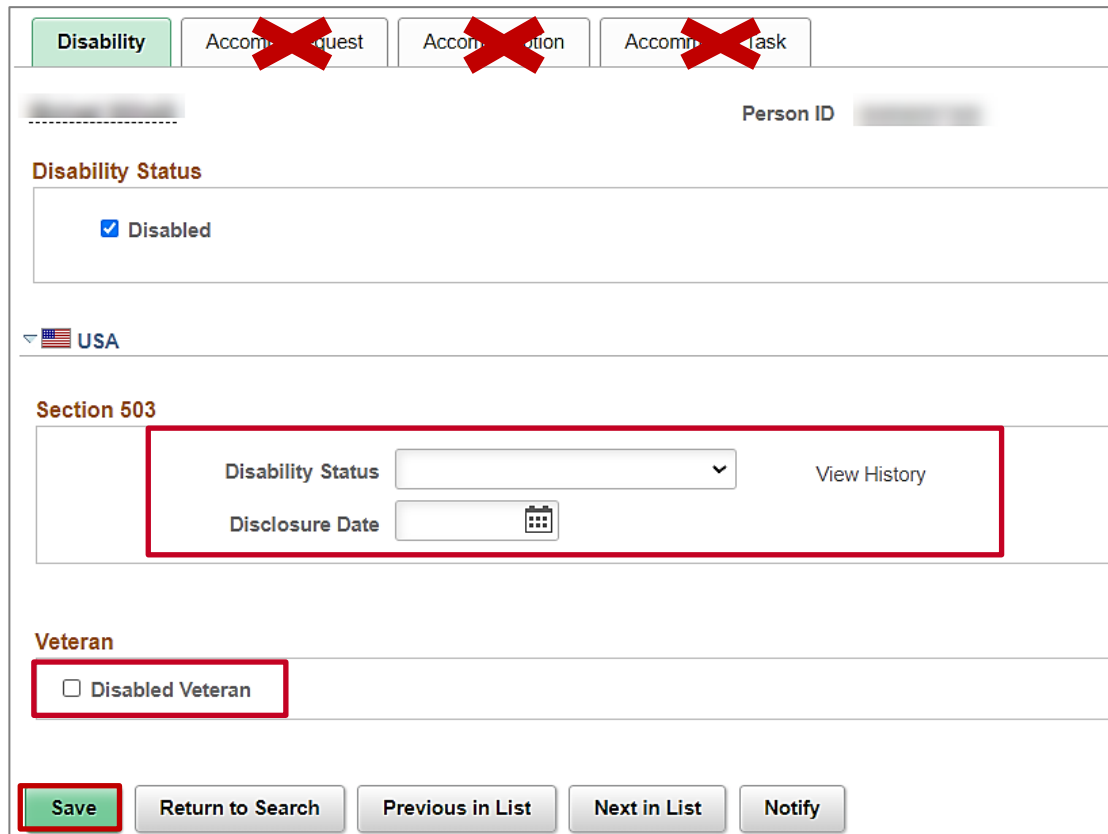
The **Disabilities** page for the applicable employee displays.



The screenshot shows the 'Disabilities' page with the 'Disability' tab selected. The 'Disability Status' section has a 'Disabled' checkbox. The 'USA' flag icon is visible, indicating the country selection.

5. Click the **Disabled** checkbox.
6. Click the **USA Flag** icon to expand that section of the page.

The **Section 503** and **Veteran** sections display.



The screenshot shows the 'Disabilities' page with the 'Disability' tab selected. The 'Disability Status' checkbox is checked. The 'Section 503' section is expanded, showing a dropdown menu for 'Disability Status' and a 'View History' link. The 'Veteran' section has a 'Disabled Veteran' checkbox.

Note: The **Accomm Request**, **Accomm Option**, and **Accomm Job Task** tabs are not utilized in Cardinal.

7. Select the appropriate **Disability Status** from the drop-down menu.



8. If the employee is a disabled veteran, as identified on their DD214, click the **Disabled Veteran** checkbox in the **Veteran** section.
9. Click the **Save** button.

Updating Emergency Contact Information

1. Navigate to the **Emergency Contact** page using the following path:

Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

The **Emergency Contact** page displays.

Emergency Contact

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID	begins with ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
Second Last Name	begins with ▼	<input type="text"/>
Alternate Character Name	begins with ▼	<input type="text"/>
Middle Name	begins with ▼	<input type="text"/>

Case Sensitive

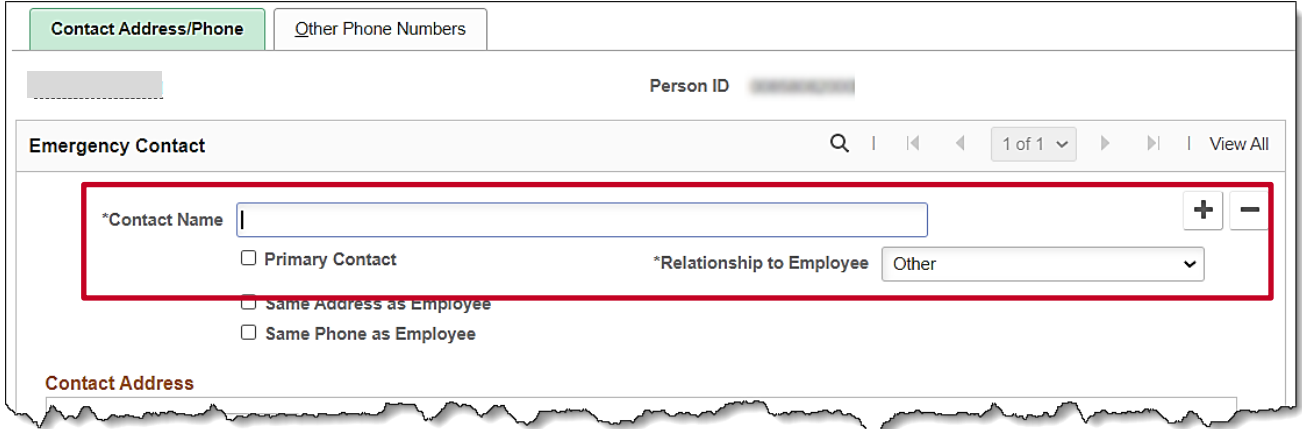
Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Enter the applicable employee's Employee ID in the **Empl ID** field.

3. Click the **Search** button.

The **Emergency Contact** page displays for the employee with the **Contact Address/Phone** tab displayed by default.



4. Enter the emergency contact's first and last name in the **Contact Name** field.
5. If this is the employee's primary contact, check the **Primary Contact** checkbox option. Otherwise leave unchecked.
6. Click the **Relationship to Employee** dropdown button and select the applicable value.
7. If the emergency contact's address and/or phone number is the same as the employee, click the checkbox options for the **Same Address as Employee** and/or **Same Phone as Employee** fields. Otherwise, leave these unchecked.

Note: If the **Same Address as Employee** checkbox option is checked, the **Contact Address** section changes to **Employee's Current Address** and the address in Personal Data for the employee displays in the **Employee's Current Address** section. The **Address Type** field updates to **Home**. If the **Same Phone as Employee** checkbox option is checked, the preferred phone number in Personal Data for the employee displays in the **Employee's Phone** section and the **Phone Type** updates to the option selected as the employee's preferred phone type.



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Sample **Emergency Contact** page when the **Same Address as Employee** and **Same Phone as Employee** checkbox options are checked:

Contact Address/Phone | Other Phone Numbers

Person ID [REDACTED]

Emergency Contact

*Contact Name [REDACTED] + -

Primary Contact *Relationship to Employee: Parent

Same Address as Employee Address Type: Home

Same Phone as Employee Phone Type: Business

Employee's Current Address

Country USA United States
Address 200 Main Street
Dumphries, VA 23219

Employee's Phone

Phone 555/555-5555

Save | Return to Search | Notify

Contact Address/Phone | Other Phone Numbers

Person ID [REDACTED]

Emergency Contact

Search | 1 of 1 | View All

*Contact Name [REDACTED] + -

Primary Contact *Relationship to Employee: Parent

Same Address as Employee

Same Phone as Employee

Contact Address

Country: USA Q United States

Address: [REDACTED] **Edit Address**

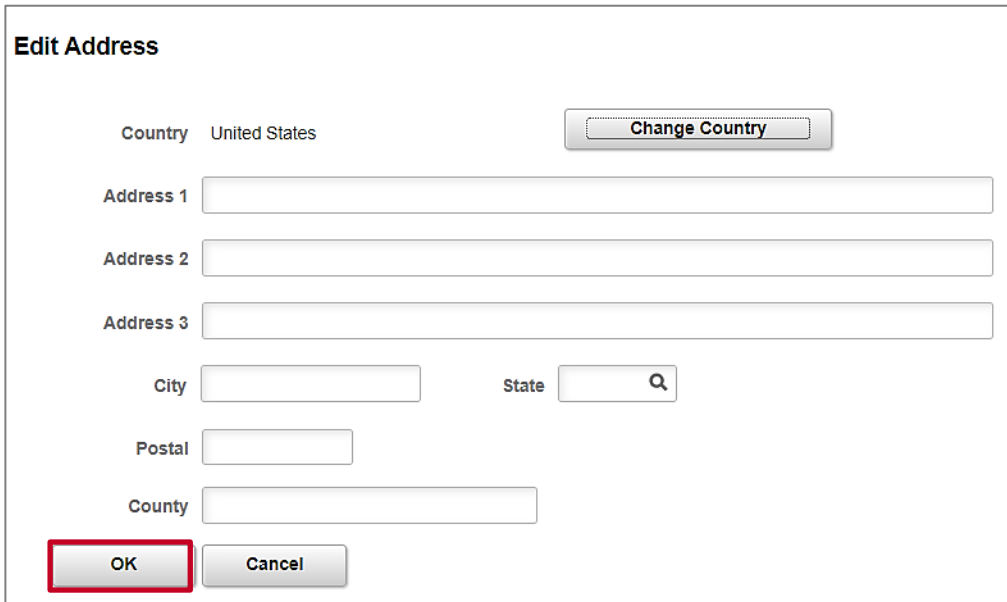
Contact Phone

Phone: [REDACTED]

Save | Return to Search | Notify

8. If the emergency contact's address is not the same as the employee, click the **Edit Address** button in the **Contact Address** section.

The **Edit Address** page displays.



Edit Address

Country United States

Address 1

Address 2

Address 3

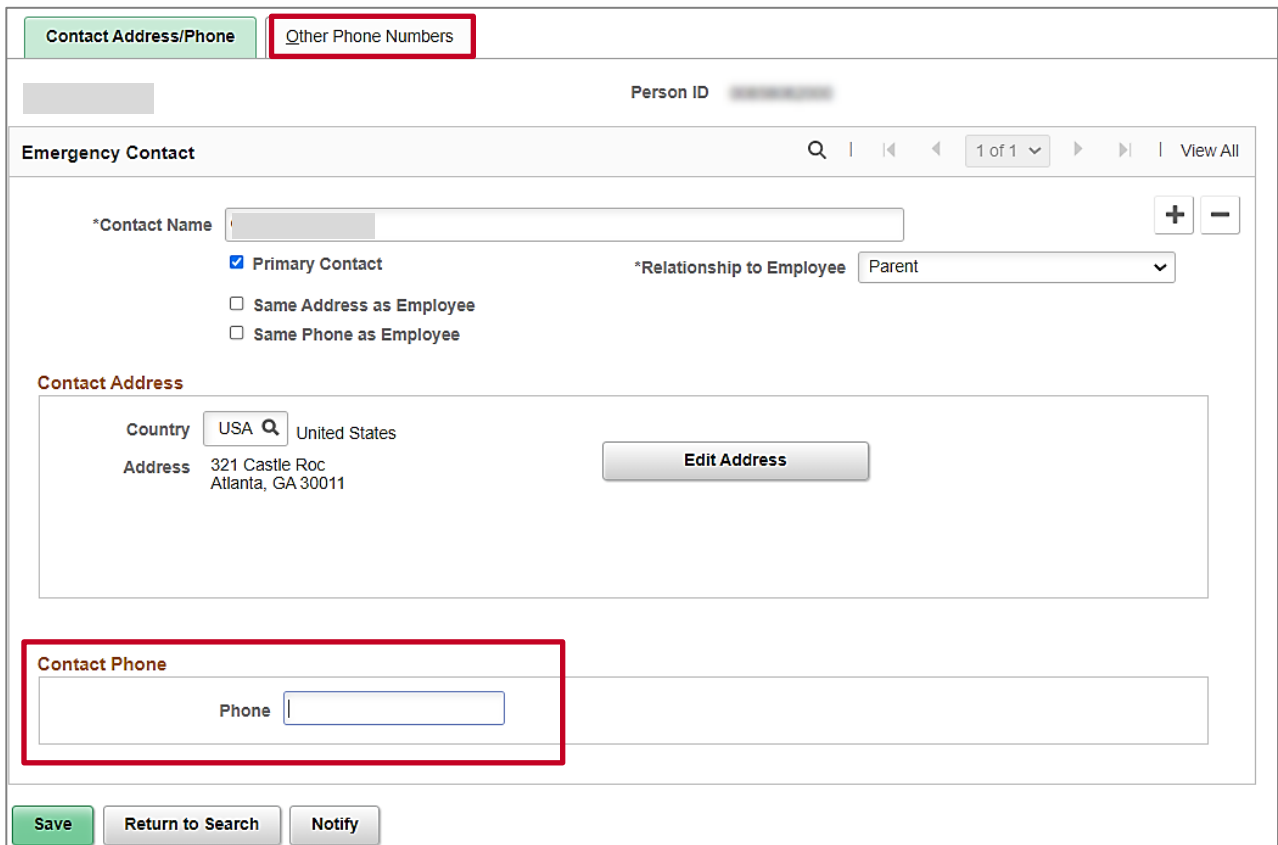
City State

Postal

County

9. Complete all applicable fields on the **Edit Address** page for the emergency contact and then click the **OK** button.

The **Emergency Contact** page redisplay.



Contact Address/Phone

Person ID [REDACTED]

Emergency Contact | < | > | 1 of 1 | View All

*Contact Name

Primary Contact Same Address as Employee Same Phone as Employee

*Relationship to Employee Parent

Contact Address

Country United States

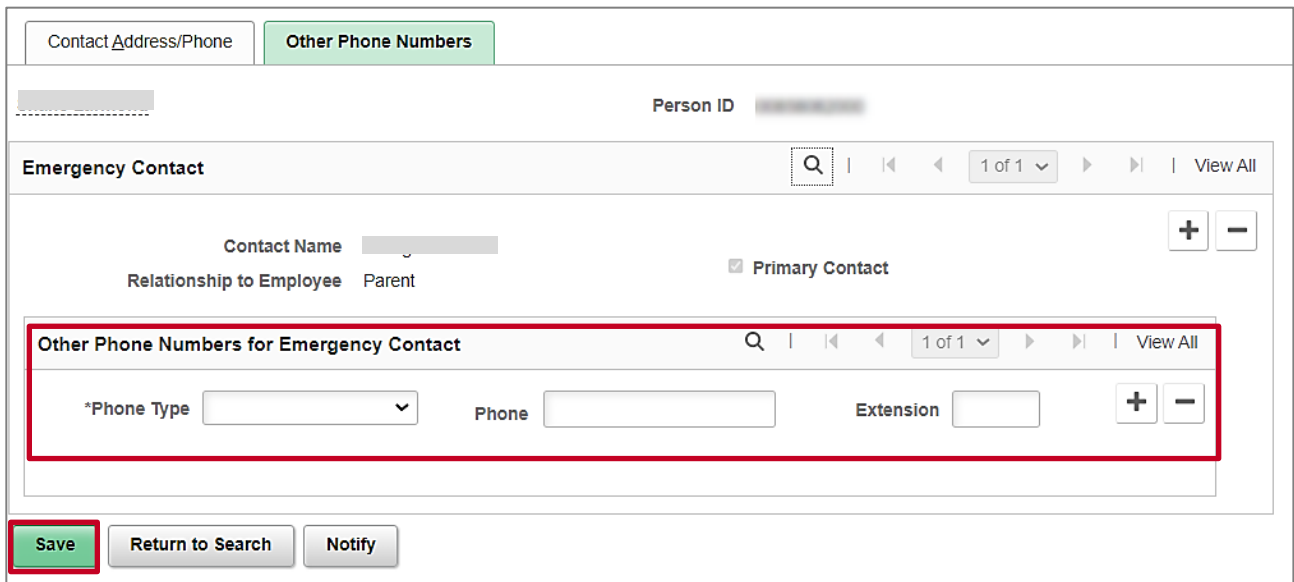
Address 321 Castle Roc
Atlanta, GA 30011

Contact Phone

Phone

10. Enter the emergency contact's phone number in the **Phone** field within the **Contact Phone** section.
11. Click the **Other Phone Numbers** tab.

The **Other Phone Numbers** tab displays.



The screenshot shows a web interface with two tabs: 'Contact Address/Phone' and 'Other Phone Numbers'. The 'Other Phone Numbers' tab is active. At the top, there is a 'Person ID' field. Below that is an 'Emergency Contact' section with a search icon, navigation arrows, and a '1 of 1' dropdown. The 'Emergency Contact' section includes a 'Contact Name' field, a 'Relationship to Employee' dropdown (set to 'Parent'), and a 'Primary Contact' checkbox (checked). Below this is a table titled 'Other Phone Numbers for Emergency Contact' with a search icon, navigation arrows, and a '1 of 1' dropdown. The table has three columns: '*Phone Type' (a dropdown menu), 'Phone' (a text input field), and 'Extension' (a text input field). There are '+' and '-' buttons to the right of the table. At the bottom of the interface, there are three buttons: 'Save' (highlighted with a red box), 'Return to Search', and 'Notify'.

12. Enter the additional phone numbers in the **Other Phone Numbers for Emergency Contact** section as applicable. Use the **Add a New Row** icon as needed.
13. Click the **Save** button.