1.5 Emergency Contact Details

Emergency contact details are obtained from the Certificate of Acceptance PDC/4 form, Section C. They will be completed by payroll in the first instance along with bank details. Amendments can be made if the emergency contact details subsequently require changing.

1.5.1 Amending Emergency Contact Details

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.

1. Click on the Emergency Contacts menu in the Action Pane

2. Click on Emergency contact details

3. The emergency contact details screen will be displayed.

4. Make amendments as required.

5. Click on the **Save** button.

1.5.2 Adding Emergency Contact Details

1. Use the search facility to locate the person whose details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.

2. Click on the Emergency Contacts menu in the Action Pane

   🗁 Emergency contacts
      🗇 Emergency contact details
      🗋 New - Emergency contact details

3. Click on the 🗋 New - Emergency contact details
   A blank form will appear

Emergency contact details: New	Name: Mr Charlie Brown
	Pers ref: 30000031

   Emergency contact

   Name
   Relationship
   Contact at
   Contact e-mail
   Primary contact ☐
   Default to employee's home address ☐

   Address

   House Name
   Number/Street
   Local Area
   POSTTOWN
   County
   POSTCODE
   Country United Kingdom

   Save

4. Key in the name of the emergency contact
5. Select the relationship from the drop down list
6. Key in details as appropriate.
7. Click the **Save** button.