Maintain Personal Information – Emergency Contacts

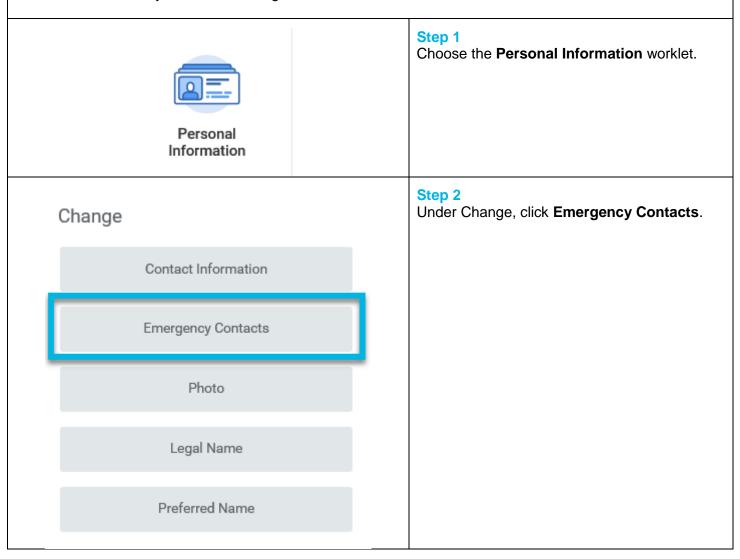
Overview

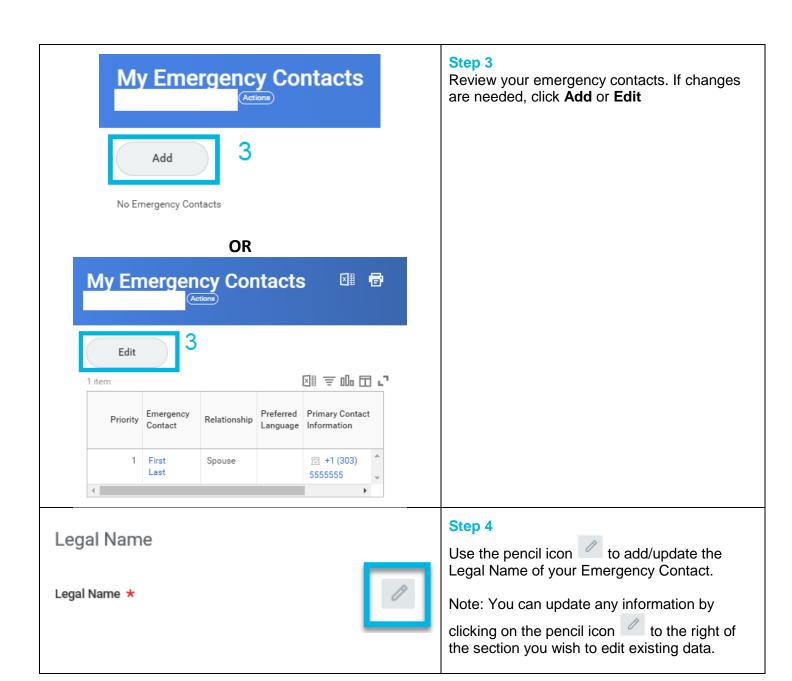
The purpose of this process is to gather pertinent information regarding your emergency contact(s) including name and phone number(s) that may be used in the event of an emergency situation at work.

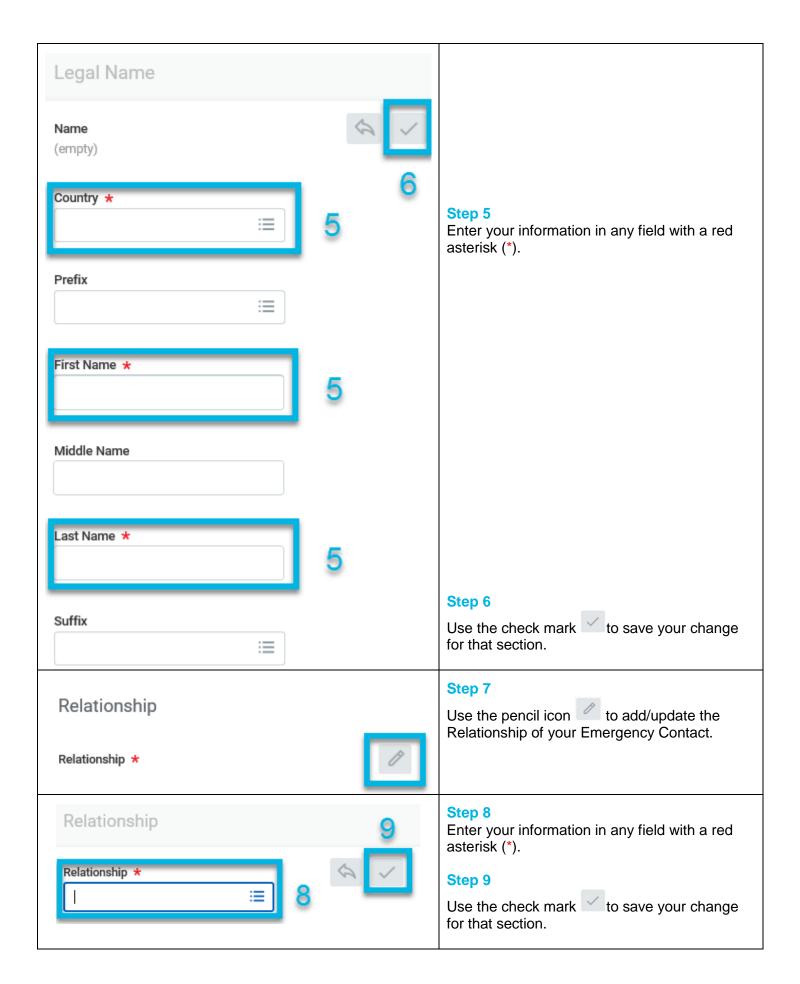
Who Does This: Employee

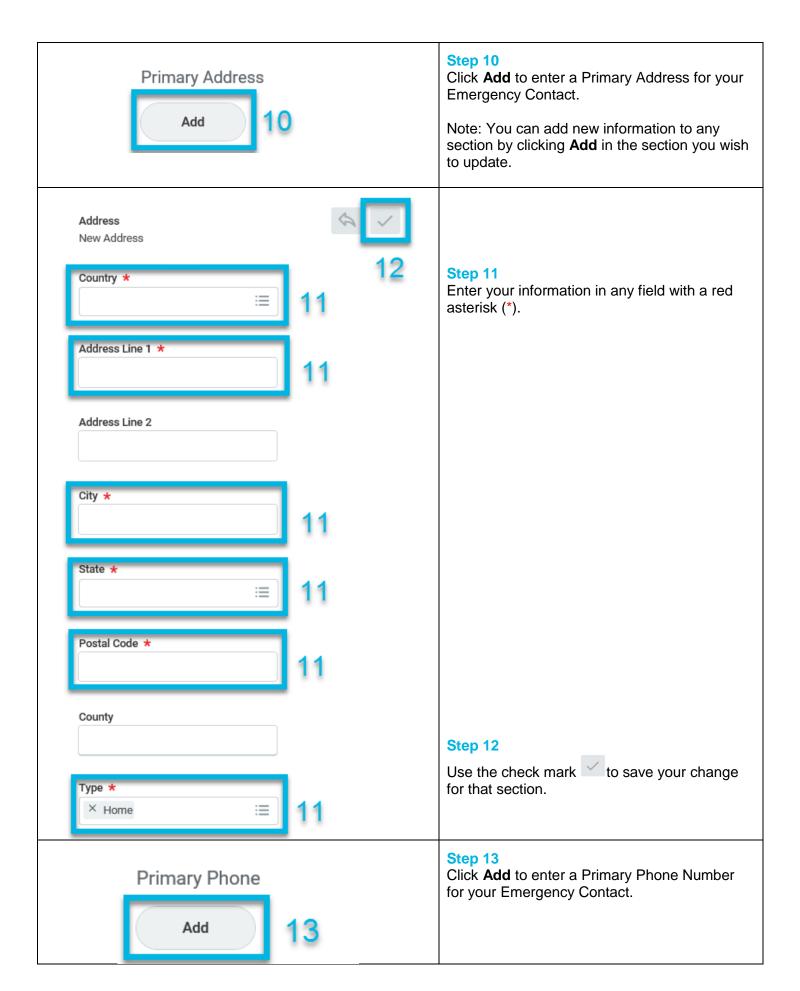
Things to Know:

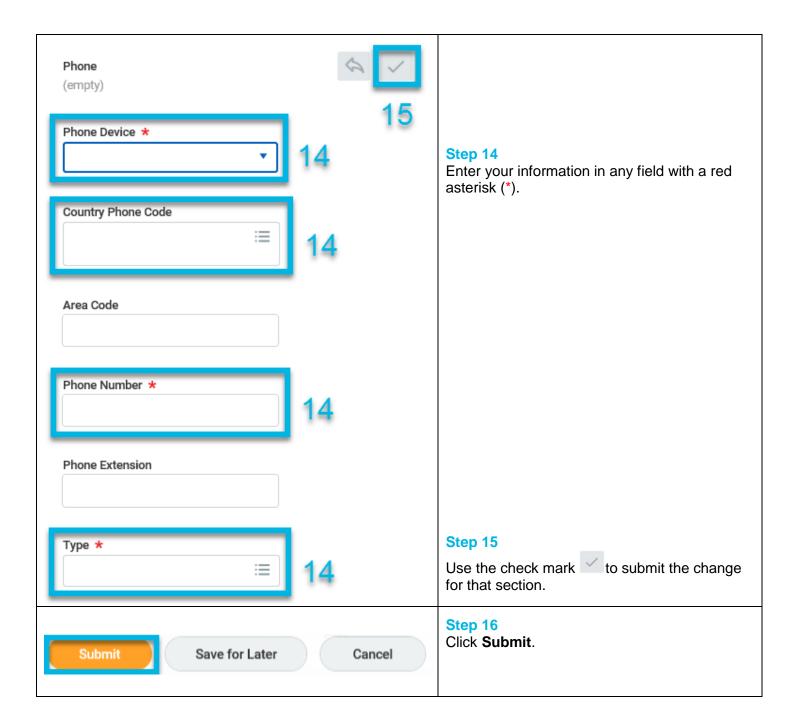
- It is recommended that you enter at least one emergency contact.
- At least one piece of contact information is required for each emergency contact.
- There are no approvals for this process. Please review to ensure your emergency contact(s)' information is entered correctly before submitting.











FAQ's

When will my emergency contact be contacted? Your emergency contact may be contacted in the event of an emergency situation at work (i.e. severe illness or injury).

Who has access to my emergency contact's information? Your management chain and HR Business Partner have access to your emergency contact.