

DESKTOP – EMERGENCY CONTACT CHANGE

Objective

To learn how to submit an HR Action request for personal information changes & update banking information.

Emergency Contact Change

1. Click the **Show Menu** icon to open the Navigation menu (top left corner of screen).

2. Click the **My HR** option and select **HR Actions**.

3. Navigate and click on the **Available** tab for a list of HR Actions to appear.

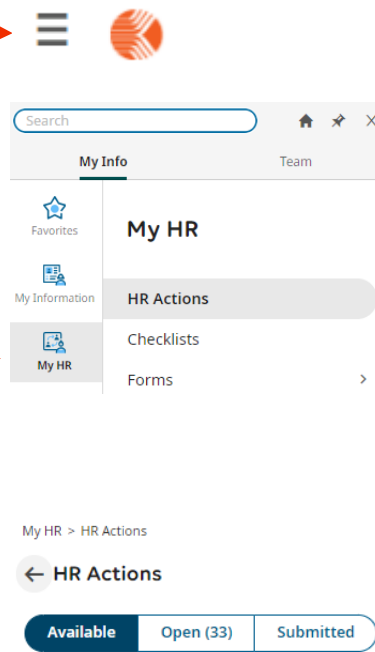
4. Click the **Start** option to the right of **Emergency Contact Change** to update your contacts.

5. Select the **Actions** item to modify existing contact information or **+Add** to include a new contact.

Include the following:

- First Name
- Last Name
- Relationship
- Phone Number

6. Click **Submit** when finished to request emergency contact change.
You will receive a notification email once submitted.



Emergency Contacts

Select **actions** to view/edit/delete emergency contacts > select **submit** when finished.

The collection of personal information on this form is necessary for the proper administration of a lawfully authorized activity and will be used for notification purposes in the event of an emergency and for no other purpose. For more information about this collection, please contact the Human Resources Department at 21 Reeve Street, P.O. Box 1614, Woodstock, ON, N4S 7Y3 (519) 539-9800 (ext. 3194).

1 Open

Start

11/08/2023

Save

Submit

Emergency Contacts

Account Contacts

Page 1 of 1 | 1 - 4 of 4 Rows | All (4)

Name	Relationship	Code	Preferred Phone Number	Contact Type	Primary	↓	Actions
Mei Smith	Aunt	Canada (+1)	5195552523	Emergency, Beneficiary, Dependent	Yes	5	...
Susan Test	Mom	Canada (+1)	555-555-5555	Emergency	No		...
Miron Thomas	Friend	Canada (+1)	519-659-7894	Emergency	No		...
Yuri Paul	Boyfriend	Canada (+1)	519 263 1245	Emergency	No		...

Save

Submit

6