SJSU UNIVERSITY PERSONNEL

ENTER AND MAINTAIN

EMERGENCY CONTACT INFORMATION

UNIVERSITY PERSONNEL 408-924-2250

Introduction

Individuals managing Person of Interest (POI) data may, at times, need to enter or maintain emergency contact information. Individuals in University Personnel may also need to enter this information for new employees. This information is used by the University in case of an emergency with the employee or POI.

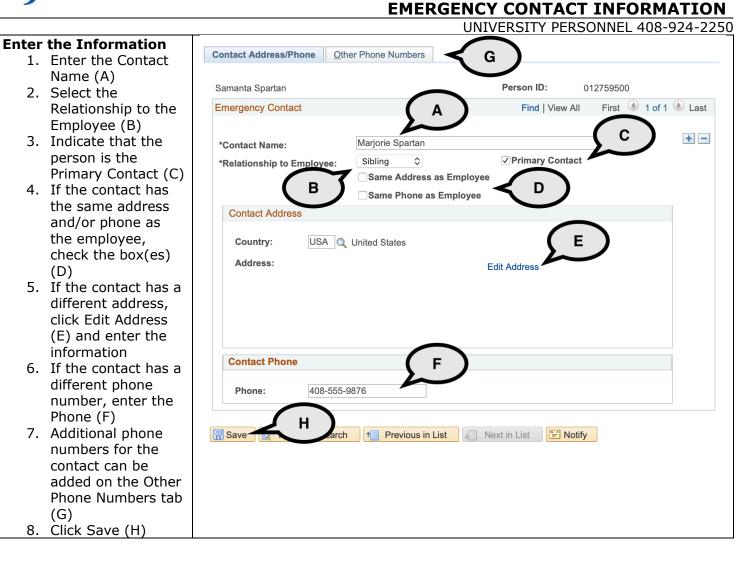
Enter Emergency Contact Information

If a person already has emergency contact information in the system, review the information you received and make updates if appropriate. If the information is the same then there is nothing to do.

-	lete a Search Navigate: Main Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact	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					
2.		Empl ID:	begins with	\$			
	criteria (A) and	Name:	begins with			<u> </u>	
3.	click Search Click the	Last Name:	begins with	0	SPARTAN		
	hyperlinked name of the person whose date you wish to review or enter (B)	Second Name:	begins with	•			
		Alternate Character Name:	begins with	•			
		Middle Name:	begins with	٥			
		Case Sensitive Search Clear Basic Search Criteria Search Results					
		View All			(B)	First 🕚 1-4	of 4 🕑 Last
		Empl ID Name	Last Name S	Secon	A Name Alternate	Character Name	Middle Name
		012759136 Samuel Spartan	SPARTAN (I	blank	(blank)		J
		012759149 Lucille Spartan	SPARTAN ((blank)
		012759162 Ellie Spartan	SPARTAN (I				(blank)
		012759500 Samanta Sparta	In SPARTAN (I	blank	(blank)		J

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