

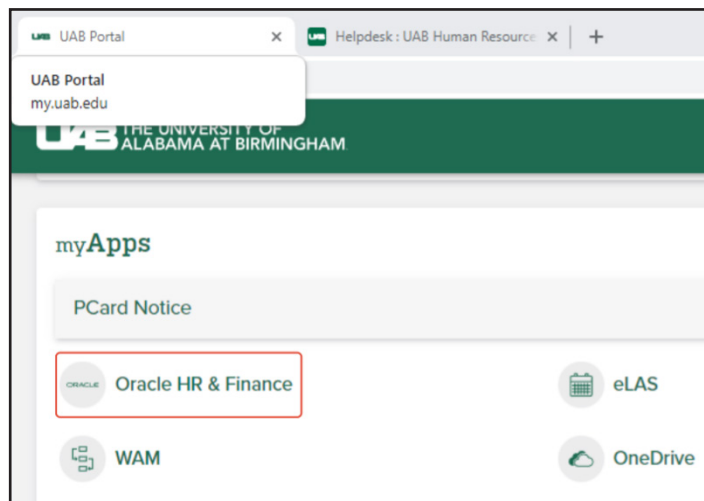
Creating Emergency Contacts in Oracle Self-Service

Emergency Contact information can be added to Oracle HR & Finance by employees using the UAB Self-Service application.

[ACCESSING ORACLE SELF SERVICE](#) | [ADDING EMERGENCY CONTACTS](#)

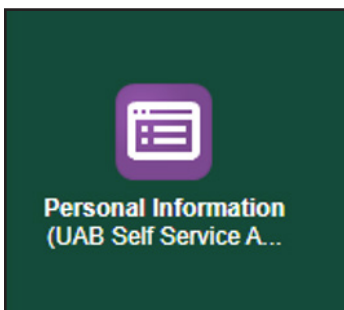
Accessing Oracle Self Service

Oracle HR & Finance is accessed through **myApps** in the [MyUAB portal](#). Use your Blazer ID and strong password to log in.

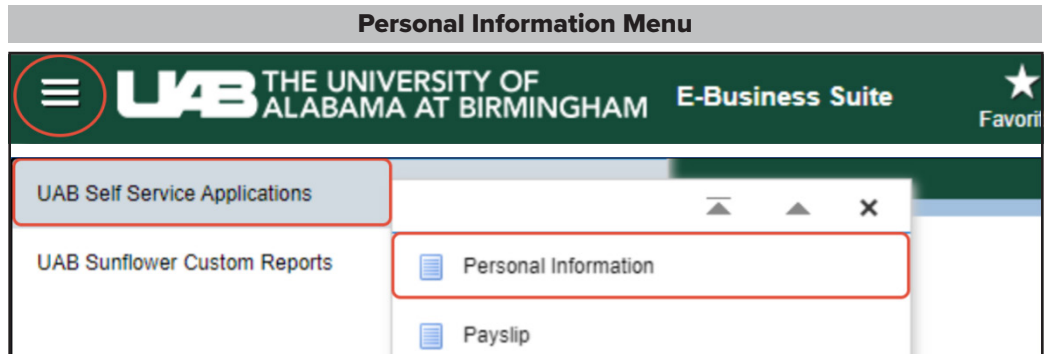


Select the **Personal Information** icon from the Oracle home page or open the hamburger menu at the top left of the page, click on **UAB Self Service Applications**, and select **Personal Information**.

Personal Information Icon



Personal Information Menu



Adding Emergency Contacts

Emergency Contacts are displayed at the bottom of the **Personal Information** page. Follow the steps below to add a new Emergency Contact:

1. Click on the **Add** button.

The screenshot shows the 'Other Address' section with fields for Address Line 1 (AB), Address Line 2 (525C), Address Line 3 (ADMINISTRATION BUILDING), City (Birmingham), State (AL), Zip Code (35294), and County (Shelby). Below this is the 'Emergency Contacts' section, which includes a table with columns: Select Name, Relationship, Primary Contact, Home Number, Work Number, and Mobile. The table contains two entries: Hanebuth, Will (Child, No, 2564536791) and Hanebuth, Jane (Child, No, 2512433910). The 'Add' button is highlighted with a red box.

Select Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
<input checked="" type="radio"/> Hanebuth, Will	Child	No	2564536791		
<input type="radio"/> Hanebuth, Jane	Child	No	2512433910		

You can designate more than one person as an Emergency Contact, but only one Primary Contact.

2. Enter all required (*) fields under **General Information**.

The screenshot shows the 'Emergency Contact: Create' form. It includes fields for Employee Name (Hanebuth, Laura), Employee Number (1091834), Organization Email Address (workflow@uab.edu), and Business Group (11111111A UAB). Below this is the 'General Information' section, which includes fields for First Name (Paul), Middle Name, Last Name (Hanebuth), Suffix, Email Address, Relationship (Spouse), and Relationship Start Date (27-Mar-2023). The 'Primary Contact' checkbox is checked. A red box highlights the asterisk (*) indicating required fields.


3. **Phone numbers:** Multiple numbers can be entered for a single contact. To enter the first number, select the phone **Type** using the drop-down list and enter the phone number in the **Number** field.




The screenshot shows the 'Phone Numbers' section with a table that has columns for Type, Number, and Delete. The 'Type' column has a dropdown menu with options: Mobile, Campus Primary, Campus Secondary, Campus Tertiary, Home, Mobile Public, and Other. The 'Number' column has a text input field. The 'Delete' column has a trash icon.

Type	Number	Delete
Mobile		
Campus Primary		
Campus Secondary		
Campus Tertiary		
Home		
Mobile Public		
Other		

4. To add another number, click on the **green plus (+)** and repeat Step 3.

Phone Numbers



Type	Number	Delete
Mobile ▼	<input type="text" value="251-666-1339"/>	
Home ▼	<input type="text" value="256-598-6240"/>	
Other ▼	<input type="text" value="222-555-1212"/>	

Campus Primary
Campus Secondary
Campus Tertiary
Home
Mobile
Mobile Public
Other
Pager
Work Fax

☐ Use my address
Effective Date
Type

5. Main Address: Enter the Emergency Contact's address or select "Use My Address for This Person" to autofill the employee's address.

Main Address

☐ Use my address for this person.

Effective Date27-Mar-2023

TypeHome

CountryUnited States

US Address Style

* Address Line 1123 Elm St

Address Line 2

Address Line 3

* CityOxford

* StateAL

Alabama

* Zip Code36203

* CountyCalhoun

Calhoun

6. In the top right corner of the page, click the **Next** button to save your changes.

Cancel **Save For Later** **Next**

7. Review the information entered. Use the **Back** button to correct or add information, **Cancel** to discard, and **Submit** to confirm.

Personal Information: Review

Cancel

Printable Page

Back

Submit

Employee Name

Hanebuth, Laura

Employee Number

1091834

Organization Email Address

workflow@uab.edu

Business Group

11111111A UAB

Review your changes and, if needed, attach supporting documents.

Indicates Changed Items.

Maintain Contact

Contact

	Current	Proposed
Relationship Type	Spouse	Spouse
First Name	Paul	Paul
Last Name	W	W

8. Click on **Return to Overview** after receiving confirmation.

Confirmation

Your changes have been applied.

Return to Overview

9. The new information will be displayed under **Emergency Contacts**.

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact:

Update

Remove

|

Add

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile
<input checked="" type="radio"/>	Hanebuth, Paul	Spouse	Yes	256-598-6240		251-666-1339
<input type="radio"/>	Hanebuth, Jane	Child	No	2512433910		
<input type="radio"/>	Hanebuth, Will	Child	No	2564536791		

Back