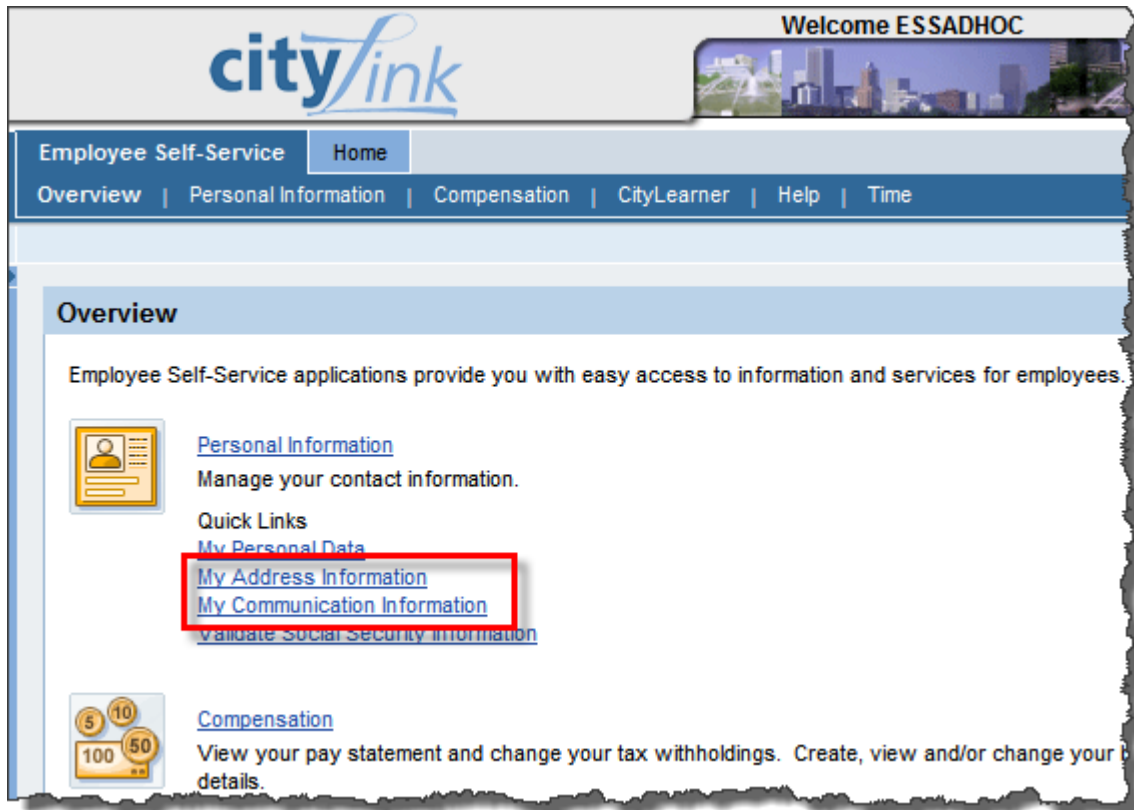


Update ESS Personal and Emergency Contact Info

Employees can maintain their personal and emergency contact information in Employee Self-Service. This document provides information for how to add, edit and delete this information in the SAP ESS CityLink portal.

NOTE: Your information is only used for emergency reasons. Providing your manager/bureau with additional personal contact information will ensure that they can get a hold of you or your designee in case there is a work-related incident/emergency.

Log into the SAP CityLink Portal, Employee Self-Service page



The two links used for maintaining this information are found under the Personal Information section:

- ***My Address Information***
- ***My Communication Information***

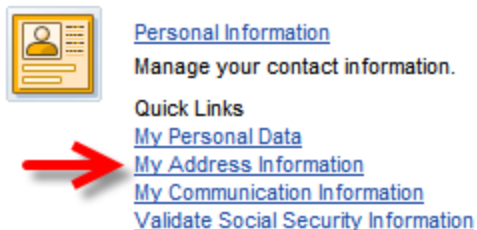
Address Types

There are two types of addresses that can be stored in the system. The first is the **employee's personal mailing address**. This is the address used to send all official City mail to an employee. Please make sure this address is up to date and correct.

The second address type is the **emergency contact address**. An employee can have up to four emergency contacts listed in the system. These are the people that your bureau might call if there is an emergency affecting you at work, or if they need to get a hold of you in an emergency and you are not available at your primary contact info.

To change your personal address information:

Step 1: Click the **My Address Information** link. The Address Information screen will open.



Step 2: Under the Permanent/Mailing address, click the **pencil icon** on the right. This will open the edit screen.

Address Information

▼ Address Information Add

Permanent/Mailing address

Address Line 1: 9
 Address Line 2:
 City: 8
 State: OR
 Zip Code: 97225
 Country: USA
 Telephone Number: (503) 619-5585

Step 3: Edit or fill in the new information. The minimum required information has a red asterisk (street name, city, state and telephone number). You will also need to enter your Postal Code. The Telephone Number must be 10 digits (no dashes or parenthesis).

You can also make this future dated by selecting "valid from" and entering a date.

Step 4: Click **Save and Back** or **Save** to save the changes.

Edit Permanent/Mailing address

Save and Back Save Cancel

Country: USA

Address

* Address Line 1: 9 Main St.
 Address Line 2:
 * City: Portland
 * State: Oregon
 Postal Code: 97204
 * Telephone Number: 5035551212

(Enter 10 numbers only -
 #####)

Validity

Valid as of Today
 Valid From

To add/change your emergency contact information:

Employees can have up to four (4) emergency contact records in the system.

NOTE: If you already have four listed and need to make a change, you must delete one of the records and create a new one.



[Personal Information](#)

Manage your contact information.

Quick Links

[My Personal Data](#)

[My Address Information](#)

[My Communication Information](#)

Step 1: Select the **My Address Information** link in the Personal Information section of ESS.



Step 2: Select to add or edit your emergency contact information.

To add a new Emergency Contact to your record, click the **Add** button and then select **Emergency Contact Information** on the Address Info bar.

To change or remove an emergency contact, click the pencil icon (change) or trash can icon (remove) next to the emergency contact information.

The **Add or Edit Emergency Contact Information** screen will open.

Step 3: Edit the information. The minimum fields required are marked with a red asterisk: *Care Of* and *Telephone Number*.

Care of: This is the name of the person the City should contact if there is an emergency.

Type of Relation: i.e. sister, spouse, mother-in-law, etc. This is a free-text field.

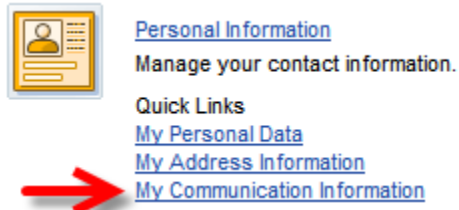
Telephone Number: this should be the primary number the person can be reached at. Enter digits only, no dashes or parenthesis.

NOTE: If you have additional numbers to add, please contact your bureau OBPA.

Validity date: If the emergency contact information you are entering is valid for a date in the future or is only valid for a limited time, then change the Validity button to reflect your choice.

To change your telephone and email information:

Step 1: Select the **My Communication Information** link from the Personal Information page in the ESS CityLink portal.

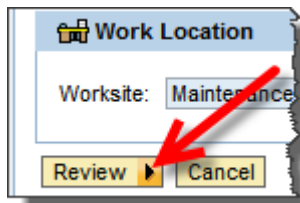


Step 2: Select the Edit button below the Work Location section of the page.

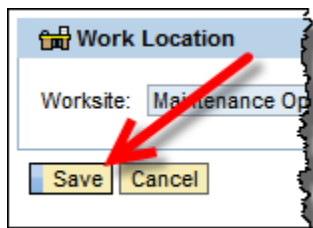
Step 3: Edit or add the information in your Home Email and Telephone fields.

NOTE: You will not be able to edit the work email or work location fields. For assistance with this, contact the BTS Helpdesk.

Step 4: Review your changes by selecting the Review button at the bottom.



Step 5: Save the changes.



Communications

Email

Work Email:

Home Email:

Telephone

Home: *	<input type="text" value="(971) 555-5555"/>	Work Phone	<input type="text"/>
Personal Mobile:	<input type="text" value="(503) 555-1212"/>	Work Phone 2	<input type="text"/>
Personal Phone 1	<input type="text"/>	Work Mobile	<input type="text"/>
Personal Phone 2	<input type="text"/>	Work Fax	<input type="text"/>
Personal Phone 3	<input type="text"/>	Work Pager	<input type="text"/>

Work Location

Worksite: 2929 N

Edit

NOTE: If you don't have a Home Telephone number, this should be your primary phone number where you can be reached in an emergency.