

Add, Edit, and Delete Emergency Contacts in HRMS

Add an Emergency Contact in HRMS

1. Using Internet Explorer, go to HRMS at <http://www.maricopa.edu/hrms>.
2. Log in with your Maricopa Enterprise ID and Password, and press Enter.
3. From the HRMS Menu, select the path:

Employee Self Service >> Personal Information >> Emergency Contacts.



Emergency Contacts

Pamela Williams

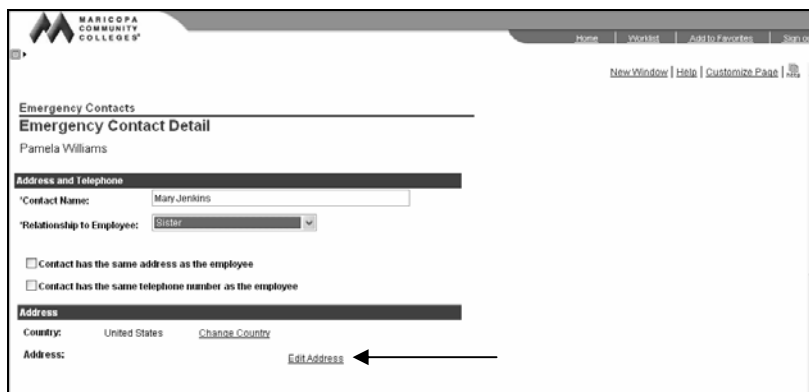
Contact Name	Relationship to Employee		
Hannah Harrison	Mother	Edit	Delete

Primary Contact: Hannah Harrison [Change the primary contact](#)

[Add an Emergency Contact](#)

Go to: [Employee Home](#)
[Personal Information Home](#)

4. Click the Add an Emergency Contact button.



Emergency Contacts

Emergency Contact Detail

Pamela Williams

Address and Telephone

*Contact Name:

*Relationship to Employee:

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

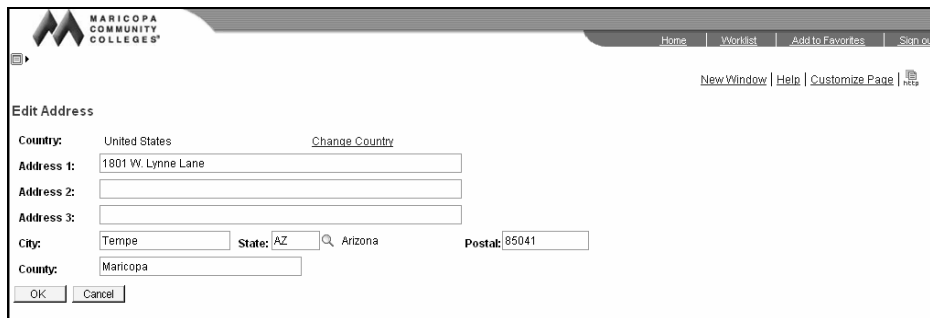
Country: [Change Country](#)

Address: [Edit Address](#)

5. In the Contact Name field, enter the first and last name of the emergency contact.
6. In the Relationship to Employee field, click the drop-down menu and select the appropriate relationship.
7. If the emergency contact has the same address and telephone number as the employee, place a checkmark in the appropriate checkboxes, and then skip to Step 11.
 - The address and telephone number stored in the system for the employee will automatically populate the appropriate fields.
 - To add additional phone numbers, click the Add Phone Numbers button.
8. If the emergency contact has a different address and telephone number as the employee, leave the checkboxes blank and click the Edit Address link.



9. Enter the appropriate information in the fields and click OK.
(Leave the Address 2 and Address 3 fields blank.)



The screenshot shows a web browser window with the Maricopa Community Colleges logo in the top left. The page title is "Edit Address". The form contains the following fields and values:

- Country: United States (with a "Change Country" link)
- Address 1: 1801 W. Lynne Lane
- Address 2: (empty)
- Address 3: (empty)
- City: Tempe
- State: AZ (with a search icon and "Arizona" text)
- Postal: 85041
- County: Maricopa

At the bottom of the form are "OK" and "Cancel" buttons. The browser's address bar shows "New Window | Help | Customize Page | ...".

10. At the Emergency Contact Detail page, enter the appropriate telephone number in the Phone Number field.
 - To add additional phone numbers, click the Add Phone Numbers button.
11. At the Emergency Contact Detail page, click the Save button.
12. At the Save Confirmation page, click the OK button.

Edit an Emergency Contact in HRMS

1. Using Internet Explorer, go to HRMS at <http://www.maricopa.edu/hrms>.
2. Log in with your Maricopa Enterprise ID and Password.
3. From the HRMS Menu, select the path:
Employee Self Service >> Personal Information >> Emergency Contacts.
4. Click the Edit button to the right of the person whose information you will change.
5. Make changes. If needed, see previous section for specific instructions.
6. After making changes, at the Emergency Contact Detail page, click the Save button.
7. At the Save Confirmation page, click the OK button.

Delete an Emergency Contact in HRMS

1. Using Internet Explorer, go to HRMS at <http://www.maricopa.edu/hrms>.
2. Log in with your Maricopa Enterprise ID and Password.
3. From the HRMS Menu, select the path:
Employee Self Service >> Personal Information >> Emergency Contacts.
4. Click the Delete button to the right of the emergency contact to be deleted.
5. Click the Yes – Delete button to confirm your changes.
6. Click the Save button.
7. Click the OK button to confirm your changes.

To Sign Out of HRMS: in the top right corner of your screen, click Sign Out.

