PeopleSoft V9.1

Viewing and Updating Emergency Contact(s)

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From the PAWS Employee Portal (https://paws.augusta.edu), select the SoftServ Icon from the Quick Access Bar.

Log in using your AU NetID and Password. This will be the same ID and Password that you use to log into Outlook.

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PEOPLESOFT ENTERPRISE

User ID:

Password:

Sign In

Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

You have successfully accessed SoftServ. Navigate to Personal Information so that you may update your emergency contact(s).

Main Menu > Self Service > Personal Information > Emergency Contacts
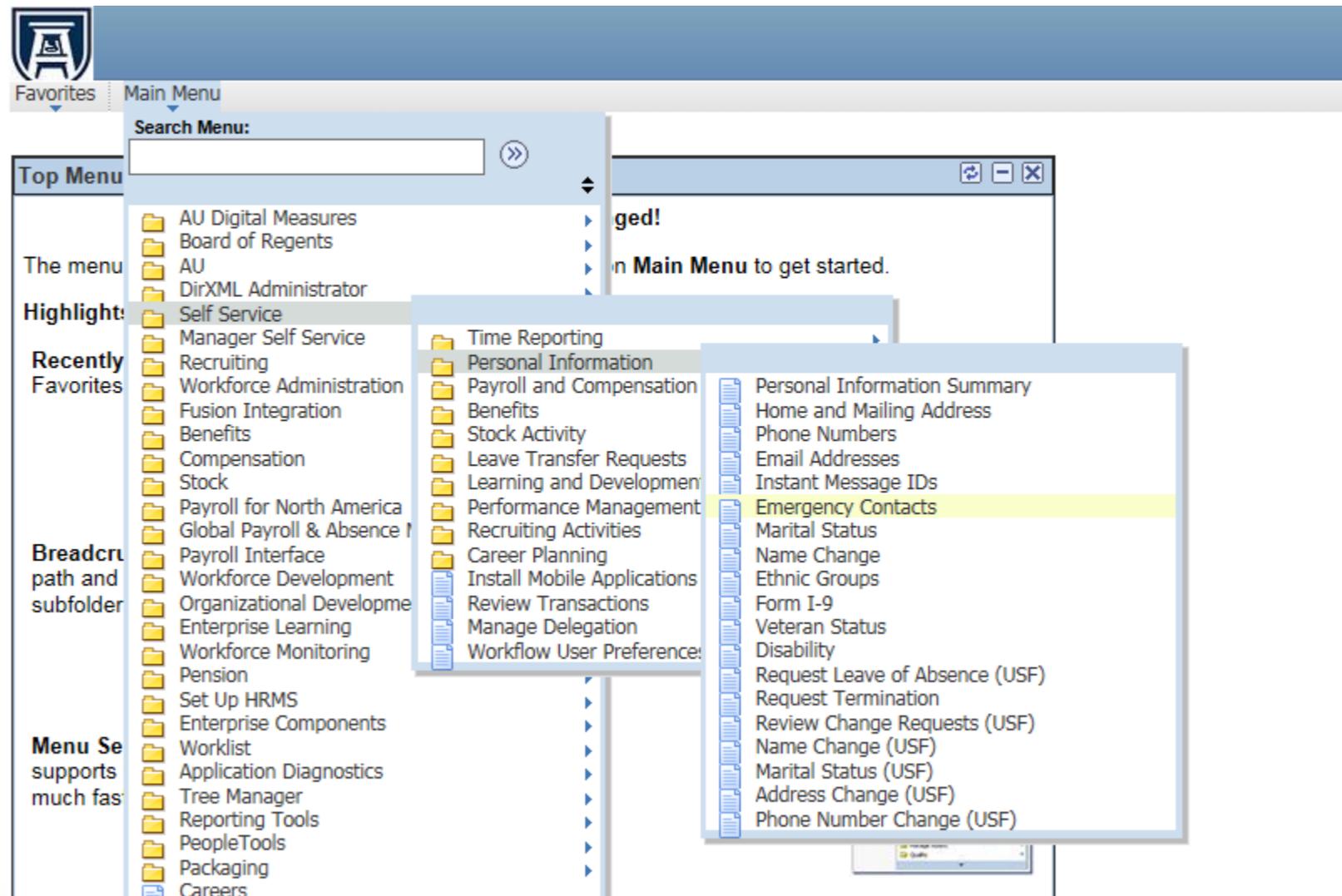
To add an emergency contact, Select "Add Emergency Contact".

Favorites | Main Menu > Self Service > Personal Information > Emergency Contacts

Emergency Contacts

Cathy Carver-Parker

Emergency Contacts				
Contact Name	**Relationship to Employee**	**Primary Contact**	**Edit**	**Delete**
James Parker	Spouse	☑	✎	🗑
Kaitlyn Parker	Child	☐	✎	🗑
Stefanie Carver	Sibling	☐	✎	🗑

[Add Emergency Contact]

[Save]

If you would like to delete an existing contact, select the trashcan icon 🗑

Select "Save".

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Enter new Emergency Contact Name (First and Last Name). Select Relationship to Employee. If the new contact has the same address and/or telephone number as yourself, click on the appropriate radio buttons.

To add the contacts address (if known), select "Enter/Edit Address". Enter address, then select "OK".

Enter the contacts phone number in the "Telephone" field. Additional phone numbers for this specific contact can be added by selecting "Add Phone Number".

Upon data entry completion, please select "Save".

Emergency Contact Detail

Cathy Carver-Parker

Address and Telephone

*Contact Name: Mickey Mouse

*Relationship to Employee: Friend

☐ Contact has the same address as the employee

☐ Contact has the same telephone number as the employee

Address

Country: United States   Change Country

Address: Enter / Edit Address

Phone

Telephone:

Other Telephone Numbers

Emergency Contacts

*Phone Type	Phone Number	Extension	Delete

Add Phone Number

Save

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Favorites | Main Menu > Self Service > Personal Information > Emergency Contacts

Emergency Contacts

Save Confirmation

✔ The Save was successful.

OK

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