



HRIS

Human Resources Information System

USER'S MANUAL

Human Resources

5/31/2010

EMPLOYEE EMERGENCY CONTACT INFORMATION



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OVERVIEW

This manual has been designed as a guide to assist you in the Emergency Contact information screens within the Human Resources Information System.

To ensure and provide prompt disaster response of the College's Emergency Preparedness Plans and Programs, we are asking all employees to provide names and telephone numbers of two emergency contacts; a primary, and an alternate.

This initiative will ensure all employee emergency contact information is valid while putting the college in a better state to respond to all emergency situations including our satellite campuses.

Human Resources in collaboration with the ITS have made provisions for employees to provide and maintain their Emergency Contact Information through the Online Pay Statements (OPS).

The OPS can be accessed on the college network at <https://enterprise.algonquincollege.com/ops/> and from home using a VPN access.

Managers are responsible for ensuring that a record of emergency contacts is maintained in the system for each staff under their supervision. This information should be validated every six months on the Human Resources Information System (HRIS).

The attached document will guide you through the basic steps in completing this process. A copy is also available on the Human Resources website for your use.

Should you require additional information or have any problems, please contact Human Resources at 7660@algonquincollege.com or telephone extension 7660.

Note: This process *does not include* the collection of information on contractors working at the college on projects of a non-recurring kind.

1.0 HOW TO UPDATE YOUR EMERGENCY CONTACT INFORMATION ONLINE

You can update your Emergency Contact Information online using the Online Pay Statement (OPS)

1.1 Important Note. PLEASE READ!!

1. The asterisked fields are mandatory and cannot be left empty:
 - Surname
 - Given Name(s)
 - Home Phone, Cell Phone, Work Phone - Supply at least one phone number
2. An employee can only have one **Primary** and one **Alternate** emergency contact information (ECI).
3. You will be forced into **Edit** mode if you load the ECI screen and no contact information is found.
4. Although an employee cannot add his/her alternate contact information before entering his/her Primary, there is a safeguard in the system that forces an **Alternate contact** to be the Primary if the latter is not present.
5. When clicking on the **Cancel** button (in Edit mode) or the **Delete** button (for the Alternate contact) you will be prompted to confirm the action
6. Only valid NANP (North American Numbering Plan) telephone numbers are allowed in the phone fields.
7. If the phone number is not North-American, i.e. does not conform to the NANP standards, the employee can use the **Notes** field.

1.2 STEPS

Using your browser, go to the address <https://enterprise.algonquincollege.com/ops> to access the Online Payment System (OPS)

1. The **Welcome** screen will present you a few new navigation links as seen in the direction of the arrows in red below. Choose any of the links being pointed to by the red arrow to access the **Emergency Contact Information** screen:

- Welcome
- Current Paystatement
- Paystatements Summary
- Year-To-Date Summary
- Personal Pay Information
- Vacation & Sick days
- Emergency Contact Information
- Personal Preferences

WELCOME Last login: April 13, 2010

- Did you know that you can save or print a copy of any available pay statement that looks virtually the same as the current printed copy that you get delivered? Just click of the "Print/Save" button at the top of the [Current Paystatement](#) page and a PDF file will be generated that you can save and/or print
- **NEW** Now you can manage your [Emergency Contact Information](#). Please follow the link and verify your information

Choose one of the following services:

- [View your current pay statement](#)
- [View a summary of your pay statements](#)
- [View Year-To-Date Summary](#)
- [View your personal information](#)
- [View balance of vacation & sick days](#)
- **NEW** [View/Update your Emergency Contact Information](#)
- [View your personal preferences](#)

Developed by [IIS](#).
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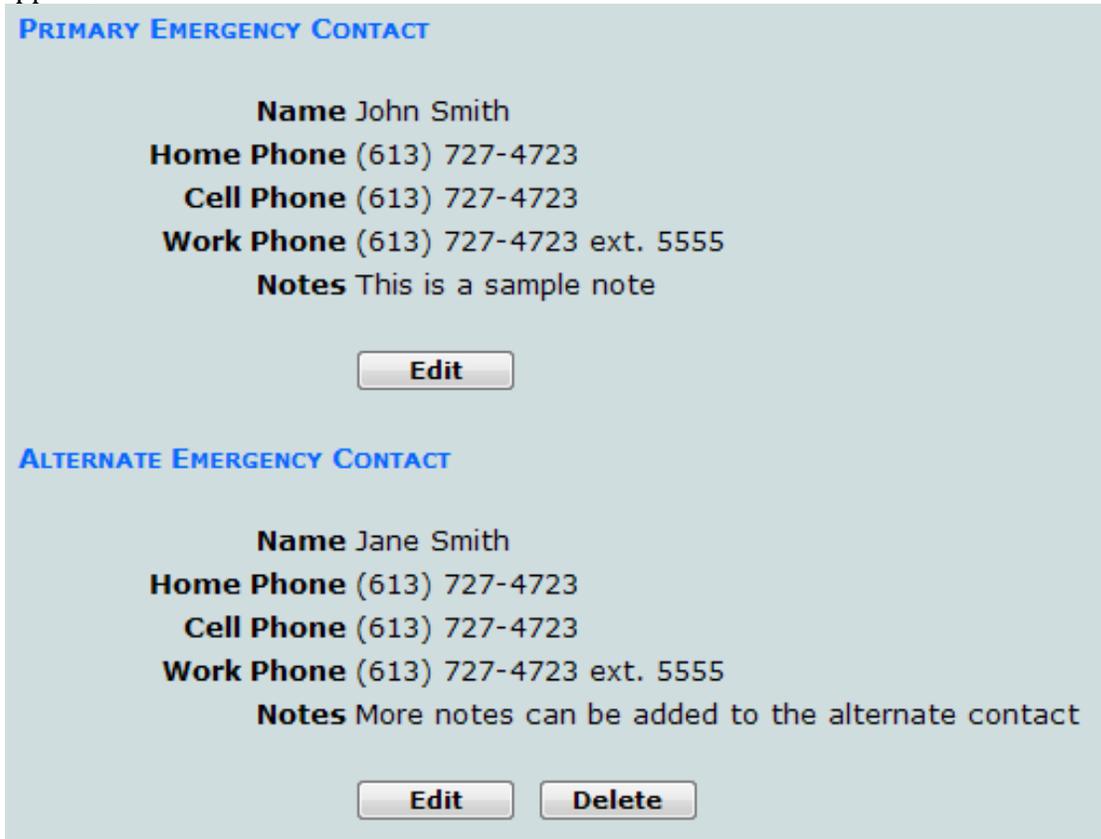
2. In **View** mode, you can view your emergency contact information if the **Primary** Contact information is present, the screen appears as seen below:

PRIMARY EMERGENCY CONTACT

Name John Smith
Home Phone (613) 727-4723
Cell Phone (613) 727-4723
Work Phone (613) 727-4723 ext. 5555
Notes This is a sample note

ALTERNATE EMERGENCY CONTACT

- When the **Primary** and **Secondary** Contacts have been entered or exist in the system, the screen view appears as follows:



PRIMARY EMERGENCY CONTACT

Name John Smith
Home Phone (613) 727-4723
Cell Phone (613) 727-4723
Work Phone (613) 727-4723 ext. 5555
Notes This is a sample note

ALTERNATE EMERGENCY CONTACT

Name Jane Smith
Home Phone (613) 727-4723
Cell Phone (613) 727-4723
Work Phone (613) 727-4723 ext. 5555
Notes More notes can be added to the alternate contact

- You can add, modify or delete both the existing **Primary** and the **Alternate** contacts using the Edit button
- You will be forced into **Edit** mode if you load the ECI screen and no contact information is found. Enter your data in the fields shown below:

OPS Online Pay Statements

[Sign out](#)
[Get Help](#)

EMERGENCY CONTACT INFORMATION

Currently the screen only handles Canadian and US phone numbers. If you want to enter a non-Northamerican phone number please use the Notes field.

PRIMARY EMERGENCY CONTACT

You have no emergency contact information. Please fill it out.

Surname *

Given Names *

Home Phone *

Cell Phone *

Work Phone * **Extension**

Notes

* denotes required fields (You must enter at least one phone number)

ALTERNATE EMERGENCY CONTACT

You need to have a primary emergency contact information before you can enter an alternate.

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2.0 HOW TO VIEW AND UPDATE EMERGENCY CONTACT INFORMATION IN THE HRIS

The HRIS has two screens which can be used for updating ECI information. The screen HRD013 is for managers' use while the HRU055 is available for HR's use only. The two methods are explained below.

2.1 Method 1 – Using the Emergency Contact Update for Managers- HRD013

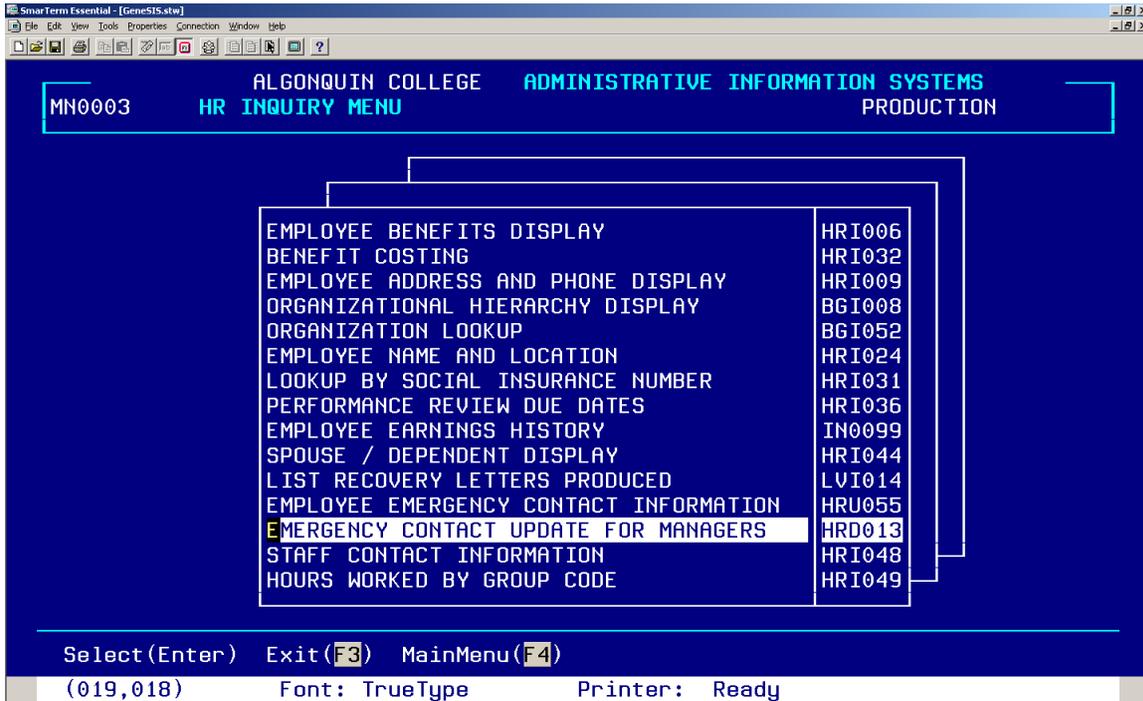
This screen is used for viewing and updating information on ALL full-time employees reporting to a manager. The screen allows you to do the following

- Look up who has not provided ECI information. It also provides a date when the employee updated their information.
- Send individual staff to inform them to update their information.
- HR officers are able to send All staff an email from the screen
- Employees can then go to the Online Pay Statement (OPS) to use the self-serve service there or provide their ECI to their managers who would then update their data.

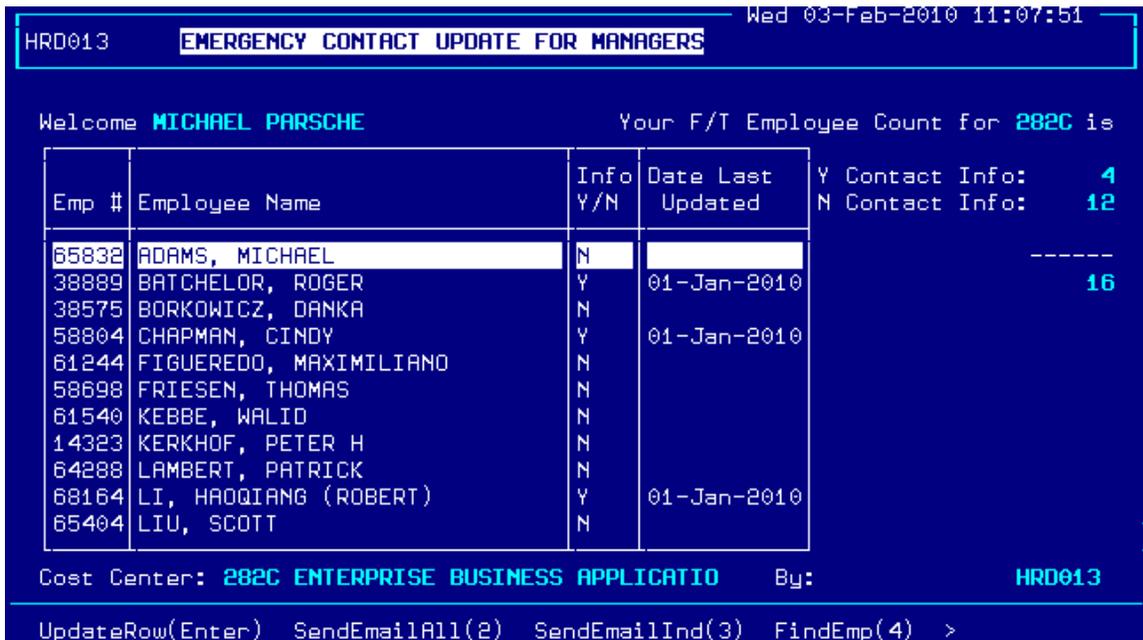
Follow the steps below to update staff information. The SCREEN FUNCTIONS are also explained below.

2.2 STEPS:

1. Login to the HRIS. Go to HUMAN RESOURCES SYSTEM → INQUIRY MENU → EMPLOYEE EMERGENCY CONTACT UPDATE FOR MANAGERS



- In the EMERGENCY CONTACT UPDATE FOR MANAGERS - HRD013 (see screenshot below), highlight an employee name with the UP/DOWN ARROW keys on your numeric key pad then tap the Enter key to bring up staff's ECI.



- You will be presented with the PRIMARY EMERGENCY CONTACT fields. Fill up the fields with the details as seen below.

SmarTerm Essential - [GeneSIS.stw] Thu 27-May-2010 10:20:24

HRD013 EMERGENCY CONTACT UPDATE FOR MANAGERS

Welcome ADEKOYA TAIWO Your F/T Employee Count for *ALL is
 ** PRIMARY EMERGENCY CONTACT **

Contact info for: 63105 ADEKOYA TAIWO
 Given Names: KING
 Surname: JOHN
 Home Phone: 613 7274723
 Cell Phone: 000 000-0000
 Work Phone: 000 000-0000 Ext. 0000
 Notes:

Last Updated by: sipsdba on 25-Feb-2010 06:31:50 pm
 (To Add an International Phone number Please use Notes) HRU055

Update(Enter) AlternateInfo(2) Clear(.) Exit(F3)
 (013,032) Font: TrueType Printer: Ready

- Tap the (2) on the numeric key pad to enter the Alternate emergency contact details **AlternateInfo(2)** as seen below. Tap the ENTER key once more to save the data.

SmarTerm Essential - [GeneSIS.stw] Mon 07-Jun-2010 10:21:52

HRD013 EMERGENCY CONTACT UPDATE FOR MANAGERS

Welcome ADEKOYA TAIWO Your F/T Employee Count for *ALL is
 ** SECONDARY EMERGENCY CONTACT **

Contact info for: 63105 ADEKOYA TAIWO
 Given Names: JAMES
 Surname: KANO
 Home Phone: 613 727-7968
 Cell Phone: 613 727-4723
 Work Phone: Ext.
 Notes:

Last Updated by: on
 (To Add an International Phone number Please use Notes) HRU055

Update(Enter) Delete(2) Clear(.) Exit(F3)
 (017,021) Font: TrueType Printer: Ready

2.2.1 USING THE SCREEN FUNCTIONS IN HRD013

- 1. SendEmailAll** - Available to HR only. It allows an email to be sent to ALL employees in the table. HR user will be prompted with two questions as follows:
“Create a .CSV file to be deposited on your N drive Y/N?” (Y = A spreadsheet download will be produced)
“Send an email to ALL Employees to update Emergency Contact Info Y/N?” (Y = emails will be sent)
If the user answers N to both questions no download will take place and no emails will be sent.
- 2. SendEmailInd** Function will send an email to individual staff. The user of the system will appear as the sender, while the highlighted employee will be the recipient.
- 3. FindEmp** function is useful to find an employee by employee number.
- 4. RunHTMReport** will produce a hard copy report of staff ECI at the users default printer.
- 5. FindEmp – Allows** search for an employee using the employee number.



APPENDIX 1

SPECIMEN OF EMAIL SENT TO INDIVIDUALS TO UPDATE THEIR EMERGENCY CONTACT INFORMATION

The body of the email to be sent to employees contains the following text:

HeLlo ROGER

Our records indicate your Emergency Contact Information needs to be updated. Please click on the link below to access the Online Pay Statements (OPS) which can be used to View or update your existing Emergency Contact Information.

<https://enterprise.algonquincollege.com/OPS/>

You may also print this email and fill in the following information, then hand it to your manager who will update the HUMAN RESOURCES Data Base.

Please NOTE: FIRST NAME, SURNAME and HOME OR WORK PHONE are required when entering online or filling out the information below.

PRIMARY CONTACT:

*FIRST NAME =
SURNAME =
HOME PHONE =
CELL PHONE =
HOME PHONE =
WORK PHONE/EXTENSION =
NOTES =*

ALTERNATE CONTACT:

*FIRST NAME =
SURNAME =
HOME PHONE =
CELL PHONE =
WORK PHONE/EXTENSION =
NOTES =*

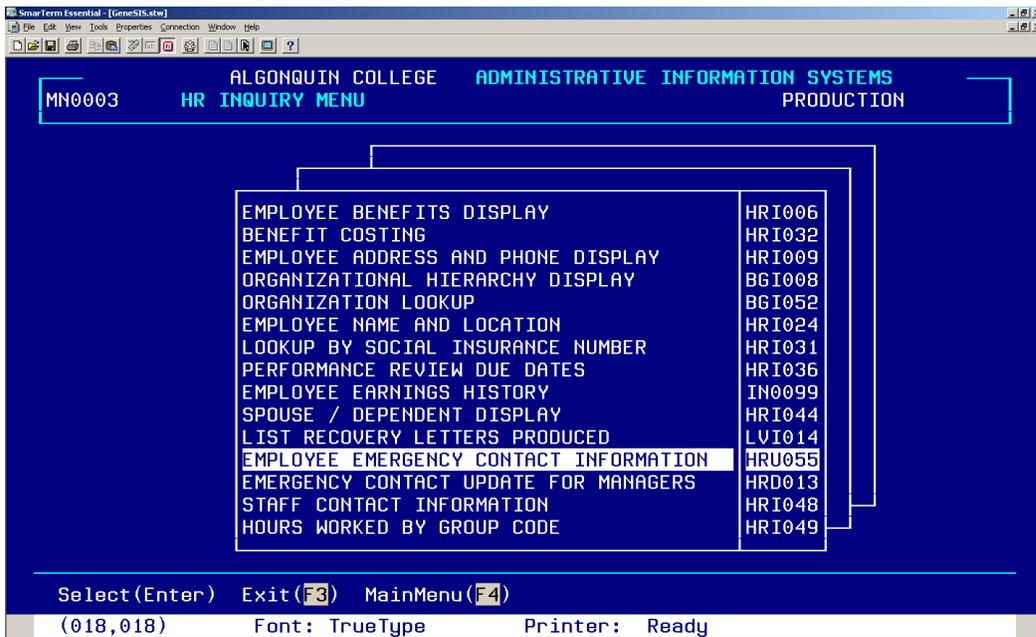
Thank you.

2.3 Method 2 - Using the Employee Emergency Contact Information Screen - HRU055 (HR only)

Only HR officials have access to this screen. They can view, and update the ECI for ALL staff in this screen. This is very good for looking up and updating information on a one-on-one basis. Please see below for a screenshot and step-by-step explanation on the use of the screen.

2.3.1 STEPS

1. Login to the HRIS follow this path to access the screen HUMAN RESOURCES SYSTEM→ INQUIRY MENU→ EMPLOYEE EMERGENCY CONTACT INFORMATION



2. Tap the ENTER key on the numeric key pad to to bring up theHRU055. You will be automatically directed to update the ****Primary Emergency Contact****. Fill up the fields with staff ECI information if you have it handy. See the screenshot below

SmartTerm Essential - [GeneSIS.stw] Mon 07-Jun-2010 11:13:38

HRU055 EMPLOYEE EMERGENCY CONTACT INFORMATION

Emp: 53105 TAIWO, ADEKOYA ADMIN PROBATION

** PRIMARY EMERGENCY CONTACT **

Given Names: JOHN

Surname: LAGOS

Home Phone: 513 727-4723

Cell Phone: 513 727-4723

Work Phone: 513 727-4723 Ext. 5341

Notes:

Last Updated by: taiwoa on 02-Jun-2010 04:47:52 pm
(To Add an International Phone number Please use Notes) HRU055

Update(Enter) AlternateInfo(2) Clear(.) Exit(F3)
(009,021) Font: TrueType Printer: Ready

- Tap (2) to view and update the Alternate Emergency Contact Information as seen below in the screenshot

SmartTerm Essential - [GeneSIS.stw] Mon 07-Jun-2010 11:13:38

HRU055 EMPLOYEE EMERGENCY CONTACT INFORMATION

Emp: 53105 TAIWO, ADEKOYA ADMIN PROBATION

** SECONDARY EMERGENCY CONTACT **

Given Names: JAMES

Surname: KANO

Home Phone: 513 727-7968

Cell Phone: 513 727-4723

Work Phone: 000 000-0000 Ext. 0000

Notes: MR. KANO CAN BE REACHED IN THE OFFICE 8AM TO 4PM WEEKDAY

Last Updated by: taiwoa on 07-Jun-2010 11:08:57 am
(To Add an International Phone number Please use Notes) HRU055

Update(Enter) Delete(2) Clear(.) Exit(F3)
(009,021) Font: TrueType Printer: Ready

4. You will be prompted to accept the update changes. Click YES or NO to continue as seen below.

The screenshot shows a terminal window titled "SmaTerm Essential - [GeneSIS.stw]". The window displays the following information:

HRU055 EMPLOYEE EMERGENCY CONTACT INFORMATION Mon 07-Jun-2010 11:13:38

Emp: 63105 TAIWO, ADEKOYA ADMIN PROBATION

** SECONDARY EMERGENCY CONTACT **

Given Names: JAMES

Surname: KANO

Home Phone:

Cell Phone: OK to proceed with UPDATE ?

Work Phone: NO

Notes: MR. KANO CAN BE REACHED IN THE OFFICE 8AM TO 4PM WEEKDAY

Last Updated by: taiwoa on 07-Jun-2010 11:08:57 am
(To Add an International Phone number Please use Notes) HRU055

Select(Enter) Cancel(.) Help(Help)

(016,022) Font: TrueType Printer: Ready