

Emergency Contact Screen (HR Admin) in Advanced HR 2.0

The **HR Admin - Employee Maintenance - Emergency Contact** screen provides details concerning emergency contact information for the employee.

Emergency Contacts Dashboard

Emergency Contacts

[+ NEW](#) [RELOAD](#) [DOWNLOAD](#)

Actions	Name -	Employee ID	Contact Type	Contact First	Contact Last
	Last, First	OR	Brother	John	Doe
	Marks, Jefferson	10	Spouse	Mary Anne	Marks
	Wilson, Hank	11	Brother	Tim	Wilson

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Click on a row to view the details of a contact.

Contact: **Wilson, Tim**

<p>Employee</p> <p>Company* Brown's Auto Supply (BAR) (WEB1200)</p> <p>Employee* Wilson, Hank (11)</p>	<p>Contact</p> <p>Contact Type* Brother</p> <p>Priority Priority</p> <p>First Name* Tim</p> <p>Middle Name Middle Name</p> <p>Last Name* Wilson</p>
<p>Contact Address</p> <p>Address Line 1 Address Line 1</p> <p>Address Line 2 Address Line 2</p> <p>City City</p> <p>State Please Choose (Represents BLANK)</p> <p>Zip Code Zip</p>	<p>Contact Details</p> <p>Email your.email@domain.com</p> <p>Home Phone 456.406.4604</p> <p>Work Phone 123.456.7890 x123</p> <p>Cell Phone 123.456.7890 x123</p> <p>Notes Notes</p>

To add a new contact for an employee, click the **+ New** button and complete the information on the screen.

Contact: **NEW RECORD**

Employee

Company*
Brown's Auto Supply (BAR) (WEB1200)

Employee*
Please Choose (Represents BLANK)

Contact

Contact Type*
Contact Type

Priority
Priority

First Name*
First Name

Middle Name
Middle Name

Last Name*
Last Name

Contact Address

Address Line 1
Address Line 1

Address Line 2
Address Line 2

City
City

State
Please Choose (Represents BLANK)

Zip Code
Zip

Contact Details

Email
your.email@domain.com

Home Phone
123.456.7890 x123

Work Phone
123.456.7890 x123

Cell Phone
123.456.7890 x123

Notes
Notes

SAVE CHANGES
SAVE & NEXT RECORD
CLOSE

Making Emergency Contact Entry Required

Note that Admins can specify for a company's employees, whether having an Emergency Contact is required and/or if the Emergency Contact info will be displayed for all new hires as part of setting the Preferences/Defaults for a company.

This is done on the **HR Admin – Company – Company List** screen, in the **Preferences/Defaults – New Hire/Onboarding** section, using the **Display Emergency Contact** and the **Emergency Contact Required** toggle switches as shown below.

Preferences/Defaults

New Hire/Onboarding

Tax Form (Type of Hire)
W2 - Employee

Pay Frequency
BiWeekly - Bi-Weekly

Employment Type
FullTime - Full Time

Display Emergency Contact
NO YES

Emergency Contact Required
NO YES

E-Verify Participant
NO YES

Pay Type
S - Salary

Compensation Change Reason
Please Choose (Represents BLANK)

Status
Active - Active

Position/Org Change Reason
Please Choose (Represents BLANK)