

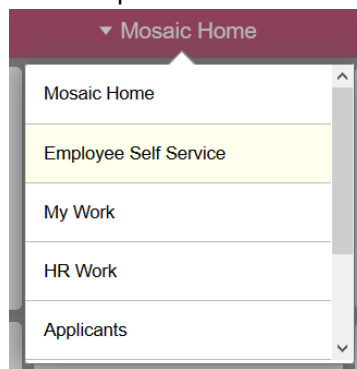
Update Contact Information using Employee Self Service (ESS)

This guide will demonstrate:

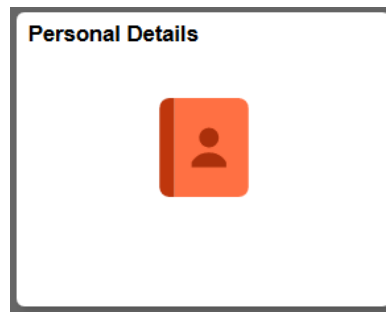
- How to Update your Address
- How to Update your Contact Details
- How to Add a new Emergency Contact
- How to Update Information for an existing Emergency Contact
- How to Delete an Emergency Contact

To update your address:

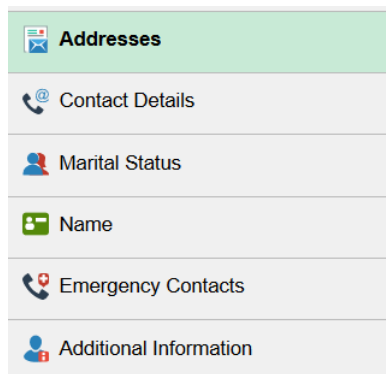
1. From the Mosaic Home Page, click the drop down and select *Employee Self Service*



2. Click on the *Personal Details* tile



3. In the left pane, select *Addresses*



- To update your home address, click on the home address link:

Addresses


Home Address

1280 Main Street West Hamilton ON L8S 4L8	Current	>
--	---------	---

Mailing Address

1280 Main Street West Hamilton ON L8S 4L8	Current	>
--	---------	---

- Select the Change as of Date by pressing the calendar icon:

Change As Of 

- Update your address. Ensure Country, Address 1, City, Province & Postal code are filled out

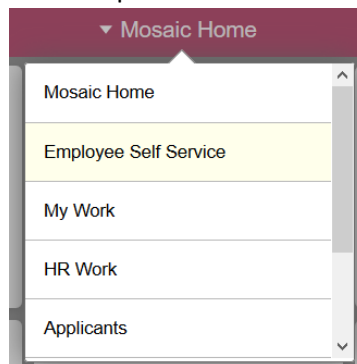
Address Type Home

Country	<input type="text" value="Canada"/>
Address 1	<input type="text" value="1280 Main Street West"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Address 4	<input type="text"/>
City	<input type="text" value="Hamilton"/>
Province	<input type="text" value="Ontario"/>
Postal	<input type="text" value="L8S 4L8"/>

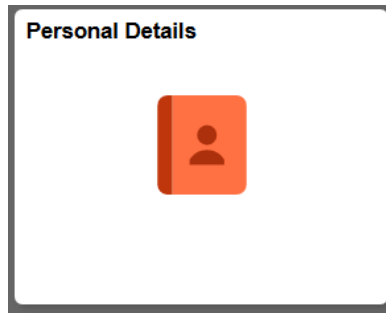
- Press save!

To update your Contact Details:

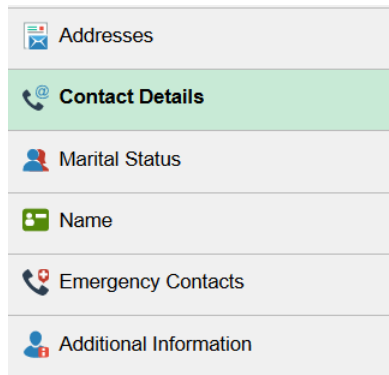
- From the Mosaic Home Page, click the drop down and select *Employee Self Service*



- Click on the *Personal Details* tile



3. In the left pane, select *Contact Details*



4. To add a new phone number, press the + button
5. Select the Type of phone number from the drop down
 - a. Enter the phone number

- b. *If this phone number is preferred, select preferred* Preferred
 - c. Press Save

Cancel
Phone Number
Save

Type Mobile v

Preferred

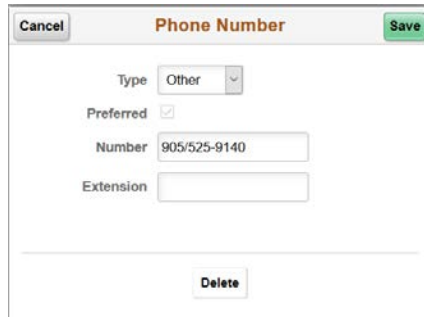
Number 9055259140

Extension

6. To update an existing phone number, click on the phone number you wish to update:

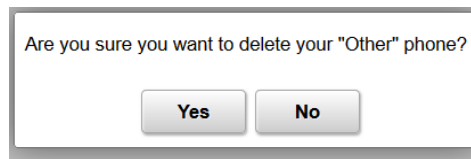
Number	Extension	Type	Preferred	
905/525-9140		Home		>
905/525-9140		Other	✓	>

7. From the pop up, you can update the phone number, by either changing the type or the phone number



A pop-up form titled "Phone Number" with "Cancel" and "Save" buttons. It contains a "Type" dropdown menu set to "Other", a "Preferred" checkbox checked, a "Number" text box containing "905/525-9140", and an empty "Extension" text box. A "Delete" button is located at the bottom.

8. To delete the phone number, from the pop-up press delete
9. Select Yes:

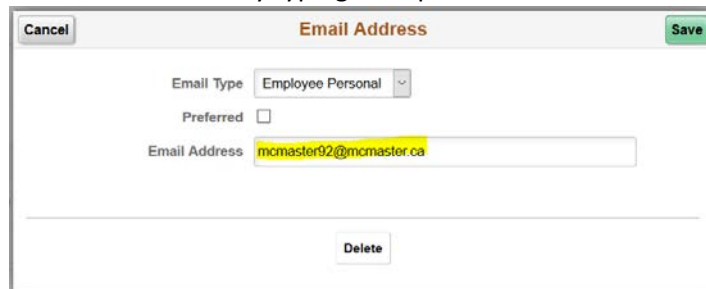


A confirmation dialog box with the text "Are you sure you want to delete your 'Other' phone?". It has two buttons: "Yes" and "No".

10. To update your existing personal email, click on the email

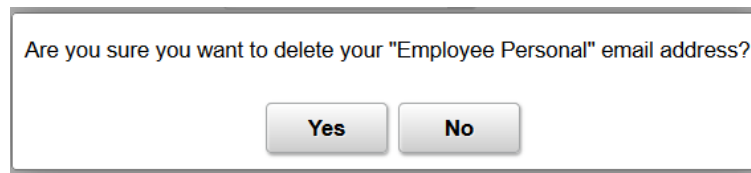
Email		
Email Address	Type	Preferred
mcmaster@mcmaster.ca	Employee Personal	>

11. Make an update to the email address by typing the updated email in the email address box



An "Email Address" pop-up form with "Cancel" and "Save" buttons. It includes an "Email Type" dropdown menu set to "Employee Personal", a "Preferred" checkbox unchecked, and an "Email Address" text box containing "mcmaster92@mcmaster.ca". A "Delete" button is at the bottom.

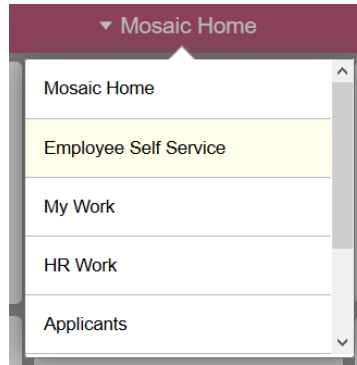
- a. *If this email address is preferred, select preferred* Preferred
b. Press Save
12. To delete the email address, press delete
13. Select Yes:



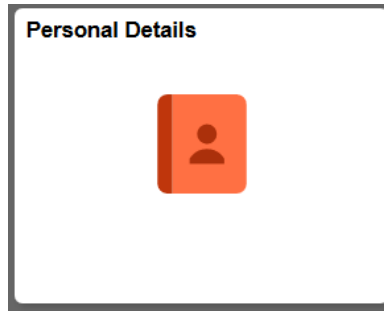
A confirmation dialog box with the text "Are you sure you want to delete your 'Employee Personal' email address?". It has two buttons: "Yes" and "No".

How to add an Emergency Contact:

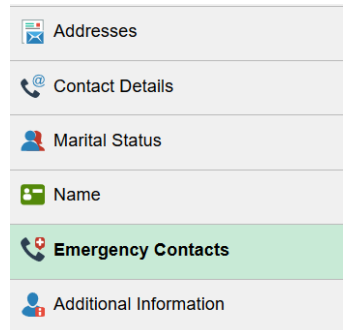
1. From the Mosaic Home Page, click the drop down and select *Employee Self Service*



2. Click on the *Personal Details* tile



3. In the left pane, select *Emergency Contacts*




4. To add a new Emergency Contact, select the + sign



5. Enter the name and select the relationship from the drop down of the Emergency Contact
 - a. *If this is the preferred Emergency Contact, select "Preferred". If there are more than one Emergency Contacts, and this is not your preferred contact, leave this blank*

Emergency Contact

*Contact Name

*Relationship 

Preferred

6. Select *Add Address* to enter an address for the Emergency Contact

Address


No data exists.

Add Address

7. If the Emergency Contact's address is the same as your address, select *Same as mine*. If the Contact has a different address, enter the address using the Address, City, Province & Postal code fields

Address

Same as mine

Country 


Address 1

Address 2

Address 3

Address 4

City

Province 

Postal

- When the address has been entered, press *Done*

8. Select *Add Phone Number* to enter a phone number for the Emergency Contact

Phone Numbers

No data exists. At least one phone number is required.

Add Phone Number

- If the Emergency Contact's phone number is the same as your phone number, select *Same as mine*. If the Contact has a different phone number, select the type and enter the phone number (including area code)

Cancel
Phone Number
Done

Same as mine

*Type

*Number

Extension

-when the phone number has been entered, press done

- Review the Contact's name, address and phone number. Press *Save*

Cancel
Emergency Contact
Save

*Contact Name

*Relationship

Preferred

Address

1280 Main Street West
 Hamilton ON L9G 4S8

Phone Numbers

+

Phone	Extension	Type
905/525-9140		Home

How to Update an Emergency Contact:

- To Update information for an existing Emergency Contact, select the Contact's name

John Doe	Friend	✓	>
----------	--------	---	---

- A pop up will appear. The Contact's name, relationship type, address or phone number can be updated

Cancel **Emergency Contact** Save

*Contact Name

*Relationship

Preferred

Address

1280 Main Street West
Hamilton ON L8S 4L8

Phone Numbers

+

Phone	Extension	Type
905/525-9140		Home

- Press *Save* when the updates are completed

How to delete an Emergency Contact:

1. To delete an existing Emergency Contact, select the Contact's name

John Doe	Friend	✓	>
----------	--------	---	---

2. A pop up will appear. Select *Delete* and then press *Yes* on the "Are you sure you want to delete Emergency Contact?" pop up

Cancel **Emergency Contact** Save

*Contact Name

*Relationship

Preferred

Address

1280 Main Street West
Hamilton ON L8S 4L8

Phone Numbers

+

Phone	Extension	Type
905/525-9140		Home

Delete

Are you sure you want to delete Emergency Contact (John Doe)?

Yes No