

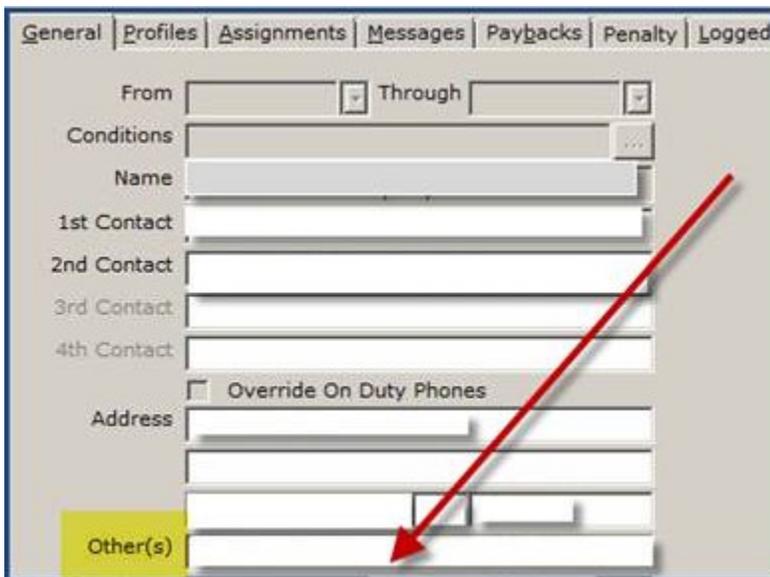
Instructions for Updating Emergency Contact Information in Oracle & Telestaff

At this time, employee Emergency Contact Information cannot be updated via the ESS. Employees must complete a revised Personal Data Form and submit the form to Records Mgmt – EOB – 12th Floor or email the form to: Records.OHR@montgomerycountymd.gov

The form must be signed prior to submitting to Records Mgmt.

Employees should keep a copy of the revised form for their records and check the ESS to verify that their change was made.

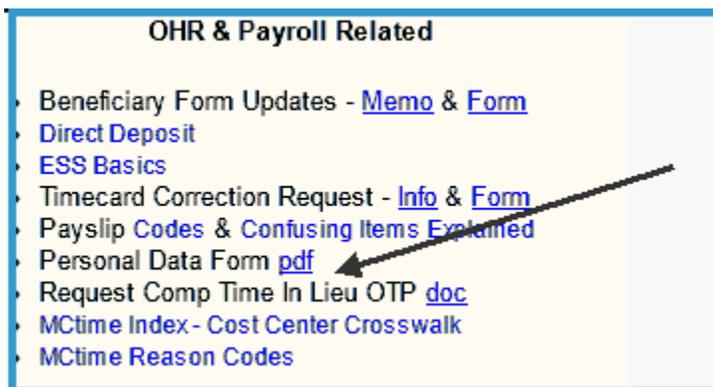
Employees should also update their emergency contact information in Telestaff in the “Other(s)” section.



The screenshot shows a web interface with several tabs: General, Profiles, Assignments, Messages, Paybacks, Penalty, and Logged. Below the tabs are several input fields: 'From' and 'Through' (both with dropdown arrows), 'Conditions' (with a dropdown arrow), 'Name', '1st Contact', '2nd Contact', '3rd Contact', '4th Contact', 'Address', and 'Other(s)'. A red arrow points to the 'Other(s)' field. There is also a checkbox labeled 'Override On Duty Phones'.

The Personal Data Form can be found on Quicklinks – Forms and Documents.

<http://www6.montgomerycountymd.gov/content/frs-ql/dcQuicklinks/index.html>



The screenshot shows a menu titled "OHR & Payroll Related" with the following items:

- Beneficiary Form Updates - [Memo](#) & [Form](#)
- [Direct Deposit](#)
- [ESS Basics](#)
- Timecard Correction Request - [Info](#) & [Form](#)
- [Payslip Codes](#) & [Confusing Items Explained](#)
- [Personal Data Form pdf](#)
- [Request Comp Time In Lieu OTP doc](#)
- [Mctime Index - Cost Center Crosswalk](#)
- [Mctime Reason Codes](#)

A black arrow points to the "Personal Data Form pdf" link.

This document was created with Win2PDF available at <http://www.win2pdf.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.
This page will not be added after purchasing Win2PDF.