Personal Details Overview

- Personal Details provides you with access to certain information stored in the HR System.
  - This information should be kept up to date at all times.
- Only HR has access to your personal details and will not give out personal information to anyone.

To access the Personal Details menu
- Login to StaffOnline
- Under the My HR
- Select Personal Details

Emergency Contacts

- This allows you to add and update Emergency Contact details.
  - These details will be used in case of an emergency.
- Click on the Emergency Contacts.

**Emergency Contacts**

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Priority</th>
<th>Relationship</th>
<th>Work Phone</th>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRS Mary Individual</td>
<td>1</td>
<td>Spouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add new Emergency Contact record

- To edit an emergency contact click on the ‘Contact Name’ link.
- Enter changes as necessary.
When complete click on the Update button and a Success! message will be displayed.

You can add additional emergency contacts by using the ‘Add new Emergency Contact record’ link.
- Enter information.
- Once complete click on the **Insert** button and a **Success!** message will be displayed.
- You can set a priority to the emergency contacts.
- Inserted details will immediately update your Emergency Contacts in the HR system.