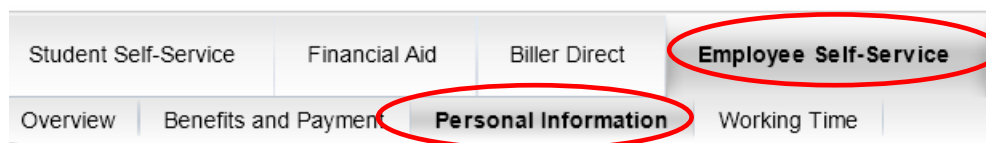# ESS – Emergency Contacts

Location(s):

> **Employee Self Service**

Purpose: Employee Self Service (ESS) is available to all faculty, staff, and student employees. Tasks available in ESS include a variety of functions that pertain to Benefits, Payment, and Personal Information. The information contained in this document is for maintaining emergency contacts.

In an emergency situation, the individuals added as emergency contacts will be contacted if you are incapacitated and unable to provide such information!

Virtual Private Network (VPN) is not necessary to access ESS.

1. Log into myNKU
    a. https://myNKU.nku.edu/irj/portal
2. Select the Employee Self Service tab.
3. Click Personal Information.

4. Click Family Members/Dependents and Emergency Contacts

Current emergency contacts will appear at the bottom of the screen. If no emergency contacts are listed, click New 1st Emergency Contact to add the contact information. Every employee can add a maximum of 2 emergency contacts.

1. Click New 1st Emergency Contact or 2nd Emergency Contact to add contact information.

Example of 1 emergency contact. Button exists to add a New 2nd Emergency Contact.

1st Emergency Contact

Jon
First Name: Jon
Last Name: Voight
Date of Birth:

[Edit]

Click Edit to maintain 1st emergency contact.

| New Child | ...ndent ▶ | New Foster Child ▶ | New Extended Family Member ▶ | New Child of Extended Family Member ▶ | New 2nd Emergency Contact ▶ | Exit |

2. Add emergency contact information (required fields have an (*) next to the field name).

   Note: A phone number and address is critical information in the event of an emergency. All other sections may be disregarded (DOB, Other Personal Information, Status & Challenge, and Tax Status) since they are not relevant to an Emergency Contact.

Family Member/Dependents

1 Overview — 2 Edit — 3 Review and Save — 4 Confirmation

1st Emergency Contact

Name
First Name: * Jon
Last Name: * Voight
Other Title: [▼]

Data at Birth
Date of Birth: [ ]
Name at Birth: [ ] ● Male ○ Female

Other Personal Data
Social Security Number: [ ]
Nationality: [▼]
Second Nationality: [▼]
Third Nationality: [▼]
Reference Personnel Number: [ ]

Address
Country: USA [▼]
Street and House Number: 100 Hollywood Ave.
Address Line 2: [ ]
City: Beverly Hills
State: California [▼]
ZIP Code: 90210
Telephone: 555 | 111-2222

3. Scroll to the bottom of the page.
4. Click Review.

Status and Challenge

Status: ☐ Student

☐ Challenge

Notification Date: [_____] 📅

Gender:

Tax Status

☐ Non-Taxable

◄ Previous Step | (**Review** ►) | Exit

5. Review and validate the contact information.
6. Click Save.

➡️ ── [1] ── [2] ── [3] ── [4] ──⬅️
　Overview　Edit　**Review and Save**　Confirmation

Verify the Family Member data below

1st Emergency Contact

Name
First Name: Jon
Last Name: Voight
Other Title:

Data at Birth
Date of Birth:
Name at Birth: Male

Other Personal Data
Social Security Number:
Reference Personnel Number:

Address
Country: USA
Street and House Number: 100 Hollywood Ave.
Address Line 2:
City: Beverly Hills
State: California
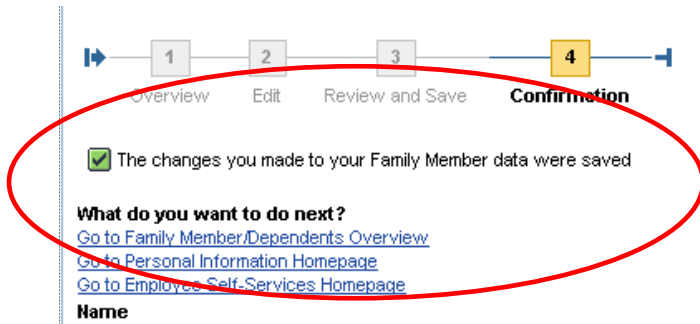ZIP Code: 90210
Telephone: 555 111-2222

ID Number:

Status and Challenge
Status:
Challenged: No
Notification Date:

Gender:

◄ Previous Step | (Save) | Exit

7. You will receive a confirmation message at the top of the page.
8. Navigate to the Family Member/Dependents Overview page to review the Emergency Contact information.

A confirmation will appear at the top of the screen.

In the future, you can replace your emergency contact information with different information by simply clicking the Edit button and overwriting the existing data.