

Hot Off The Press

Revisions to Screen 140 - Emergency Contacts

Background

In the aftermath of hurricanes Katrina and Rita, and more recent emergency situations, it has become apparent that we need to collect additional emergency contact information. As a result, BPP Screen 140 has been reformatted and additional fields have been added. The information can still be updated by employees and processors through the Personal Data tab in HRConnect and by processors on Screen 140 of the BPP System. All employees should be encouraged to review their emergency contact information and update as necessary.

BPP changes

Effective immediately, the following screen additions have been implemented:

<u>Contact Section</u>	<u>Add New Field</u>
Primary	Fax phone number Email address Comments line
Secondary	Fax phone number Email address Comments Line
Foreign	Alternate phone number Fax phone number Email address Comments line

Employees may have up to three emergency contacts including one foreign contact. In order to accommodate the new fields, the foreign contact information had to be moved to a separate screen. While in Inquiry mode, the foreign contact information will only be displayed if those fields are populated. While in Correct mode, the foreign contact screen will be displayed as the next screen once data entry is completed for the primary and secondary contacts.

