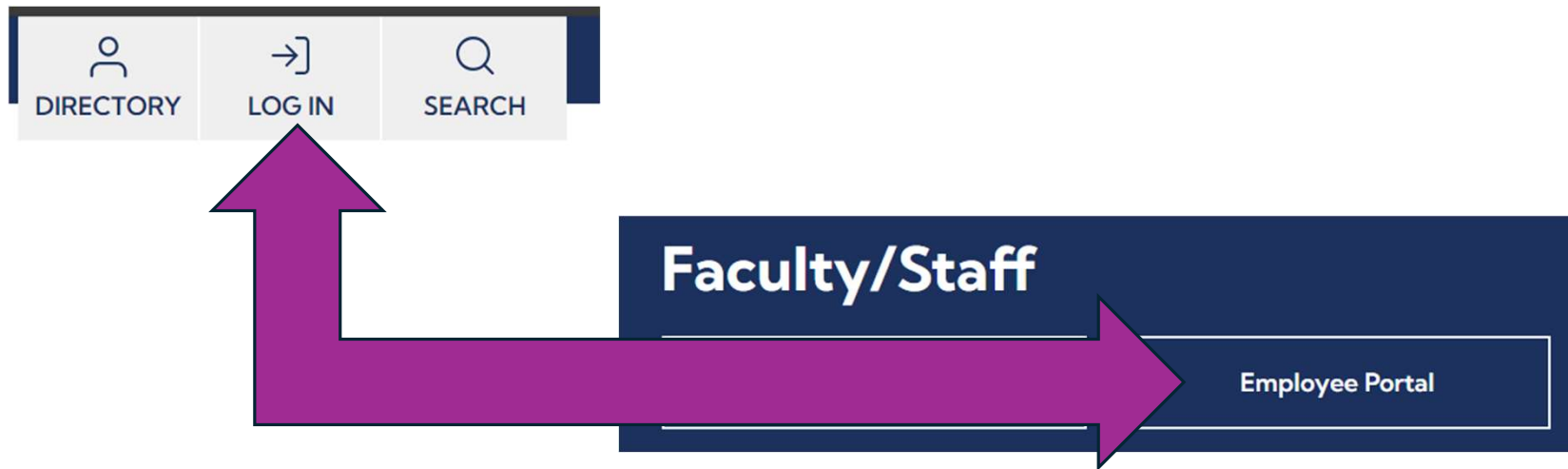




Emergency Contact

How to Verify, Add New or Edit Existing Contact Information

Log-in to Employee Portal (SSB)



From the Employee Portal, click on *My Web Services - SSB*

The screenshot displays the WVM Employee Portal interface. At the top left is the WVM logo and the text "WVM Employee Portal". Below this is a navigation bar with links for "Portal Home", "MC Student Portal", "WVC Student Portal", "IT Communications Portal", "Committees", and "Data Dashboards". On the right side of the navigation bar, there is a "Notif" icon with a star. The main content area is divided into three columns: "Mission", "District", and "West Valley".

- Mission Column:** Contains four white tiles with icons and text: "MC Website", "MC Canvas", "MC eLumen", and "MC Panopto".
- District Column:** Contains a stack of tiles. The top two are dark teal with white text: "Home | WVMCCD" and "WVM Service Request". Below these are three rows of smaller teal tiles. The first row contains "Office 365", "Email", and "Teams". The second row contains "Banner AppNav", "My Web Services- SSB" (highlighted with a red circle and a red arrow pointing to it from the top right), and "Banner Applications".
- West Valley Column:** Contains four white tiles with icons and text: "WVC Website", "WVC Canvas", "WVC eLumen", and "WVC Panopto".

Click on *Personal Information*

ellucian® UNIVERSITY

Browse

Welcome Human Resources to My Web Services

Personal Information	Employee
Update addresses, contact information, review name or social security number change information; Change your PIN.	Time sheets, Leave Report for time off, benefits, leave and job data, paystubs, W2 ,W4 setting.

Click on *View and Update Personal Information*

Welcome Human Resources to My Web Services

Home > **Personal Information**

Personal Information

Student

Employee

Finance

Update Survey Response

View and Update Personal Information

Name Change Information

Social Security Number Change Information

Alternatively, if you are in the *Employee* section...

The screenshot shows the 'ellucian UNIVERSITY' logo in the top left corner. Below it is a 'Browse' button. The main heading reads 'Welcome Human Resources to My Web Services'. A navigation bar contains two buttons: 'Personal Information' and 'Employee'. The 'Employee' button is highlighted with a red rectangular box. Below the navigation bar, there are two columns of text describing the services available in each section.

Personal Information	Employee
Update addresses, contact information, review name or social security number change information; Change your PIN.	Time sheets, Leave Report for time off, benefits, leave and job data, paystubs, W2, W4 setting.

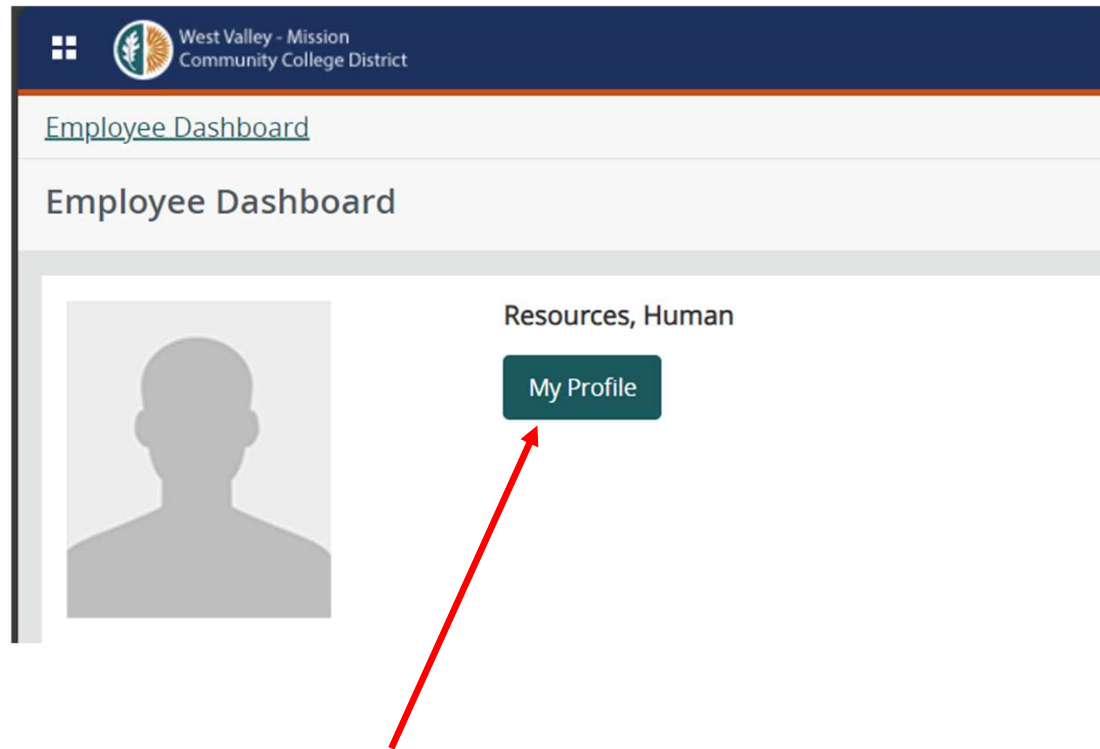
You can click on *Leave Report* to find the SSB9 Employee Dashboard link

Employee Main Menu

Information Employee

Time Sheet	Leave Report	Electronic Personnel Action Forms	Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, Benefit Statement.
Pay Information Direct deposit allocation, earnings and deductions history, and pay stubs.	Tax Forms W4 Federal Tax Setting, W2 Form.	Jobs Summary	Leave Balances Leave Balances will be updated mid-month.
Faculty Load and Compensation	Links Commonly used links for employees	Job Details Access job details information	

From the Employee Dashboard, click on *My Profile*



- ✓ Find the *Emergency Contacts* section.
- ✓ Click the *Edit* icon to make changes to the existing information or add a new contact.

Profile



Resources, Human

ID: HRTEST001

Status: Active

Hired: 07/01/2024

[More Personal Information](#)

Personal Information

Addresses

Main/Mailing Address
14000 Fruitvale Ave
Saratoga
California 95070



Phones

Mobile Phone
408 5556666



Emails

There are no E-mail addresses available for you to view.



Emergency Contacts

Spouse
Payroll Resources
408 7410024



Choose *No Thanks* on the pop-up message

Personal Information

Profile picture
Human Resources
ID Number: HRTEST001
14000 Fruitvale Ave, Saratoga, California 95070
408 5556666

Personal Details Edit

First Name
Human

Middle Name

Date of Birth
January 1, 1968

Preferred First Name
-

Last Name
Resources

Legal Sex
Female

Gender Identification
-

Email + Add New

Phone Number + Add New

Mobile Phone (Primary)
408 5556666

Address + Add New

Main/Mailing Address

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Scroll down to the *Emergency Contacts* section

Personal Information

 Profile picture

Human Resources

ID Number: HRTEST001

 14000 Fruitvale Ave, Saratoga,
California 95070

 408 5556666

Personal Details [Edit](#)

First Name

Human

Middle Name

-

Last Name

Resources

Date of Birth

January 1, 1968

Marital Status

-

Legal Sex

Female

Preferred First Name

-

Personal Pronoun

-

Gender Identification

-

Email [+ Add New](#)

 There are no email addresses available for you to view.

Phone Number [+ Add New](#)

Mobile Phone (Primary)

408 5556666



Address [+ Add New](#)

Main/Mailing Address

Current

10/10/2024 - (No end date)

14000 Fruitvale Ave

From here you can:

- ✓ Verify the accuracy of existing data.
- ✓ Create a new contact.
- ✓ Edit existing data if not correct.

Personal Information

Address

+ Add New

Main/Mailing Address

Current
10/10/2024 - (No end date)
14000 Fruitvale Ave
Saratoga
California 95070



Emergency Contact

+ Add New

1. Payroll Resources
Spouse
Phone: 408 7410024
Email:



To create a new contact, click *Add New*.

Personal Information

Address

[+ Add New](#)

Main/Mailing Address

Current
10/10/2024 - (No end date)
14000 Fruitvale Ave
Saratoga
California 95070



Emergency Contact

[+ Add New](#)

1. Payroll Resources
Spouse
Phone: 408 7410024
Email:



Add Emergency Contact ✕

Order

First Name <input type="text" value="Enter First Name"/>	Middle Name <input type="text" value="Enter Middle Name"/>	Last Name <input type="text" value="Enter Last Name"/>
Relationship <input type="text" value="Select Relationship"/>		
Phone Number <input type="text" value="Area Code"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Extension"/>
Email <input type="text" value="Enter Email Address"/>		
Address Line 1 <input type="text" value="Enter Address Line 1"/>	Address Line 2 <input type="text" value="Enter Address Line 2"/>	Address Line 3 <input type="text" value="Enter Address Line 3"/>
Address Line 4 <input type="text" value="Enter Address Line 4"/>		
City	State/Province	Zip/Postal Code

The Order # will auto-default to the next available number for your record.

Enter the first and last name of your emergency contact.

Select the *relationship* for this person using the drop-down menu.

Enter the area code ONLY of the phone number in the *Area Code* field

Enter the rest of the phone number in the *Phone Number* field

If you wish to enter info in the other data fields, you may do so, but they are not required.

The Order # will auto-default to the next available number for your record.

Enter the first and last name of your emergency contact.

Order		
<input type="text" value="2"/>		
First Name	Middle Name	Last Name
<input type="text" value="Information"/>	<input type="text" value="Enter Middle Name"/>	<input type="text" value="Technology"/>

Add Emergency Contact



Order

First Name

Middle Name

Last Name

Relationship

Brother

Not Applicable
An Ex-spouse
Brother
Child
Father

Address Line 2

Address Line 3

Address Line 4

City

State/Province

Zip/Postal Code

Select the *relationship* for this person using the drop-down menu.



Relationship

Phone Number

Enter the area code ONLY of the phone number in the *Area Code* field

Enter the rest of the phone number in the *Phone Number* field

Relationship

Phone Number

Email

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State/Province

Zip/Postal Code

Country

If you wish to enter info in the other data fields, you may do so, but they are not required.

Add

Once you have finished entering contact info for your new contact, click *Add* at the bottom.

Relationship

Phone Number

Email

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State/Province

Zip/Postal Code

Country

Add

You can verify the Emergency Contact has been saved to your record.

Personal Information

✔ Saved Successfully

Phone Number

+ Add New

Mobile Phone (Primary)

408 5556666



Address

+ Add New

Main/Mailing Address

Current

10/10/2024 - (No end date)

14000 Fruitvale Ave

Saratoga

California 95070



Emergency Contact

+ Add New

1. Payroll Resources

Spouse

Phone: 408 7410024

Email:



2. Information Technology

Brother

Phone: 408 7410034



Email: brother@wvm.edu

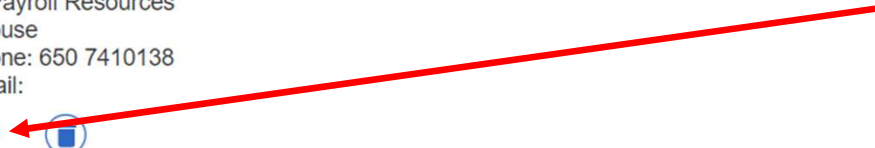


Edit Your Current Emergency Contact Info

Emergency Contact

1. Payroll Resources
Spouse
Phone: 650 7410138
Email:



If there is more than one emergency contact person, you can edit the order using the drop-down menu.

You can change or edit the name, relationship, and contact information for this person

The phone number is the minimum requirement. Please use the correct format (i.e., area code in the first field and the remainder of the number in the section field. If an extension exists, you may use that field as well.

If you wish to include additional contact methods, you may do so.

Edit Emergency Contact ✕

Order

First Name **Middle Name** **Last Name**

Relationship

Phone Number

Email

Address Line 1 **Address Line 2** **Address Line 3**

Address Line 4



Edit Emergency Contact

Order

First Name

Middle Name

Last Name

Relationship

Phone Number

Middle Name

Last Name

Email

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State/Province

Zip/Postal Code

Ex. Area code and phone number were re-written.

Once you have completed entering contact info for your new contact, click *Update* at the bottom.

The image shows a contact information form with the following fields:

- Relationship:** A dropdown menu with "Spouse" selected.
- Phone Number:** Three input fields. The first contains "650", the second contains "7410138", and the third is labeled "Extension".
- Email:** A single input field labeled "Enter Email Address".
- Address:** Four input fields labeled "Address Line 1", "Address Line 2", "Address Line 3", and "Address Line 4", each with the placeholder "Enter Address Line X".
- City:** An input field labeled "Enter City".
- State/Province:** A dropdown menu with "Not Applicable" selected.
- Zip/Postal Code:** An input field labeled "Enter Zip Code".
- Country:** A dropdown menu with "Not Applicable" selected.

At the bottom of the form, there are two buttons: "Cancel" and "Update". The "Update" button is a teal-colored button and is circled in red.

You can verify the Emergency Contact has been saved to your record.

Personal Information

✔ Saved Successfully

Address

+ Add New

Main/Mailing Address

Current
10/10/2024 - (No end date)
14000 Fruitvale Ave
Saratoga
California 95070



Emergency Contact

+ Add New

1. Payroll Resources
Spouse
Phone: 650 7410138
Email:



2. Information Technology
Brother
Phone: 408 7410034
Email: brother@wvm.edu

