



## **Miami-Dade County**

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# **ESS Contact Information Job Aid**

**Version 1.0**

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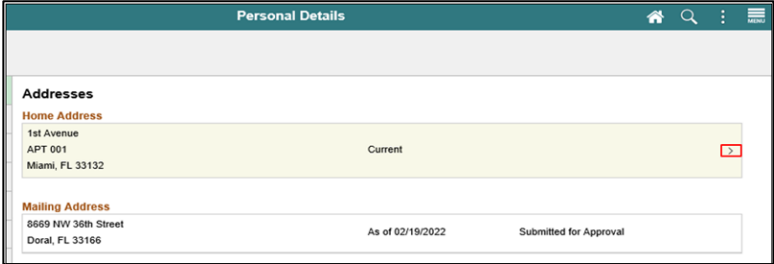

## PURPOSE

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### **Purpose**

This document explains the key activities involved in updating address information, updating contact details, reviewing/editing emergency contact details, and updating language skills. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.


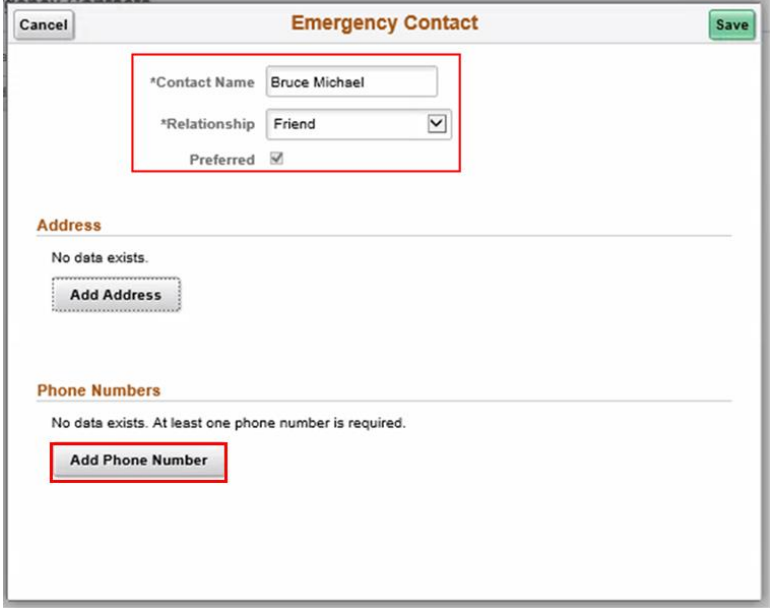
## UPDATE ADDRESS INFORMATION

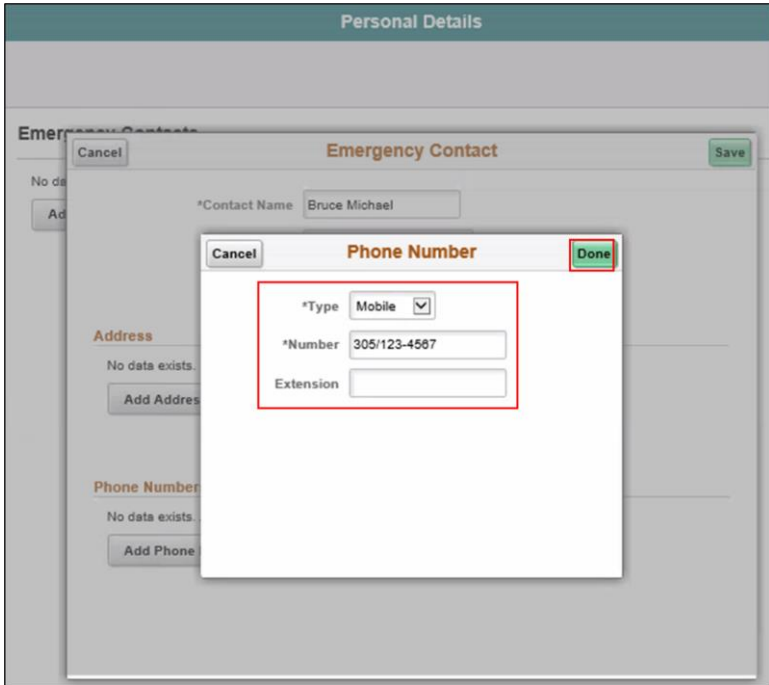
Step	Action
1.	Navigate to <b>Employee Self-Service &gt; Personal Information &gt; Personal Details &gt; Addresses</b>
2.	Select the <b>Current</b> option. 
3.	Enter or update the required <b>Address</b> fields: <ul style="list-style-type: none"> <li>• <b>Change As Of date</b></li> <li>• <b>Country</b></li> <li>• <b>Address 1</b></li> <li>• <b>City</b></li> <li>• <b>State</b></li> <li>• <b>Postal</b></li> </ul> Select the <b>Save</b> button. 
<ul style="list-style-type: none"> <li>• Multiple <b>Numbers</b> and <b>Email Addresses</b> can be added by selecting the corresponding <b>Add</b> (“+”) button.</li> <li>• Personal Phone Numbers and Email Addresses can be deleted by selecting the current data row then selecting the <b>Delete</b> button.</li> <li>• At least one Number and Email Address must be marked as “Preferred”.</li> </ul>	

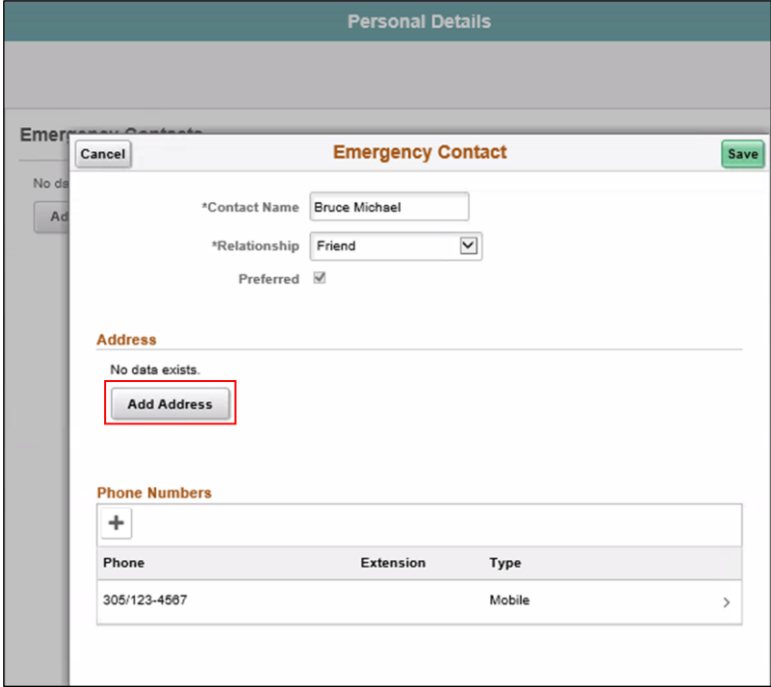
## UPDATE CONTACT DETAILS

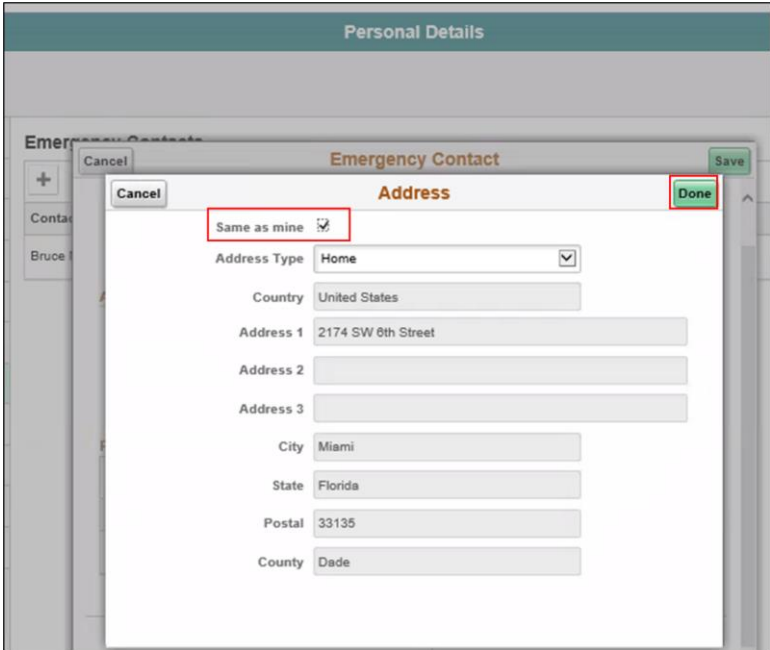
Step	Action
1.	Navigate to <b>Employee Self-Service &gt; Personal Information &gt; Personal Details &gt; Contact Details</b>
2.	Select the <b>Add Phone</b> button (“+”). <div data-bbox="500 533 1265 884" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>The screenshot shows the 'Personal Details' page with a 'Contact Details' section. Under the 'Phone' heading, there is a red box around a '+' icon. Below it is a table with columns: Number, Extension, Type, and Preferred. Two rows are visible: one for '305/123-4567' (Business) and one for '305/987-6543' (Home).</p> </div>
3.	Enter or update the required <b>Phone Number</b> fields: <ul style="list-style-type: none"> <li>• <b>Type</b></li> <li>• <b>Preferred</b></li> <li>• <b>Number</b></li> </ul> Select the <b>Save</b> button. <div data-bbox="500 1098 1265 1451" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>The screenshot shows the 'Phone Number' form. It has a 'Cancel' button on the left and a 'Save' button on the right. The form contains:                     <ul style="list-style-type: none"> <li>*Type: Mobile (dropdown menu)</li> <li>Preferred: <input checked="" type="checkbox"/></li> <li>Number: 305/765-4321</li> <li>Extension: (empty text box)</li> </ul> </p> </div>

## REVIEW AND EDIT EMERGENCY CONTACT DETAILS

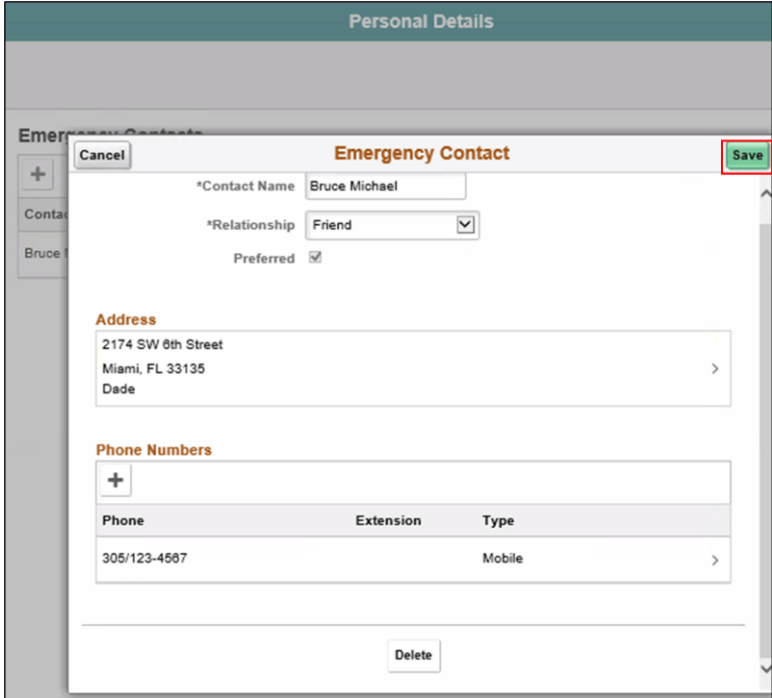
Step	Action
1.	Navigate to <b>Employee Self-Service &gt; Personal Information &gt; Personal Details &gt; Emergency Contacts</b>
2.	Select the <b>Add Emergency Contact</b> button. 
3.	Enter or update the required <b>Emergency Contact</b> details. <ul style="list-style-type: none"> <li>• <b>Contact Name</b></li> <li>• <b>Relationship</b></li> </ul> Select the <b>Add Phone Number</b> button. 

Step	Action
4.	<p>Enter or update the required <b>Phone Number</b> details.</p> <ul style="list-style-type: none"><li>• <b>Type</b></li><li>• <b>Number</b></li></ul> <p>Select the <b>Done</b> button.</p>  <p>The screenshot shows a multi-layered interface. At the top is a 'Personal Details' header. Below it is an 'Emergency Contact' form with a 'Contact Name' field containing 'Bruce Michael'. A 'Phone Number' dialog box is open in the foreground, containing a '*Type' dropdown menu set to 'Mobile', a '*Number' text field with '305/123-4567', and an 'Extension' text field. A red box highlights the 'Type' and 'Number' fields. The 'Done' button in the dialog box is also highlighted with a red box.</p>

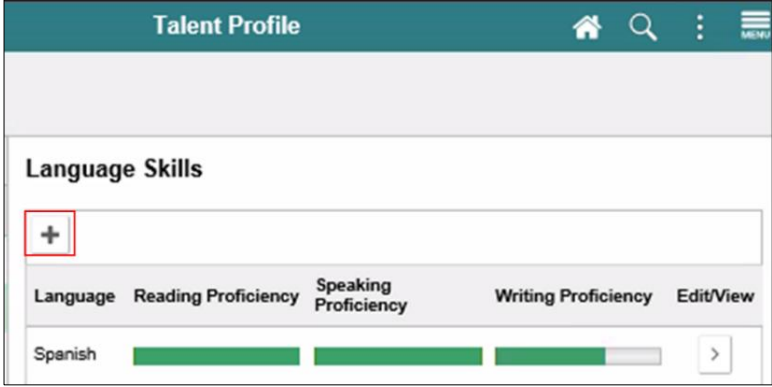
Step	Action
5.	<p>OPTIONAL: Select the <b>Add Address</b> button.</p>  <p>The screenshot shows a mobile application interface for adding an emergency contact. The form is titled 'Emergency Contact' and includes fields for 'Contact Name' (filled with 'Bruce Michael'), 'Relationship' (a dropdown menu set to 'Friend'), and a 'Preferred' checkbox (checked). Below these fields is an 'Address' section with the text 'No data exists.' and a button labeled 'Add Address' which is highlighted with a red rectangular box. At the bottom, there is a 'Phone Numbers' section with a plus sign icon and a table listing a phone number '305/123-4567' with the type 'Mobile'.</p>

Step	Action
6.	<p>Enter or update the required <b>Address</b> fields or select the <b>Same as mine</b> checkbox.</p> <ul style="list-style-type: none"><li>• <b>Address Type</b></li><li>• <b>Country</b></li><li>• <b>Address 1</b></li><li>• <b>City</b></li><li>• <b>State</b></li><li>• <b>Postal</b></li></ul> <p>Select the <b>Done</b> button.</p> 



Step	Action
7.	<p>Select the <b>Save</b> button.</p>  <p>The screenshot shows a 'Personal Details' page with an 'Emergency Contact' modal form. The form includes fields for Contact Name (Bruce Michael), Relationship (Friend), Preferred (checked), Address (2174 SW 8th Street, Miami, FL 33135, Dade), and Phone Numbers (305/123-4567, Mobile). The 'Save' button is highlighted with a red box.</p>
<ul style="list-style-type: none"><li>• View or edit a current Emergency Contact by selecting <b>Contact Name</b>.</li><li>• Add multiple Emergency Contacts by Selecting the <b>Add (“+”)</b> button.</li><li>• Delete an existing Emergency Contact by selecting a <b>Contact Name</b>, accessing the <b>Contact Details</b> page, and selecting the <b>Delete</b> button.</li><li>• At least one Emergency Contact must be marked as “Preferred”.</li></ul>	

## UPDATE LANGUAGE SKILLS

Step	Action
1.	Navigate to <b>Employee Self-Service &gt; Talent Profile &gt; Qualifications &gt; Language Skills</b>
2.	<p>Select the <b>Add</b> button (“+”).</p>  <p>Note: Existing language skills can be reviewed and edited by selecting the <b>Edit/View</b> (“&gt;”) button.</p>
3.	<p>Enter or update the required <b>Language Skills</b> fields.</p> <ul style="list-style-type: none"> <li>• Evaluation Date</li> <li>• Language</li> <li>• Status</li> <li>• Reading Proficiency</li> <li>• Speaking Proficiency</li> <li>• Writing Proficiency</li> </ul> <p>Select the <b>Save</b> button.</p> 