

**Subject:** Update Emergency Contact Information  
**Date:** Tuesday, June 16, 2020 at 2:55:32 PM Eastern Daylight Time  
**From:** Campus Alerts  
**Attachments:** image001.png

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**From:** Human Resources  
**Sent:** Friday, March 13, 2020 1:28 PM  
**Subject:** Update Emergency Contact Information

Greetings,

As a result of the recent events, Human Resources is encouraging you to please take a moment and update your emergency contact information in OneUSG Employee Self-Service?

You can store multiple emergency contacts in the OneUSG Connect system. Please use the below-linked job aids to see how to update, add and delete emergency contacts.

#### **How Do I Update My Emergency Contact?**

- [Job Aid](#)
- [Video Tutorial](#)

Thank you,

Department of Human Resources  
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