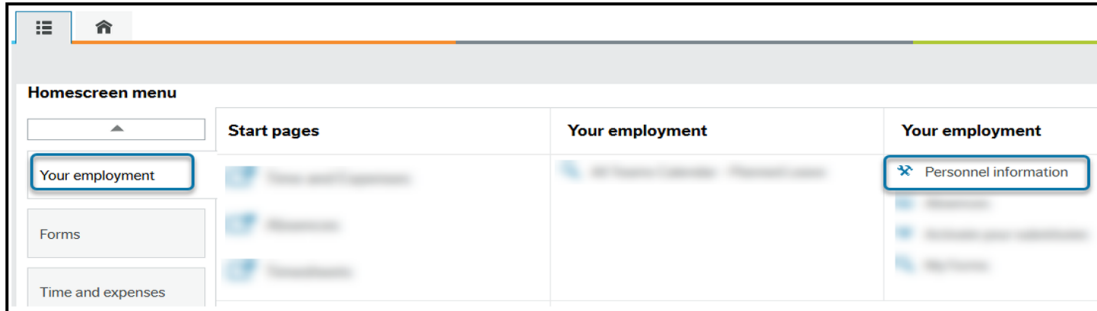
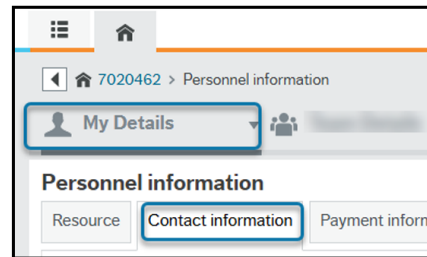


Update your Next of Kin and Emergency Contact details

To update your contact information you can navigate to:
Your Employment > Personnel Information > **Contact information**

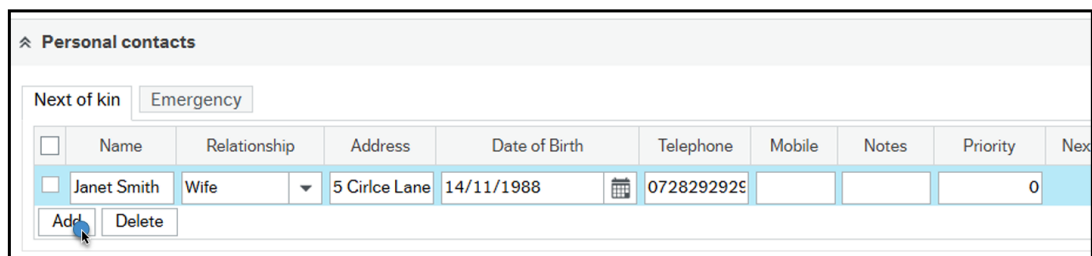


Alternatively this can be found under the 'My Details' section of the Employee or Line Manager Workspaces.



Update your Next of Kin and Emergency Contact details

At the bottom of the Contact Information tab there is a 'Personal Contacts' section to add Next of Kin & Emergency contacts.



To add a contact, click the **Add** button and enter the relevant information into each field.

Update your Next of Kin and Emergency Contact details

of Birth	Telephone	Mobile	Notes	Priority	Next of kin	Emergency	Dependant	Beneficiary
88	0728292929			0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you tick Emergency, this contact will automatically be added to the Emergency tab

Only to be ticked if you have never been enrolled in the pension fund.

You must contact your pension scheme directly to update any pension beneficiaries.

Only to be ticked if the Next of Kin is under 18.

Tick the Next of Kin, Emergency, Dependant and/or Beneficiary boxes as appropriate.

Once you have entered all the information for your next of kin/emergency contacts navigate to bottom of the screen and click on the **Save** button.
