

HCM (Quick Reference Guide)



Login in by accessing My P&HCC

Homepage



Select Personal Details icon on the Employee Homepage

	Personal Details	
Addresses	Contact Details	Emergency Contacts

Select Emergency Contacts on the Personal Details landing page

Emergency Contact Details		
+		
Contact Name	Relationship	Preffered Contact
		✓ > ←
		>
		8

r crounai Detailo

New Emergency Contact – enter the name, address, phone number of a new contact, if needed.

Edit Existing Emergency Contact -review, edit, or delete an existing emergency contact

Delete Existing Emergency Contact – follow "Edit Existing Emergenct Contact" steps, scroll to the bottom of *Emegency Contact* information, and select delete



+

>

Delete

Save all entries and changes.