

# Contact Information (Personnel Master)

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**PATH:** *Human Resources > Personnel > Personnel Master > Contact Information*

The Contact Information editor allows you to manage personal, work, and emergency contact information.

Example contact in the Personnel Master

## Add Households and Addresses

**PATH:** *Human Resources > Personnel > Personnel Master > Contact Information*

- You can save current and future addresses.
- Addresses are removed from the system once the end date has been reached. However, if the household includes members that are not saved in the Human Resources application, students for example, Campus will continue to display old addresses in the Campus [Households](#) tool and the address will be accessible when searching for addresses in Campus.
- You may or may not be able to save multiple Primary addresses. This feature is controlled by the [System Preference](#) called **Allow Multiple Primary Addresses**.
- At least one active household and one phone number is required before you can save any information on the Contact Information screen.

- The **Payroll Residence** checkbox only displays if the **Campus Payroll** module is enabled.

**Contact Information**  
Households & Addresses **Add Household**

**SMITH (01/01/2006 - )**  
[Hide Details](#)

**\*Household Name** SMITH **\*Membership Start Date** 01/01/2006 **Membership End Date**

Home Phone (555) 555 - 1234 x Private Secondary

Household Members: Derrick Smith, Carla Smith, Bob Smith, Andrew Smith

**Primary Address** **Change Address** **Secondary Address** **Add Address**

1650 69th Ave Ne  
Metro City MN 55129

HR Mailing  SIS Mailing

Start 10/15/2011 End

Example household with one primary address.

1. Click the **Add Household** button.

**Result**

The **Add Household** wizard displays.

**Add Household** [Close]

**Household Search**

Household Search  
Search for a household already tracked in Campus. After searching, select a household from the list or click on Create New Household.

**Household Search**

Last Name  
First Name  
Student #  
Birthdate  
Number  
Street  
Apt #  
Household Name  
Phone ( ) - x

Search

New Household

2. Use the information in the following table to enter search criteria.

Field	Description
<b>Last Name</b>	Last name of the individual that is being searched.
<b>First Name</b>	First name of the individual that is being searched.

Field	Description
<b>Student Number</b>	Local identification number assigned to a student.
<b>Birth Date</b>	Birth date of the person being searched, in <i>mmddyy</i> format.
<b>Number</b>	Street number of the household address.
<b>Street</b>	Street name of the household address.
<b>Apartment Number</b>	Apartment number assigned to the household address.
<b>Household Name</b>	Name of the household being searched.
<b>Phone</b>	Household phone number being searched.

- Click the **Search** button.

#### Result

The wizard is designed with built-in checks to eliminate the creation of multiple households with identical members and contact information. If search criteria is entered with the same information as an existing household, the existing household(s) appear to the right of the search fields.

- Complete one of the following options.

To...	Then...
add personnel to an existing household	select the household from the search results. Campus adds the person to the household and creates a new entry on the Contact Information editor.
create a new household	click the <b>New Household</b> button. Campus displays a new entry on the Contact Information editor. Enter a <b>Household Name</b> .

- Enter a **Membership Start Date**.
- Enter a **Home Phone** number. (optional)

The **Private** checkbox serves as a visual reminder that the numbers are unpublished and should remain confidential. The checkbox can be used as a filter in Ad hoc to remove people who do not want to be listed.

- Select the **Secondary** checkbox if the household is not the person's primary household. (optional)
- Click the **Add Address** button.

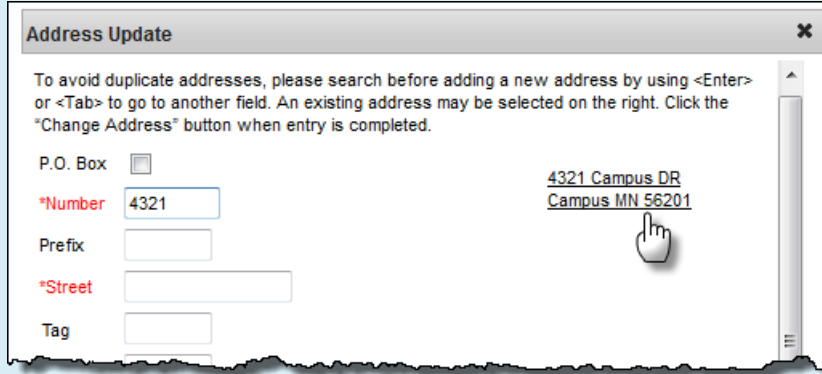
#### Result

The Address Update window displays.

- Enter the address number in the **Number** field and press **Enter**.

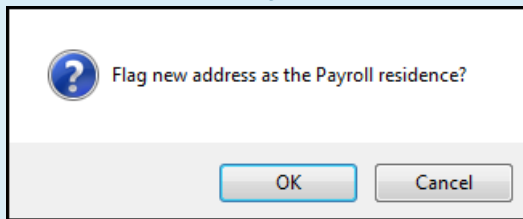
9. Enter the address number in the **Number** field and press **Enter**.

Existing addresses that match your entry display on the right-hand side. If the address you need displays, click the existing address to quickly enter the remaining address fields on this window and go to step 10.



10. Fill in the remaining address fields and click the **Update Address** button.

If the Campus Payroll module is enabled, a confirmation message displays asking whether this should be the Payroll residence.



11. Select the **HR Mailing** checkbox to indicate that Human Resource mailings and employee-related mailings should be sent to this address.

12. Select the **SIS Mailing** checkbox to indicate that mail from the student information system should be sent to this address.

This feature is useful for specifying a different mailing address for student information.

13. Select the **HR Private** checkbox (Secondary Address only) to indicate that this address is only available to Campus Human Resource users and not the student information system.

To avoid duplicate entry of addresses, the address is updated in Campus; however, the person's name on the address or household is marked "Private."

You cannot select this checkbox if the **SIS Mailing** checkbox on this address is also marked.

14. Select the **Payroll Residence** checkbox to indicate this address should be used for Payroll taxation and reporting purposes. Only one Payroll residence is allowed.
15. Enter a Start date in the **Start** field.
16. Repeat steps 8-14 to enter additional addresses.

At least one active primary address must exist on a person's record at all times. You may or may not be able to save multiple Primary addresses. This feature is controlled by the [System Preference](#) called **Allow Multiple Primary Addresses**.

17. Click the **Save** button.

## Update a Work Phone Number or Email

**PATH:** *Human Resources > Personnel > Personnel Master > Contact Information*

1. Select **Contact Information** from the left-hand navigation.

**Result**

The Contact Information editor displays.

2. Enter or change the **Work Phone Number** and/or **Work Email**.
3. Click the **Save** button.

Updates to the Work Phone Number and Work Email are reflected in the student information system. The Work Email address updates the Email Messenger preferences.

## Add Personal Information

**PATH:** *Human Resources > Personnel > Personnel Master > Contact Information*

At least one active household and one phone number is required before you can save any information on the Contact Information screen.

The **Private** checkbox serves as a visual reminder that the numbers are unpublished and should remain confidential. The checkbox can be used as a filter in Ad hoc to remove people who do not want to be listed.

**Contact Information**

Households & Addresses [Add Household](#)

**SMITH (01/01/2006 - )**  
[Show Details](#)

**Work Information**

Work Phone Number: ( 555 ) 555 - 5555 x [ ]      Work Email: smith@work.email.com

**Personal Information**

\*At least one phone number is required when no Household Home Phone is populated.

Other Phone Number: ( 555 ) 555 - 1111 x [ ]      Private:       Personal Email: smith@personal.email.com      Private:

Cell Phone Number: ( 555 ) 555 - 2222 x [ ]      Private:       Pager: ( ) - - x [ ]      Private:

**Emergency Contacts**

[Add Emergency Contact](#)      Maximum of 4 allowed.

David Smith -- Phone: (555)555-5555      [Show Details](#)      X

1. Select **Contact Information** from the left-hand navigation.

**Result**

The Contact Information editor displays.

2. Enter or change the **Other Phone Number** or **Cell Phone Number**. At least one number is required.
3. Enter or change the **Personal Email** address. (optional)
4. Enter or change the **Pager** number. (optional)
5. Click the **Save** button.

## Change Address Information

**PATH:** *Human Resources > Personnel > Personnel Master > Contact Information*

You can save current and future addresses. Address are removed from the system once the end date has been reached. However, if the household includes members that are not saved in the Human Resources application, students for example, Campus will continue to display old addresses in the Campus [Households](#) tool and the address will be accessible when searching for addresses in Campus.

You must always have at least one active address marked as HR Mailing. If you are removing an address that starts in the future, click the black "X" next to the address.

If the Campus Payroll module is enabled, one address must always be marked as the **Payroll Residence**.

1. Select **Contact Information** from the left-hand navigation.

**Result**

The Contact Information editor displays.

The screenshot shows the 'Contact Information' editor for a household named 'Smith Household'. It includes fields for household name, membership start and end dates, home phone, and household members. Below these are two address sections: 'Primary Address' and 'Secondary Address', each with a 'Change Address' button. The primary address is 4321 109th Ave NE, Blaine MN 55442, and the secondary address is 1234 Hazard Way, Blaine MN 55449. There are also checkboxes for HR Mailing, SIS Mailing, Payroll Residence, and HR Private, along with start and end date pickers for each address.

2. Expand the household for which you want to change an address.
3. Click the **Change Address** button.

**Result**

The **Address Update** window displays.

The 'Address Update' dialog box has a close button (X) in the top right corner. It contains two sections: 'Move' and 'Address Correction'. Under 'Move', there is a radio button for 'New Address including new start date.'. Under 'Address Correction', the current address '4321 109th Ave NE, Blaine MN 55442' and 'Start Date: 01/01/2011' are displayed. There are two radio buttons: 'Overwrite the existing address with changes. Previous address will no longer be available in Campus.' and 'Change the address to a new address. Previous address will still be available in Campus.'

4. Select one of the following options.

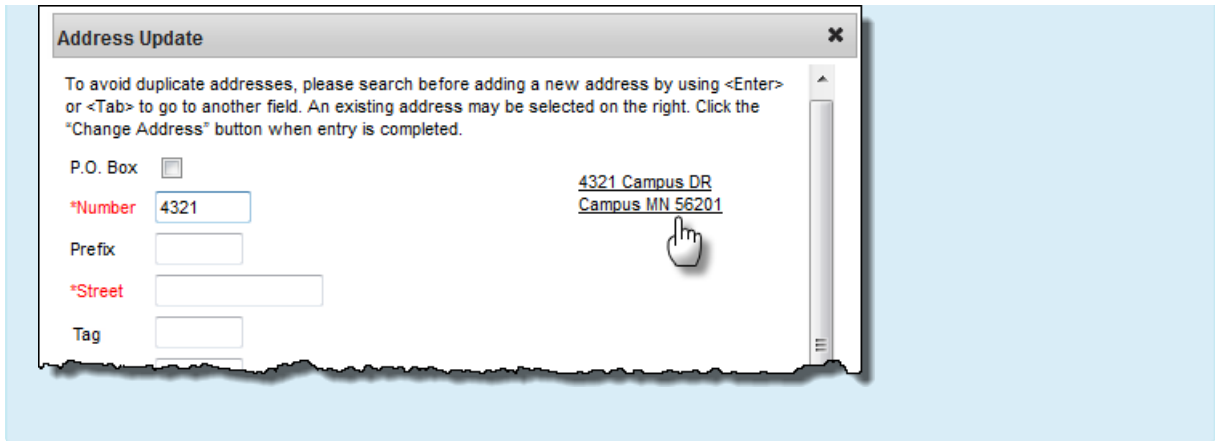
Option	Description
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Option	Description
<p><b>New Address including start date.</b></p>	<p>Select this option if you want to enter a new address and a new start date.</p> <p><b>Result</b> The Update Address window displays.</p> <div data-bbox="595 456 1300 698" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>When the Address Update wizard closes and the Household editor displays, you must enter an end date on the original address. When the end date is reached, Campus will remove the original address from Human Resources for this person.</p> </div>
<p><b>Overwrite the existing address with changes. Previous address will no longer be available in Campus.</b></p>	<p>Select this option if you need to make corrections to the original address.</p> <div data-bbox="595 848 1300 1052" style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Selecting this option updates the address for <b>ALL</b> households currently using this address.</p> </div> <p><b>Result</b> The Update Address window displays.</p>
<p><b>Change the address to a new address. Previous address will still be available in Campus.</b></p>	<p>Select this option if you want to change the address but keep the original start date and previously selected mailing options.</p> <p><b>Result</b> The Update Address window displays.</p>

5. Enter the address number in the **Number** field and press **Enter**.

Existing addresses that match your entry display on the right-hand side. If the address you need displays, click the existing address to quickly enter the remaining address fields on this window and go to step 7.



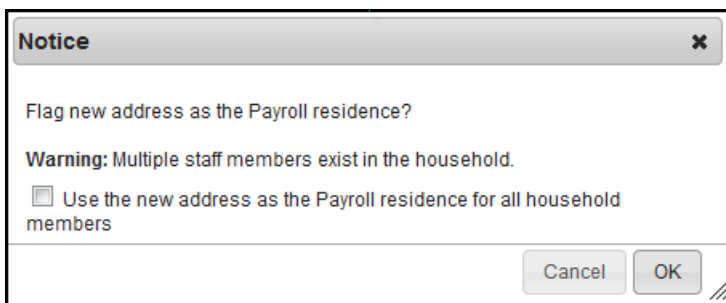


6. Fill in the remaining address fields and click the **Update Address** button.

**Result**

If you chose to enter a new address including a start date and Campus Payroll is enabled, the following notice displays: "Flag new address as the Payroll residence?" Click **OK** to use the address as the Payroll residence or **Cancel** if you do not want to use the address as the Payroll residence.

If there are other employees in the same household, an additional option appears on the Notice: "Use the new address as the Payroll residence for all household members." When the checkbox is marked, Campus updates the Payroll residence for all members in the household regardless of whether their existing Payroll residence is tied to an address in a different household, or if their Payroll residence was tied to a secondary address in the same household.



7. Complete the following options if you are entering a new address or overwriting the existing address.

- Select the **HR Mailing** checkbox to indicate that Human Resource mailings and employee-related mailings should be sent to this address.
- Select the **SIS Mailing** checkbox to indicate that mail from the student information system should be sent to this address.

This feature is useful for specifying a different mailing address for student information.

- Select the **HR Private** checkbox (Secondary Address only) to indicate that this address is only available to Campus Human Resource users and not the student information system.

To avoid duplicate entry of addresses, the address is updated in Campus; however, the person's name on the address or household is marked "Private."  
You cannot select this checkbox if the **SIS Mailing** checkbox on this address is also marked.

- Enter a Start date in the **Start** field.
- Enter an end date on the original address if you added a new address. When the end date is reached, Campus will remove the original address from Human Resources for this person.

8. Click the **Save** button.

## Remove Address Information

**PATH:** *Human Resources > Personnel > Personnel Master > Contact Information*

You must always have at least one active address marked as HR Mailing. If you are removing an address that starts in the future, click the black "X" next to the address. The following procedure is for removing addresses with a Start date in the past.

If the Campus Payroll module is enabled, one address must always be marked as the **Payroll Residence**.

1. Select **Contact Information** from the left-hand navigation.

### Result

The Contact Information editor displays.

2. Enter an end date in the **End** date field.

Primary Address	Change Address	Secondary Address	Change Address
4321 92nd Cir NE Blaine MN 55014		03/16/2012 -	X
HR Mailing <input checked="" type="checkbox"/> SIS Mailing <input checked="" type="checkbox"/>		1234 Maine Street NE Blaine MN 55434	
Payroll Residence <input type="checkbox"/>		HR Mailing <input checked="" type="checkbox"/> SIS Mailing <input checked="" type="checkbox"/> HR Private <input type="checkbox"/>	
Start 07/01/1997	End 03/15/2012	Payroll Residence <input checked="" type="checkbox"/>	
		*Start 03/16/2012	End

3. Click the **Save** button.

# Add Emergency Contacts

**PATH:** *Human Resources > Personnel > Personnel Master > Contact Information*

You may enter up to 4 Emergency Contacts. New contacts are added to the bottom of the list. You may need to scroll down to see the new emergency contact information. You can prioritize contacts by dragging the contacts into the order in which the people should be contacted.

1. Select **Contact Information** from the left-hand navigation.

**Result**

The Contact Information editor displays.

2. Click the **Add Emergency Contact** button.

**Result**

The New contact fields display.

The screenshot shows a web interface titled "Emergency Contacts". At the top, there is a button labeled "Add Emergency Contact" and a note: "Maximum of 4 allowed. Drag the contacts into the proper priority." Below this, there is a list of contacts. The first contact is "Joe Smith -- Phone: (123)456-7890" with a plus sign on the left and an 'x' on the right. Below it is a "New" contact form, also with a plus sign on the left and an 'x' on the right. The "New" form contains the following fields:
 

- \*First Name: A text input field.
- \*Last Name: A text input field.
- \*Relationship Type: A dropdown menu.
- \*Phone Number: A text input field with a format of ( ) - - x - - x.
- Alternate Phone Number: A text input field with a format of ( ) - - x - - x.
- Emergency Contact Address: A text input field with an "Add Address" button below it.
- Comments/Contact Instructions (max 100 characters): A text area with up and down arrow buttons.

3. Enter the contact's **First Name** and **Last Name**.
4. Select one of the following **Relationship Types**:
  - o Child
  - o Extended Family
  - o Friend
  - o Parent
  - o Sibling
  - o Significant Other
  - o Spouse
  - o Unknown
5. Enter a **Phone Number**.
6. Enter information in any of the following optional fields:
  - o **Alternate Phone Number**
  - o **Emergency Contact Address** (The Add Address button displays a window where you can enter the address.)
  - o **Comments/contact Instructions**.
7. Click the **Save** button.

# Remove Emergency Contacts

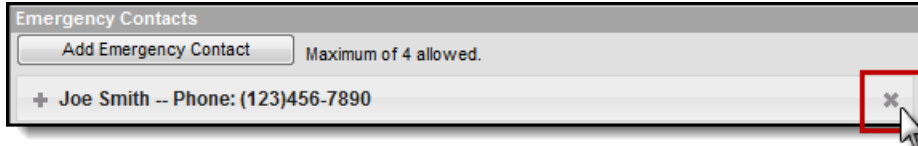
**PATH:** *Human Resources > Personnel > Personnel Master > Contact Information*

1. Select **Contact Information** from the left-hand navigation.

**Result**

The Contact Information editor displays.

2. Click the yellow **X** on the contact you want to remove.



**Result**

A confirmation window displays.

3. Click the **OK** button.
4. Click the **Save** button.