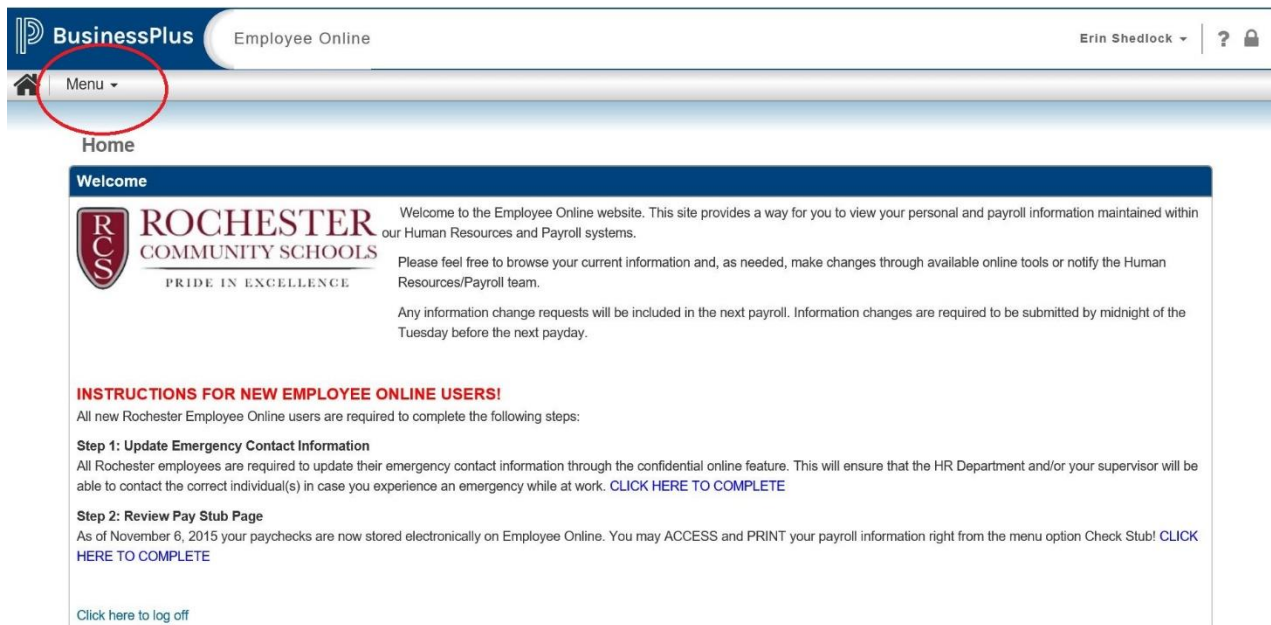


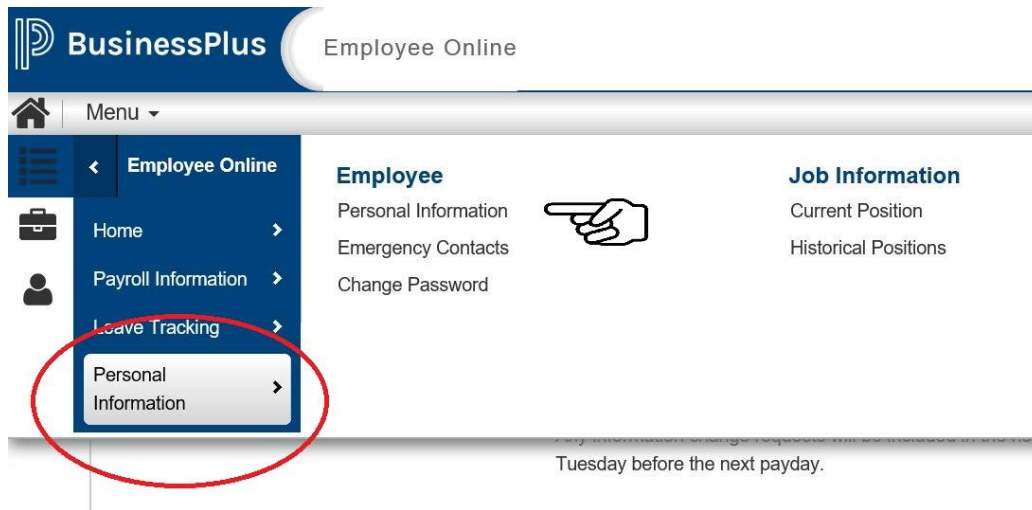
How do I update my address or emergency contacts on Employee Online?

<https://rochester.mipeer.org/employeeonline>


Click on the Menu dropdown:



Hover over Personal Information on the Menu, and click it again on the right:



From here, you can update address, phone numbers, and personal e-mail address:

Employee 

Personal Information

Employee Name [REDACTED]
 Employee ID [REDACTED]

Address

Address Line 1 * [REDACTED]
 Address Line 2 [REDACTED]
 City [REDACTED] State Michigan
 Zip Code * [REDACTED] - Zip Ext [REDACTED]
 Email eshedlock@rochester.k12.mi.us
 Personal Email [REDACTED]
 Privacy Level PRIVATE

▶ Phone Numbers
 ▶ Additional Dates

You can also select Emergency Contact:


Employee 

▶ Personal Information


▶ Emergency Contact

▶ Family Information



Additional contacts can be added by clicking the plus button:

Employee 

Emergency Contact

[REDACTED] (Primary Contact) 

Name * [REDACTED]
 Relationship * SPOUSE Primary Contact
Address
 Address Line 1 [REDACTED]
 Address Line 2 [REDACTED]
 City [REDACTED] State Michigan
 Zip Code [REDACTED] - Zip Ext [REDACTED]
Phone Number
 Phone Number * Cell Phone [REDACTED] Ext [REDACTED]
 Phone Number Phone Code [REDACTED] Phone # [REDACTED] Ext [REDACTED]

Always remember to save your changes!

