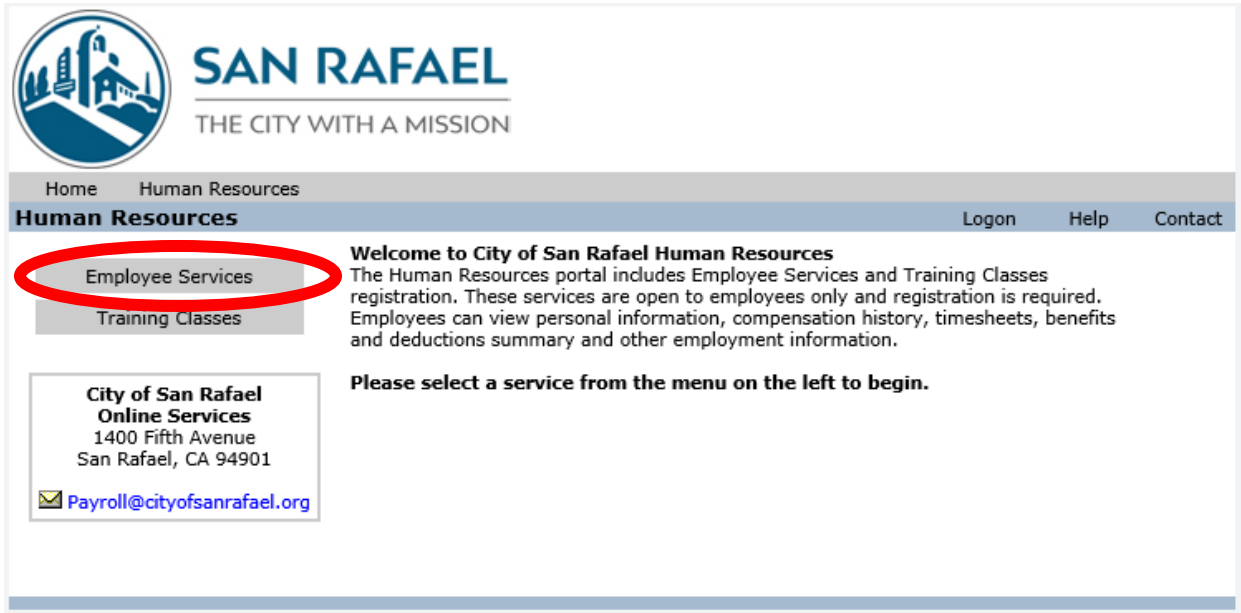


## Updating your Contact Information and Emergency Contacts

This information will be used by San Rafael Emergency Management staff and/or Human Resources to account for the safety of all city staff following a major emergency. Updating this information does NOT replace the need to register to receive emergency alerts from Nixle, Alertmarin.org and your local notification system if you live outside of Marin.

1. Log-in to Employee Self Services at: <https://hrweb.cityofsanrafael.org>
2. Select **Employee Services**



**SAN RAFAEL**  
THE CITY WITH A MISSION

Home Human Resources

**Human Resources** Logon Help Contact


**Employee Services**  
Training Classes

**Welcome to City of San Rafael Human Resources**  
The Human Resources portal includes Employee Services and Training Classes registration. These services are open to employees only and registration is required. Employees can view personal information, compensation history, timesheets, benefits and deductions summary and other employment information.

**Please select a service from the menu on the left to begin.**

**City of San Rafael Online Services**  
1400 Fifth Avenue  
San Rafael, CA 94901  
✉ [Payroll@cityofsanrafael.org](mailto:Payroll@cityofsanrafael.org)

3. Select **Employee Self Service**



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**Employee Services** My Profile Log Off Help Contact

The Employee Self Services page provides City of San Rafael employees access to information on record with the Payroll and Human Resources Departments. To make any changes, please click on the link below to contact HR.  
✉ [Human.resources@cityofsanrafael.org](mailto:Human.resources@cityofsanrafael.org)

Click on Employee Timesheet to enter your current pay period hours. For questions contact Payroll ✉ [Payroll@cityofsanrafael.org](mailto:Payroll@cityofsanrafael.org) .

Employee Name: [REDACTED]

Actions...  
✉ [Employee Timesheet](#)  
✉ [Employee Self Service](#)

4. Select **Edit**

The screenshot shows the San Rafael City website's Employee Services section. The page title is "Employee Services: Job Info". The navigation bar includes "Home", "Human Resources", "My Profile", "Log Off", "Help", and "Contact". The main content area displays employee information with redacted fields: Home Dept., Name, Title/Pos#, Work Email, Emp. No., and Work Phone. The Position Status is listed as "Active". A blue "Edit" button with a pencil icon is circled in red. At the bottom, there is a "Viewing Job Info" dropdown menu and a note: "<-- Select the information you would like to view."

5. Enter your personal contact information. To improve the ability to communicate during a major emergency, numbers listed as *Cell Phone* will first be contacted via text message. If no response is received, an automatic phone call will be attempted. If you only have a cell phone, please list your cell phone number in the *Home Phone* and *Cell Phone* box. If you do NOT wish to receive a text message in a major emergency, please contact [OES@cityofsanrafael.org](mailto:OES@cityofsanrafael.org).
6. Click **Update** after adding/updating your information

The screenshot shows the San Rafael City website's Employee Services section for editing personal information. The page title is "Employee Services: Edit Personal Information". The navigation bar includes "Home", "Human Resources", "My Profile", "Log Off", "Help", and "Contact". The main content area has two tabs: "Personal Info" (selected) and "Emergency Contacts". Under "Personal Info", there are input fields for Address 1\*, Address 2, City/State/Zip\* (with a dropdown menu set to "CA"), Home Phone\*, Cell Phone, and Home Email\*. At the bottom, there are two buttons: "Cancel changes" and "Update", with the "Update" button circled in red.

7. Select **Emergency Contacts**. Input the information for who should be contacted should you experience a personal emergency.
8. Select **Add New Record** to create additional contacts. At least two contacts are recommended.
9. Click **Update** when you have completed entering/updating your emergency contact information.


**SAN RAFAEL**  
THE CITY WITH A MISSION

Home Human Resources

▲ **Employee Services: Edit Emergency Contacts** My Profile Log Off Help Contact

Personal Info **Emergency Contacts**

### Emergency Contacts

Name\*  

Address 1\*

Address 2

City/State/Zip\*  CA

Country

Relationship\*

Effective Date

Active\*  Y

Primary Contact\*  Y

#### Phone Numbers

Work Phone

Home Phone

Phone Order\*  Indicate order using phone's first letter.

Cellular Phone

Pager

First Phone: Cellular (707) 704-9293

Comments

**Add new record** **Cancel changes** **Update**

Thank you for updating your personal information and Emergency Contact information!