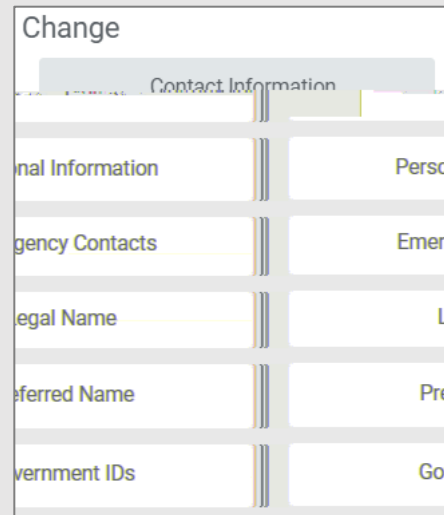


Add an Emergency Contact

1. After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Personal Information**, then click on **Emergency Contacts**.



2. Click the **Add** button.

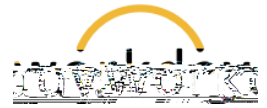


3. You will be led to a form to fill in information for a primary emergency contact, and you can add secondary contacts as desired.

Legal name and relationship are required to be listed for each contact. Preferred language and contact details are optional, but would be helpful to include.

Other contact entry options not shown here include additional phone numbers and email addresses, as well as instant messenger and web address information.

4. When finished, click **Submit** at the bottom of the screen.



Edit an Emergency Contact

Over the course of time you may need to add or remove contacts or change information associated with a contact. To make these changes follow these steps.

1. Follow the steps described previously to access your emergency contacts.
2. When you arrive t