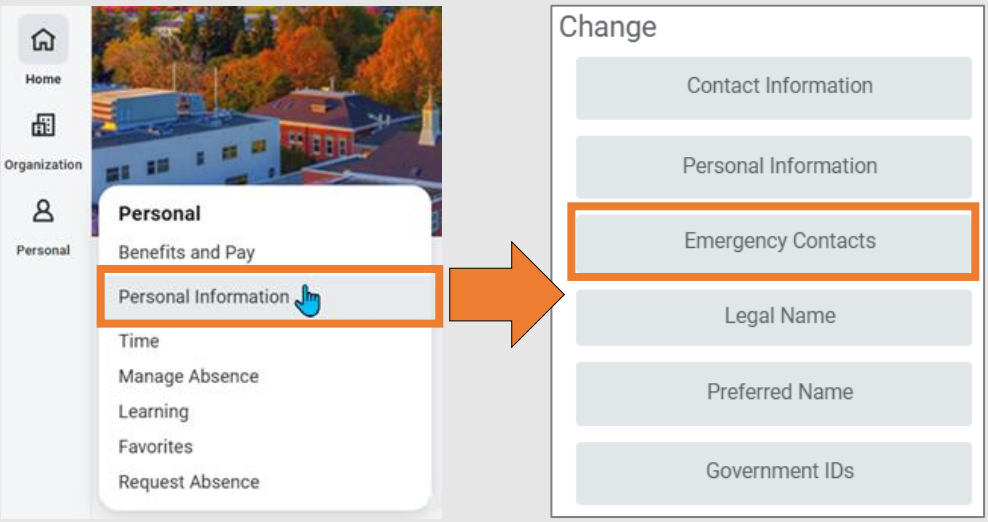
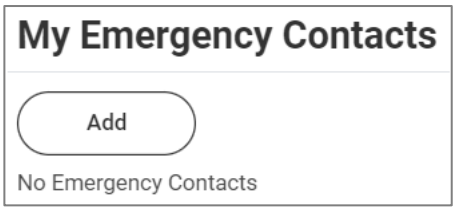
Add an Emergency Contact

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.**



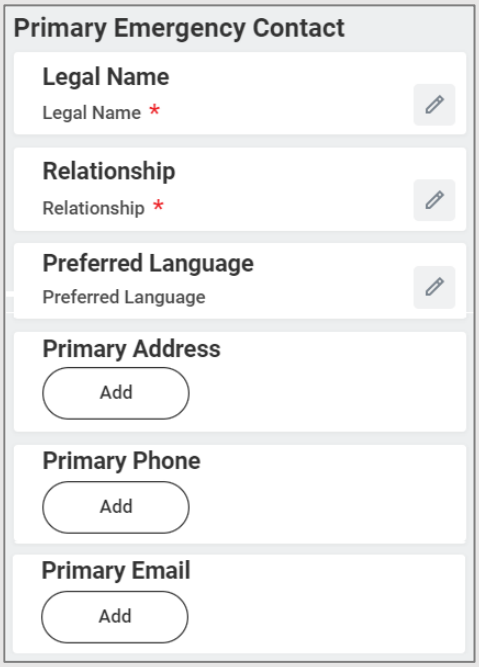
2. Click the **Add** button.



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.



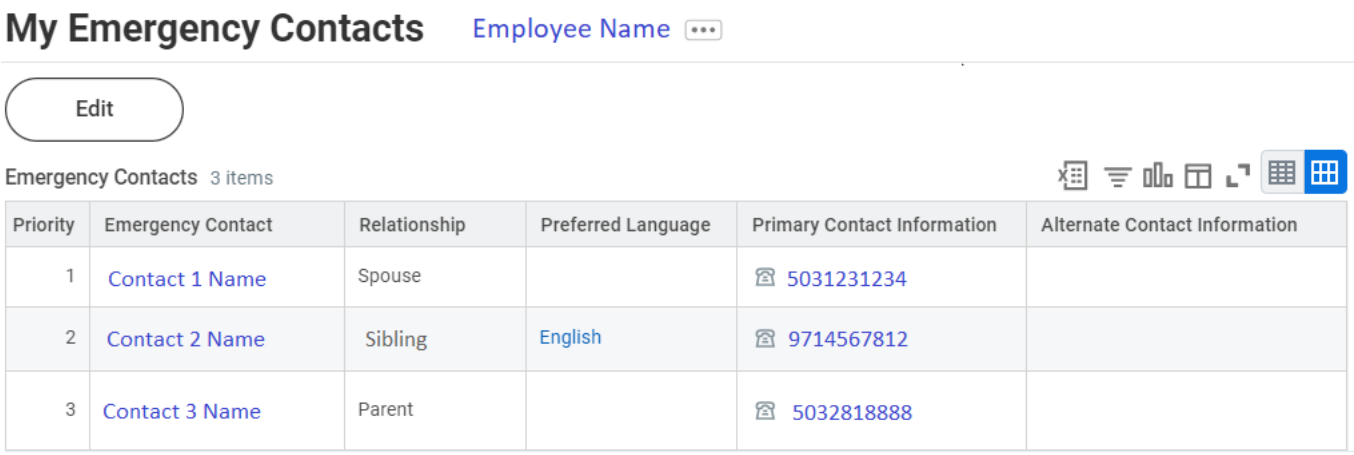
4. When finished, click **Submit** at the bottom of the screen.

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.

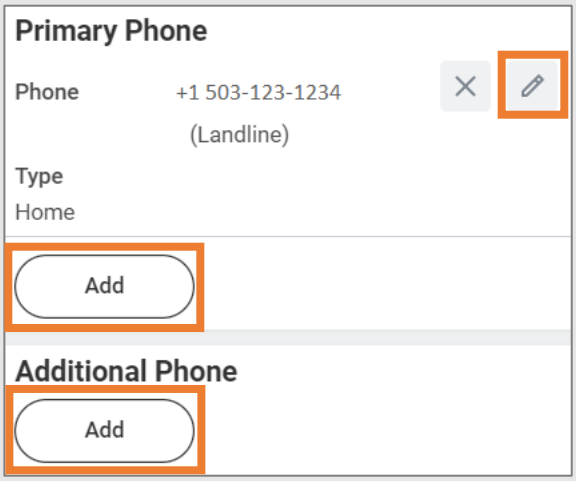
2. When you arrive the emergency contacts page, you will see a list of previous contacts entered. Note that clicking on a contact name leads to a page with more contact information. Click the edit button to make a change.



Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	Alternate Contact Information
1	Contact 1 Name	Spouse		5031231234	
2	Contact 2 Name	Sibling	English	9714567812	
3	Contact 3 Name	Parent		5032818888	

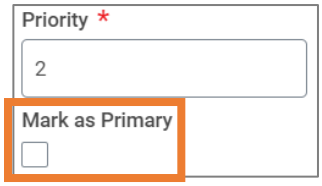
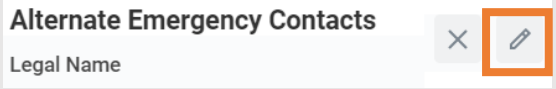
3. You are led to a screen with your contact information listed. Click on the pencil icon or Add button to modify or add to your entry. If there is no information currently present for a contact method, you will click an Add button to make a first-time entry.

An example for phone information is shown here.



4. If you wish to make a secondary contact into your primary contact, go to the secondary beneficiary information and check the box **Mark as a Primary**.

Click Submit to finalize your changes.



5. Click on the X button next to an alternate emergency contact to remove them. You must first designate a primary emergency contact before removing the alternative contact in order to remove them.