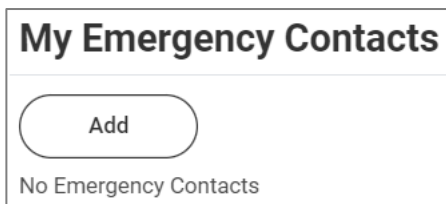


Add an Emergency Contact

1. Log into Workday, hover over the Personal icon in the left-hand navigation, and select **Personal Information** from the menu. Click **Emergency Contacts** from the change menu.



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.

The image shows a screenshot of the 'Primary Emergency Contact' form. The form is titled 'Primary Emergency Contact' and contains several sections, each with a text input field and a small edit icon (pencil) to the right:

- Legal Name:** The input field contains 'Legal Name *'.
- Relationship:** The input field contains 'Relationship *'.
- Preferred Language:** The input field contains 'Preferred Language'.
- Primary Address:** Below the text field is a rounded rectangular button labeled 'Add'.
- Primary Phone:** Below the text field is a rounded rectangular button labeled 'Add'.
- Primary Email:** Below the text field is a rounded rectangular button labeled 'Add'.

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.

My Emergency Contacts Employee Name ⋮

Edit

Emergency Contacts 3 items ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ ⌵

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.

Primary Phone ✕ ✎

Phone +1 503-123-1234 (Landline)

Type Home

Add

Additional Phone

Add

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.

Priority *
2

Mark as Primary

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.

Alternate Emergency Contacts ✕ ✎

Legal Name