

# Concept: Contact Information

Last updated June 3, 2020

There are several different types of contact information you can find in Workday. As a staff member, you'll have both personal and emergency contact information.

## Your (Personal) Contact Info

As a staff member, you should have both **home contact information** and **work contact information** on file.

### ***Work Contact Information***

You will not be able to edit your work contact information other than to add/remove phone numbers. You can update your work contact information by submitting a request to the CCA [Help Desk](#).

### ***Home Contact Information***

As an employee, you must have a **valid California address on file as your “primary” address**, which will appear on your CCA-related tax documents. You are also strongly encouraged to provide a non-CCA email and a mobile phone number, which CCA will use as additional notification channels (besides CCA email) in the event of an emergency.

- [How to update your home contact information](#)

## Emergency Contact Info

You need to designate at least one individual as your primary emergency contact, though you can add alternate emergency contacts as well. You can change this information at any time, but you must always have one emergency contact on file.

- [How to update Your emergency contact information](#)

## Protips

In Workday, students' emergency contacts are referred to instead as **Friends and Family** (and are managed separately from workers' emergency contacts).

Students also have **institutional contact information** (such as their CCA email), which they are restricted from editing directly.