Update Your Emergency Contact Information

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Steps

1) Start the Change My Emergency Contacts task.

- You can also initiate this task from the **Personal Information** worklet, from Workday search, or from your **Worker** profile.

2) Click the **pencil icon** to enable editing on any existing field.

3) Click the **checkmark icon** to save changes to a field or the **back arrow** to discard changes.

- To delete an existing entry, click the “**X**” to the right of the entry you would like to delete.

4) To add an entirely new entry, click the **Add** button.

5) All entries must have the **Legal Name** and **Relationship** specified, and at least one of **Primary Address**, **Primary Email**, and **Primary Phone** fields filled.

6) Click **Submit** once you have entered all necessary info.

- Your HR representative will receive a Workday inbox task to review and approve the requested change. They will contact you if additional information or changes are needed.

Key Things to Remember

- All employees must have at least one emergency contact on file under the **Primary Emergency Contact** heading.
- You cannot delete your **primary entry**, though you can edit it. You can also change your primary contact by checking the **Mark as Primary** box when editing an alternate emergency contact.
- Student emergency contacts are referred to as **Friends and Family** in Workday. Student workers should designate both **Emergency Contacts** and **Friends and Family**.