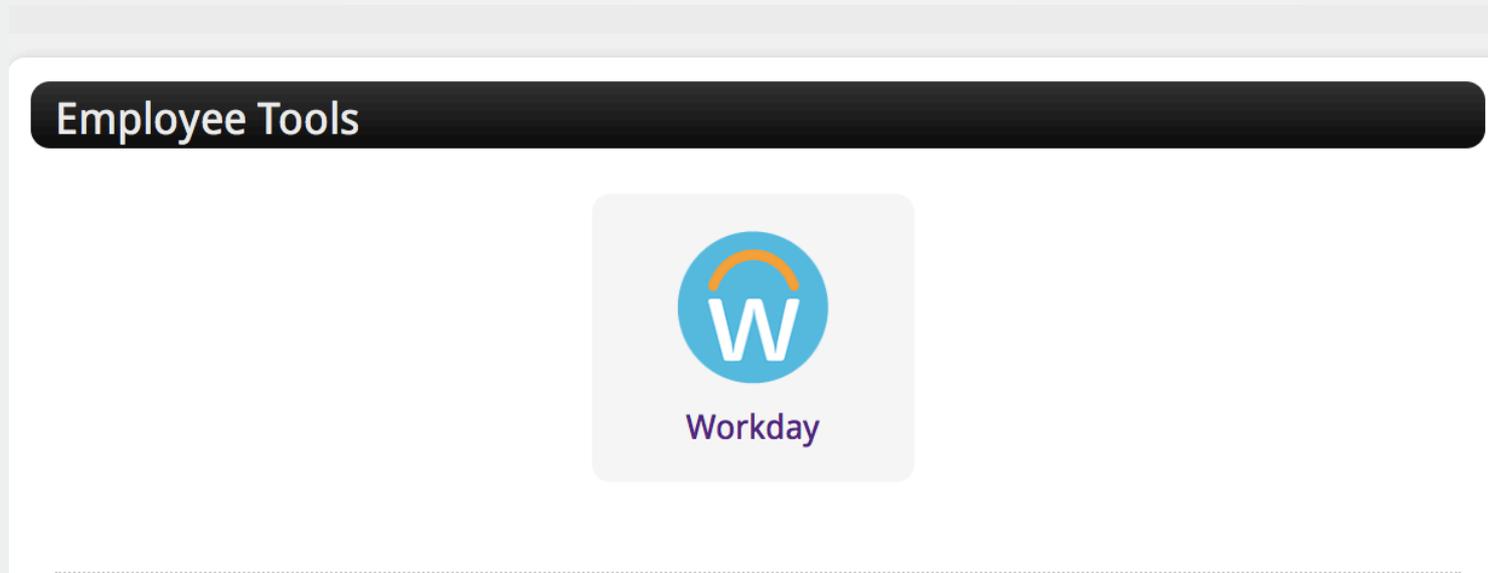


Updating Your Emergency Contact Information in Workday

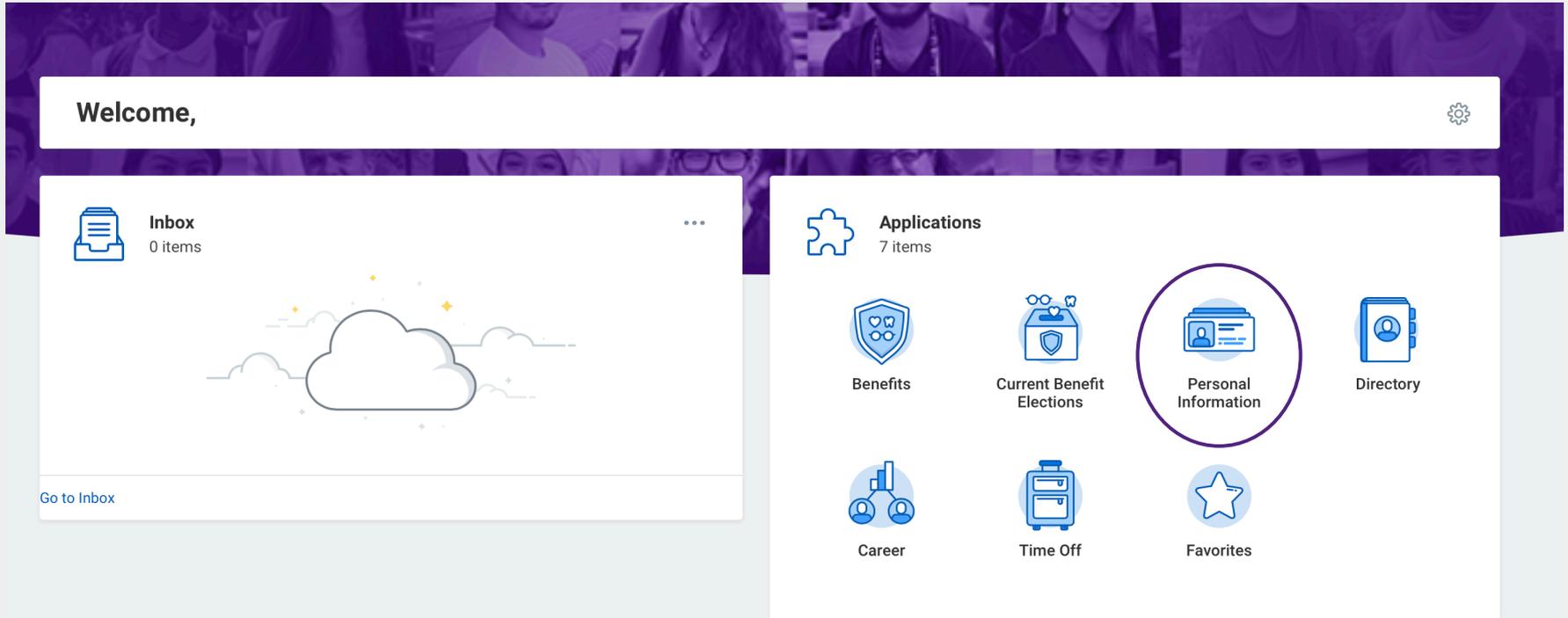
Updating Emergency Contact Information in Workday

1. Access workday from the Employee Tools page on MyMC.



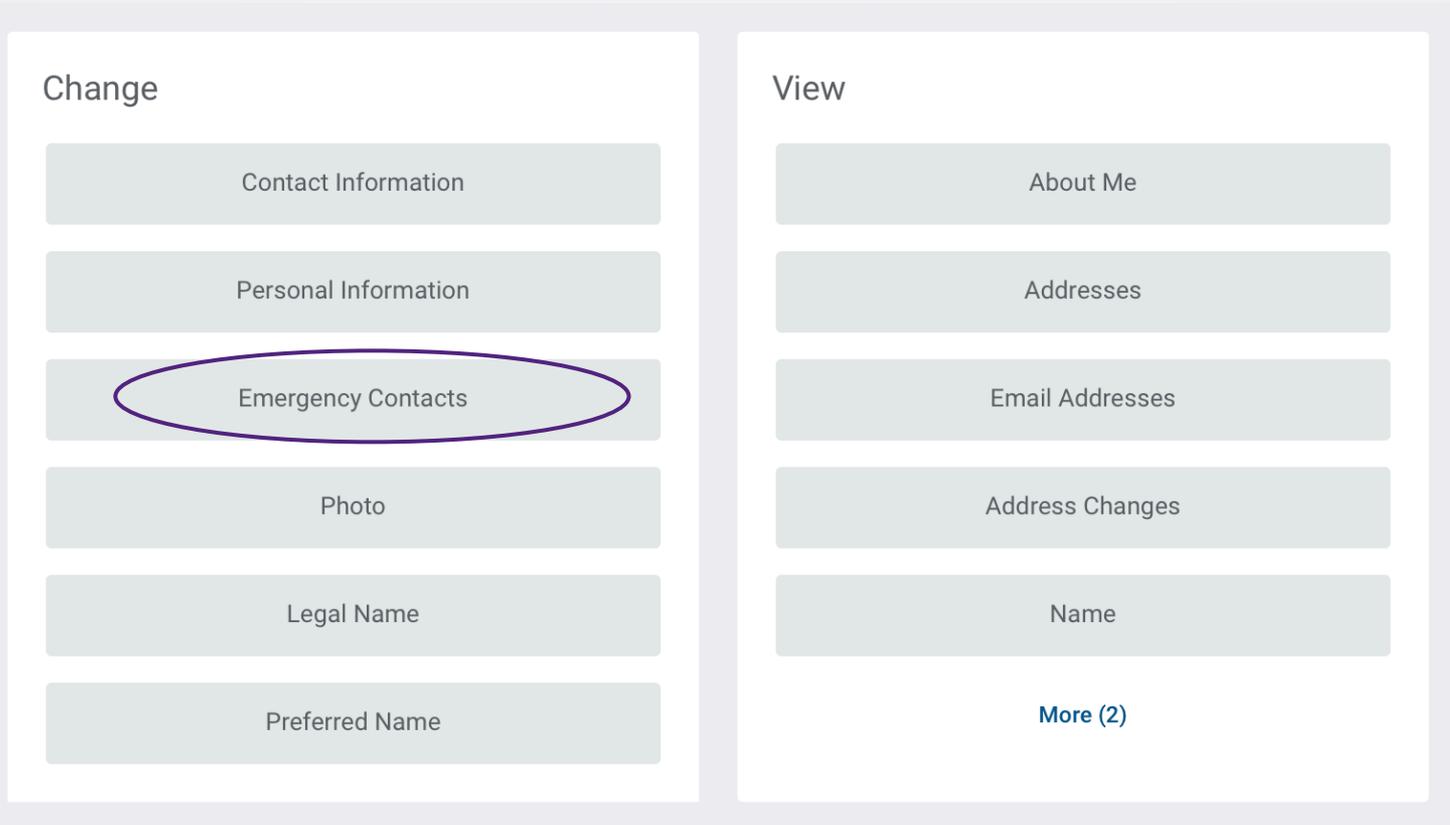
Updating Emergency Contact Information in Workday

2. From your Workday home page, click the “Personal Information” widget



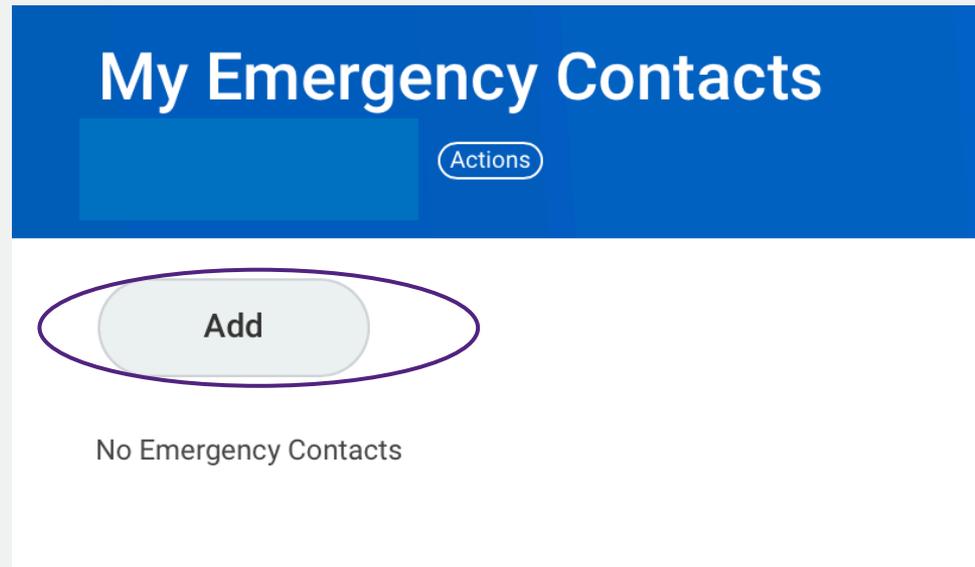
Updating Emergency Contact Information in Workday

3. Select “Emergency Contacts” from the “Change” column



Updating Emergency Contact Information in Workday

4. Click “Add” to add emergency contacts.



Updating Emergency Contact Information in Workday

5. Start to enter the information for your contact. Ideally there should be two contacts listed.

The screenshot displays the 'Primary Emergency Contact' form in Workday. The form is structured as follows:

- Legal Name:** A text input field with the placeholder 'Legal Name *' and a red asterisk indicating a required field. An edit icon is visible on the right.
- Relationship:** A text input field with the placeholder 'Relationship *' and a red asterisk. An edit icon is visible on the right.
- Preferred Language:** A text input field with the placeholder 'Preferred Language' and an edit icon on the right.
- Primary Address:** A section with an 'Add' button.
- Primary Phone:** A section with an 'Add' button.
- Additional Phone:** A section with an 'Add' button.
- Primary Email:** A text input field at the bottom of the form.

At the bottom of the form, there are three buttons: 'Submit' (orange), 'Save for Later' (light blue), and 'Cancel' (light blue).