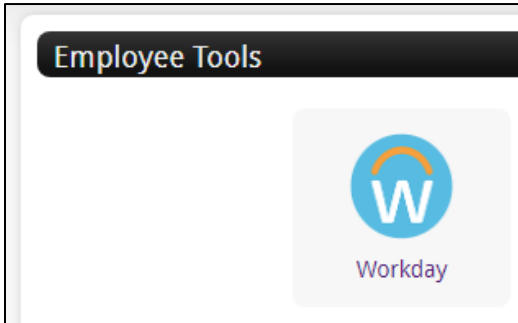


Overview

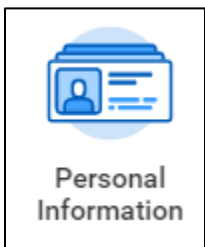
Use this job aid as a resource to make changes to your emergency contacts in Workday.

Changes to Existing Contacts

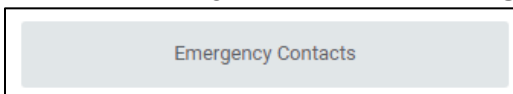
1. On the MyMC homepage, click on the **Workday** icon under the Employee Tools section.



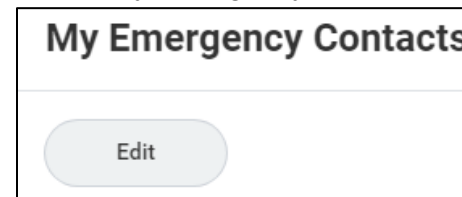
2. On the Workday home page, click the **Personal Information** application.



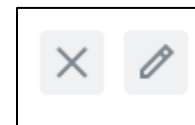
3. Under the Change column, click **Emergency Contacts**.



4. On the My Emergency Contacts page, click **Edit**.



5. Make the appropriate changes to your existing contacts. Click the pencil to edit or the **X** to delete the information in the field.



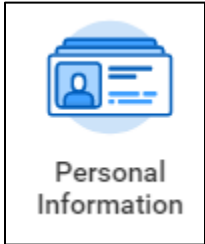
6. After making the changes, click **Submit**.

Note: There is also an option to **Save for Later** if you are not ready to submit your changes.

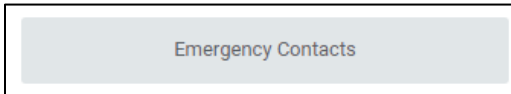
Adding an Emergency Contact

1. On the Workday home page, click the **Personal Information** application.

Updating Your Emergency Contacts in Workday *Workday Reference for Contingent Workers and Employees*



2. Under the Change column, click **Emergency Contacts**.



3. There should be two contacts listed. If not, click **Add** to add an emergency contact.
4. Enter the information for your contact.

A screenshot of the "Primary Emergency Contact" form. It contains several sections: "Legal Name" with a pencil icon circled in purple; "Relationship" with a pencil icon; "Preferred Language" with a pencil icon; "Primary Address" with an "Add" button; "Primary Phone" with an "Add" button; and "Additional Phone" with an "Add" button.

5. Make the appropriate changes to your existing contacts. Click the pencil to edit or the **X** to delete the information in the field.



6. After making the changes, click **Submit**.

Note: There is also an option to **Save for Later** if you are not ready to submit your changes.