Updating Your Emergency Contacts in Workday

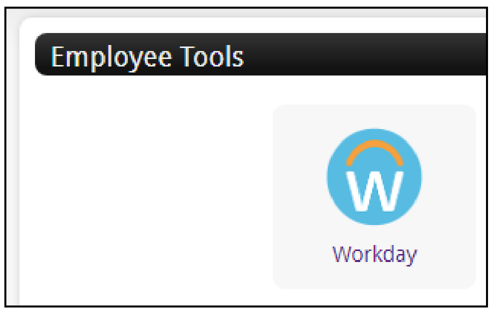
Workday Job Aid for Contingent Workers and Employees

Overview

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

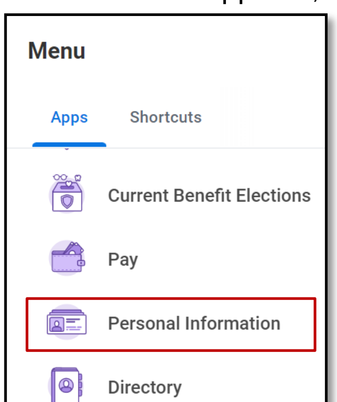
Changes to Existing Contacts

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

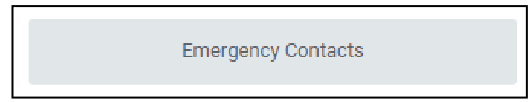


2. On the Workday home page, click the menu button 

3. Once the Menu appears, click **Personal Information**.

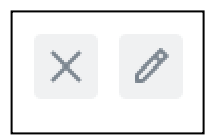


4. Under the Change column, click **Emergency Contacts**.



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

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



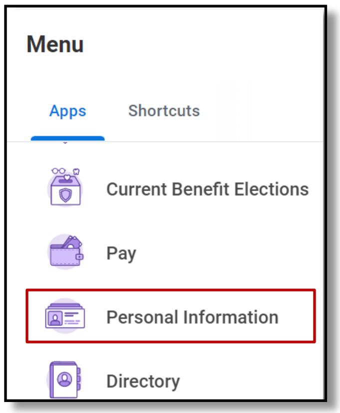
7. After making the changes, click **Submit**.

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

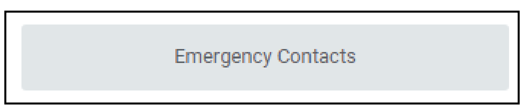
Adding an Emergency Contact

1. On the Workday home page, click the menu button 

2. Once the Menu appears, click **Personal Information**.

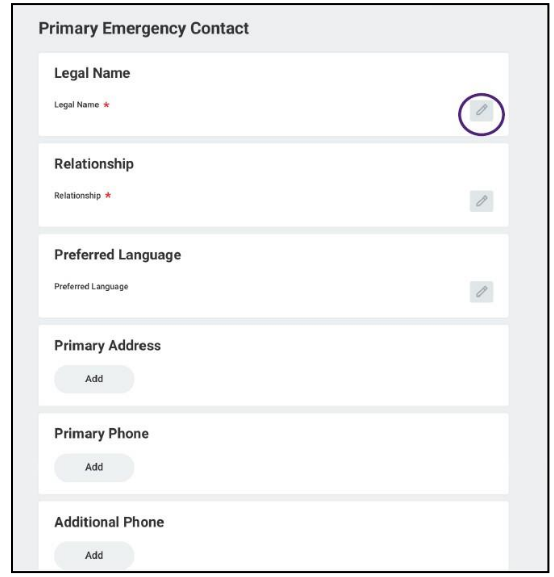


3. Under the Change column, click **Emergency Contacts**.

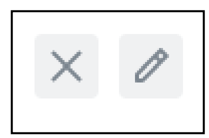


4. There should be two contacts listed. If not, click **Add** to add an emergency contact.

5. Enter the information for your contact.



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



7. 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. information in the field.