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Manage Emergency Contacts

How to manage your emergency contacts in Workday

Purpose Of Manage Emergency Contacts

This task is used by an Employee to update Emergency Contact information.

Manage Emergency Contacts

1. Log into Workday using your credentials. Upon logging in, you will land on your **Homepage.**
2. From the employee's homepage, click **Personal Information** worklet.
3. Under the Change section, click on the **Emergency Contacts** button.
   - To Add an Emergency Contact:
   - Click on the **Add** button
   - Enter details as necessary - click on the **Pencil** icon to modify. Available fields include:
   - Legal Name
   - Relationship
   - Primary Address
   - Primary Phone
   - Primary Email
   - To Edit an Emergency Contact:
     - Click on the **Edit** button
     - Update details as necessary - click on the **Pencil** icon to modify. Available fields include:
     - Legal Name
     - Relationship
     - Primary Address
     - Primary Phone
     - Primary Email
   - Delete an Emergency Contact:
     - Click on the **Edit** button
     - Click the **X** icon to delete Contact details
4. Click on the **Submit** button.

5. A confirmation displays.
6. Click **Done**.