



## Maintaining Emergency Contacts

Emergencies can happen at any moment at work, so having current emergency contact information on file for all employees is important. The Office of Human Resources is requesting that all employees add or update their Emergency Contact Information in Workday. Emergency contact information will remain confidential and will only be utilized by HR personnel in the event of an emergent situation.

Employees have control of their own information when it comes maintaining their Emergency Contacts. To facilitate the collection of this critical information, a request to update your Emergency Contact Information will be launched to your Workday inbox on Tuesday, February 21<sup>st</sup>. Kindly follow the steps below to review and complete the entry of at least one Emergency Contact by Friday, February 24<sup>th</sup>.

**From your inbox, locate the “Review and Update Emergency Contact” task.**

A screenshot of a Workday inbox notification. The notification is titled "Let's Focus on You" and is under the heading "Awaiting Your Action". The main content of the notification is "Review and Update Emergency Contact:Keanu Cougar", which is circled in orange. Below this, it says "Inbox - 27 second(s) ago" and "DUE 02/09/2023". At the bottom of the notification, there is a link that says "Go to All Inbox Items (1)".

**Let's Focus on You**

**Awaiting Your Action**

**Review and Update Emergency Contact:Keanu Cougar**

Inbox - 27 second(s) ago

**DUE 02/09/2023**

[Go to All Inbox Items \(1\)](#)



From the task's screen, click on "My Emergency Contacts."

## Review Distribution of Documents or Tasks Review and Update Emergency Contact:

1 minute(s) ago - Due 02/19/2023

For Keanu Cougar

Overall Process Review and Update Emergency Contact:Keanu Cougar

Overall Status In Progress

Due Date 02/09/2023

### Task

To Do Description Maintain Emergency Contact

Instructional Text Please add or update your emergency contact.  
Thank you!

[My Emergency Contacts](#)

If you do not currently have an emergency contact listed on your profile, please click "Add."

## My Emergency Contacts Keanu Cougar ⋮

[Add](#)

No Emergency Contacts




Enter the required information, indicated by red asterisks, for your emergency contact.

Note: You may choose to enter information in some but not all of the fields provided, including email, phone, address, etc. However, it is recommended that a phone number be provided at a minimum to provide easy outreach in an emergency situation.


**Primary Emergency Contact**

**Legal Name**

Legal Name \* 


Sandra Cougar

**Relationship**

Relationship \* 



Spouse

**Preferred Language**

Preferred Language 

**Primary Address**

**Primary Phone**

Phone  

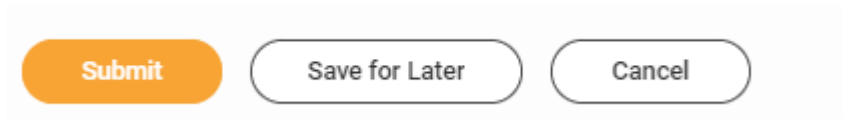
+1 908-555-9558 (Mobile)

Type

Home



Once you have entered information for at least one Emergency Contact, click Submit to commit the data to the system.



After submitting, you will be able to see the Emergency Contact information on your profile as seen in the screenshot below. Please check the information for accuracy and make any necessary updates to ensure the data remains up to date.

**My Emergency Contacts** Keanu Cougar ⋮

[Edit](#)

Emergency Contacts 1 item

Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information
1	Sandra Cougar	Spouse		+1 908-555-9558