



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.

Follow the steps below to update or change your Emergency Contacts in Workday to maintain current and accurate information.

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

A screenshot of a Workday inbox notification. At the top, a grey header reads "Let's Focus on You". Below this, a section titled "Awaiting Your Action" contains a notification card. The card has a circular icon with a document symbol on the left. The main text of the card is "Review and Update Emergency Contact: Keanu Cougar". Below this, it says "Inbox - 27 second(s) ago" and "DUE 02/09/2023" in a blue box. At the bottom of the card, there is a link that says "Go to All Inbox Items (1)" with a document icon. An orange oval is drawn around the entire notification card.



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

[Add](#)

Primary Phone

Phone  

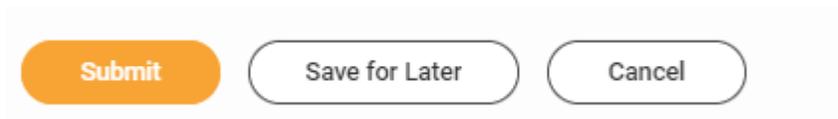
+1 908-555-9558 (Mobile)

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