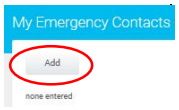
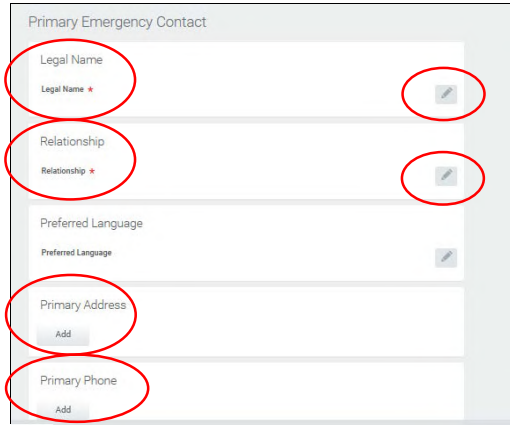
To change your Emergency Contacts

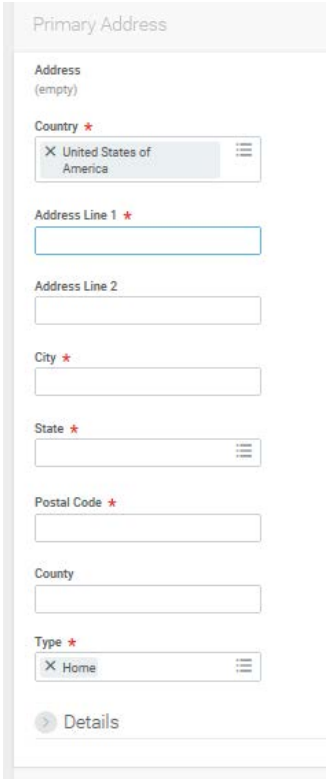
1. To update your Personal Emergency Contacts, click on the Personal Information worklet on your dashboard and then click on Emergency Contacts (third option in the left Change menu). Required information is indicated by an asterisk (*).
2. Workday requires that you supply the legal name, relationship and at least one phone number OR email address for your primary emergency contact. Click on the Add button.



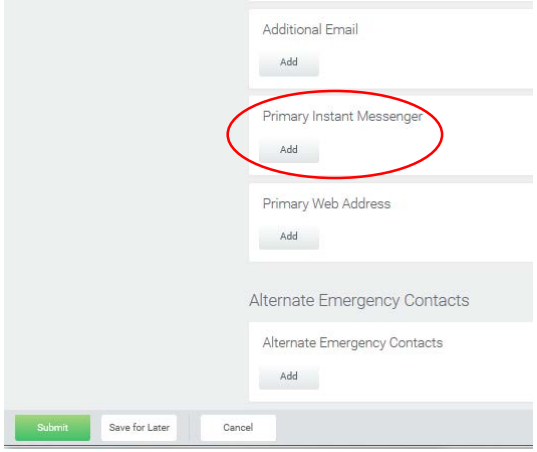
3. Click on the edit icons  (pencil) to fill in the required (*) information for your Emergency Contact (first name, last name, relationship).



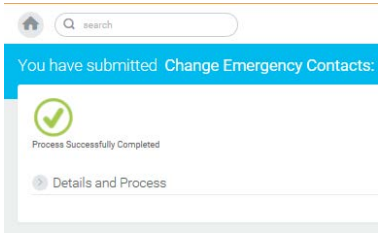
4. Click on the Add button for the Primary Address and Primary Phone to add more required information for your emergency contact. Primary emergency contacts must have at least one primary phone number or email address.



5. You have the option of supplying more information for your primary emergency contact such as additional phone numbers, email addresses, or a primary instant messenger address. Simply click on the Add button to open up that section so you can add the information.



6. If you have some, but not all of the required information for your emergency contact, you can click on Save for Later. Information you have entered will be saved. When all of the information for your emergency contact is complete, click on the green Submit button. The following screen will indicate that your information is updated.



It is your responsibility to keep your emergency contact information updated. Be sure to review and update information periodically. Thank you!