The following will walk you through the steps in the Workday payroll system, of where to go and how to update your emergency contact information.

STEP 1: Sign into the Workday payroll system via the Workday tile -<u>https://myapps.microsoft.com/</u>.



STEP 2: From the Workday homepage, navigate to the **Menu**, on the left side or your screen and select the application, **Personal Information.** 

Menu		Х
Apps	Shortcuts	
Your Save	d Order	( <b>†</b>
	Holiday Calendar	Î
to the second se	HBC Helpful Links	
	Benefits Admin Dash	board
	Absence	In the menu click on Personal Information
	Time and Absence	
	Personal Information	
	Pay	

STEP 3: Under Change, select Emergency Contacts.

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← Personal Information			
	Change	View	
	Contact Information	About Me	
	Personal Information	Addresses	
	Emergency Contacts	Email Addresses	
	Photo	Address Changes	
	Legal Name	Name	
	More (2)	More (2)	

STEP 4: This screen will show you the current Emergency Contact(s) on file. If you wish to update, click Edit.

My Emergency Contacts					
Edit Click on Edit					
Emergency Contacts 1 Hem 🛛 🗐 🐨 🖬					
Priority Emergency Contact	Relationship	Preferred Language	Primary Contact Information	Alternate Contact Information	

STEP 5: Update or Change your emergency contact information by filling in the following information. Once the information has been updated, click the **Submit** at the bottom of the page. **Note:** you can add more than one emergency contact to your profile.

Legal Name	
Legal Name *	P
in order to update any	
Relationship etc you will need to click on the little	
Relationship *	I
Spouse	
Preferred Language	
Preferred Language	B
Primary Address	
Add	
Drimery Dhone	
Finally Fione	
Phone	ר
Submit Save for Later Cancel	

Any changes made within the Workday system will send an alert to your email confirming the changes that have been made/updated.