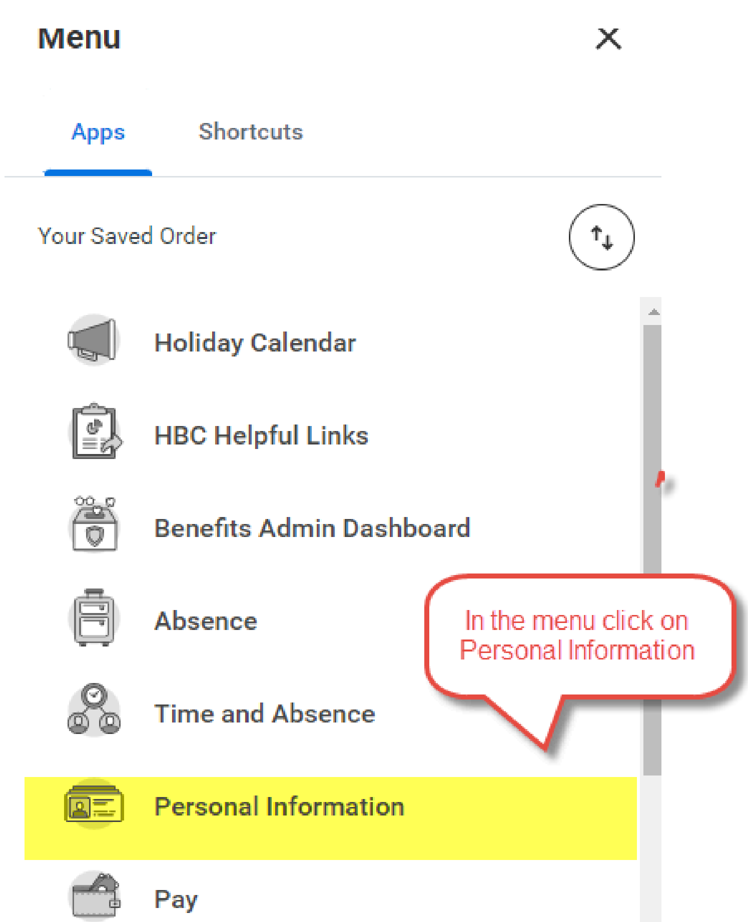
INSTRUCTIONS TO UPDATE EMERGENCY CONTACT INFORMATION

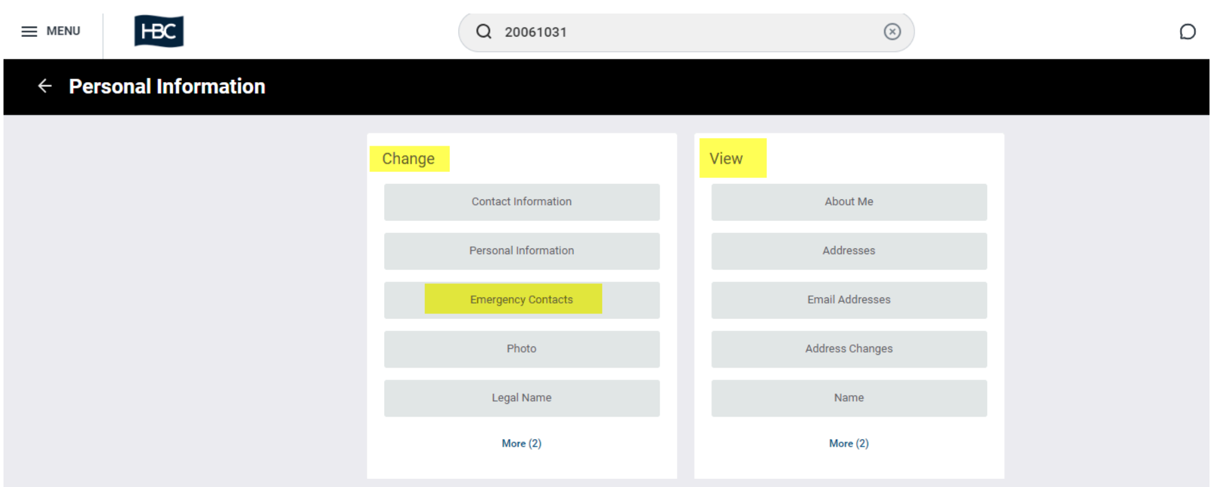
The following will walk you through the steps in the Workday payroll system, of where to go and how to update your emergency contact information.

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

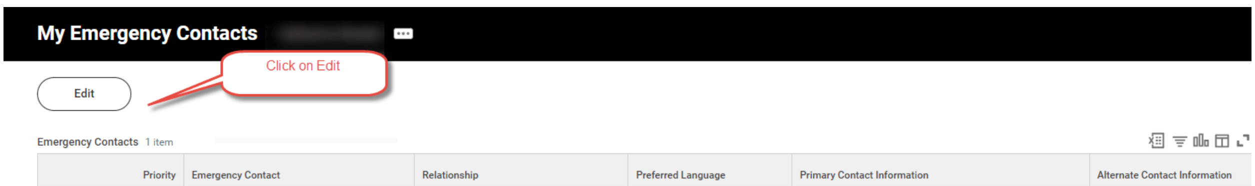
STEP 2: From the Workday homepage, navigate to the **Menu**, on the left side or your screen and select the application, **Personal Information.**



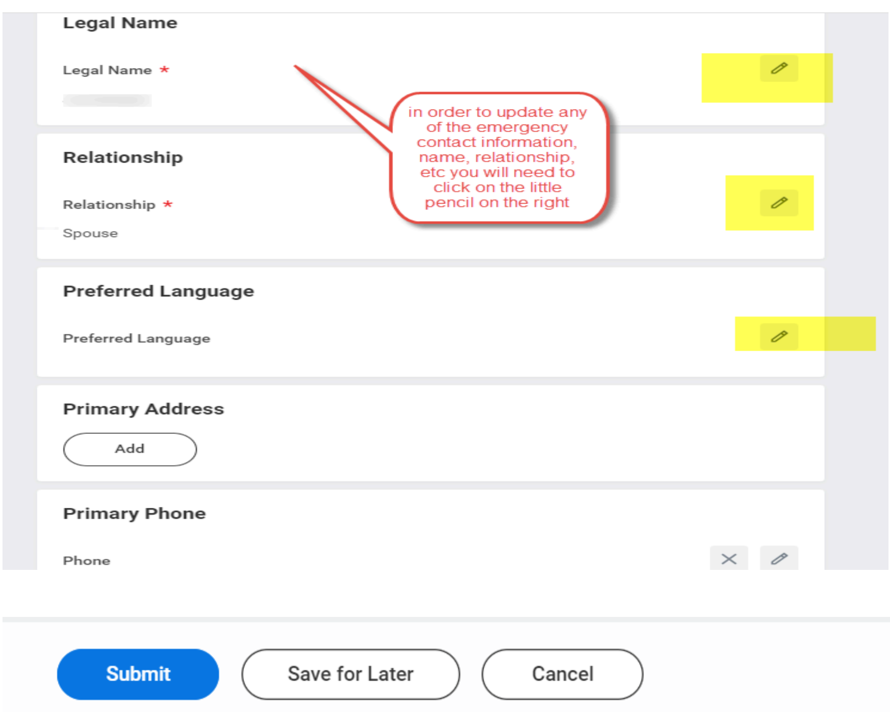
STEP 3: Under Change, select **Emergency Contacts**.



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



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.



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