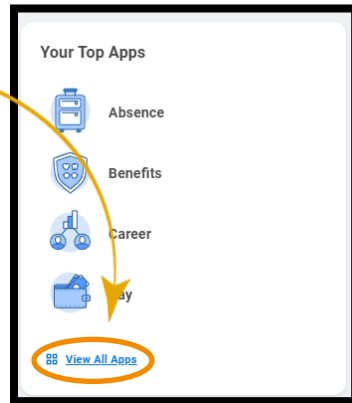


Getting Started: Updating Emergency Contact Information

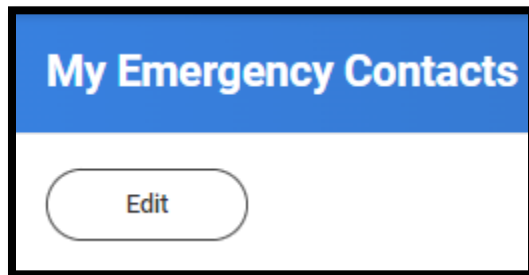
ACCESS YOUR PERSONAL INFORMATION

It is important to have up-to-date emergency contact information. This information is visible to your manager and Human Resources.

1. Navigate to the Workday homepage.
2. Select **View All Apps**.
3. Click **Personal Information**.



4. Click **Emergency Contacts**.
5. Click **Add** if none are listed. Click **Edit** to make a change.



6. Enter in the person's **name**, **relationship** to you, and **phone number**.
7. You can also add an **Alternate Emergency Contact(s)**.
8. Click **Submit** and **Done** to save your changes.

VIEWING PERSONAL INFORMATION

The personal information application mentioned also contains links to the following information:

ABOUT ME

Clicking About Me under the View section will take you to your Profile Summary. This information is read only from this screen.

WORKER DOCUMENTS

Worker Documents are files stored in Workday. Most of these are attached when a transaction is processed. You can see your documents here.

UNIONS

If you are a member of a union, you can review that information here.