



Working with Your Emergency Contacts

This document contains instructions in the following areas for working with your emergency contacts:

- Overview
- Adding/Editing Emergency Contacts
- Removing Emergency Contacts



Overview

Up-to-date emergency contact information will help complete your personal contact information in Workday and will allow Masonic Villages to communicate with your designated emergency contacts if the need ever arises. Your emergency contacts are objects within Workday that you are able to maintain on your own without needing to submit any paperwork and without needing to contact Human Resources.

NOTES:

- Emergency contacts were not carried over from HCS into Workday for the purpose of allowing employees to enter updated information.

There are many means to get to where you can work with your Emergency Contacts. Two methods will be shown in these instructions: using the Workday Landing Page and using the Workday Profile Screen.

Workday Landing Page

Click the Personal Information Worklet -> Change -> **Emergency Contacts**



Personal Information

Change

Contact Information

Personal Information

Emergency Contacts

Legal Name

Preferred Name

Social Networks

View

About Me

Addresses

Email Addresses

Address Changes

Name

More (2)



Workday Profile Screen

Select the Overview tab then select the **Emergency Contacts** section.



Overview

Comp

Pay

Time Off

Job Details

Contact

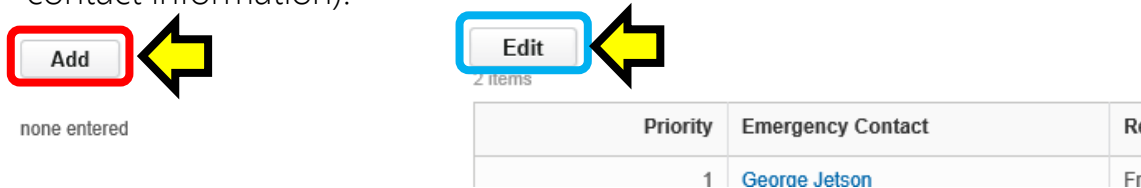
IDs

Emergency Contacts



Adding/Editing Emergency Contacts

1. Click **Add** or **Edit** to get started (you will only have the Edit option if you have already entered emergency contact information).



2. Click the **edit icon** (✎) next to each of the pieces of information that you wish to complete or change for the primary emergency contact you are adding.

NOTE:

- You must complete the following pieces of information in order to add the emergency contact: Legal Name, Relationship, and Primary Phone).

For each selection a window will pop open with fields to be filled out or a drop-down list will appear for a selection to be made. Items with a red asterisk are required. Other items on this screen can be accessed and added by clicking the **plus sign** (+) and completing the screen that appears. Again, items with a red asterisk are required.

Primary Emergency Contact

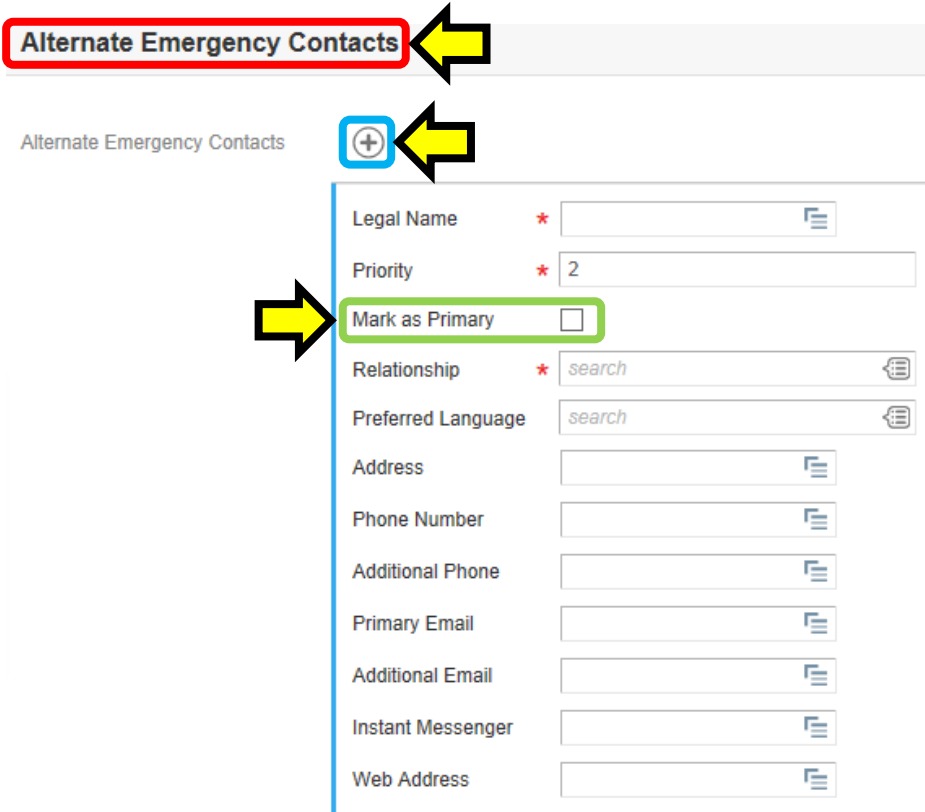
Legal Name	Legal Name	
Relationship	Relationship *	
Preferred Language	Preferred Language	
Primary Address		
Primary Phone		
Additional Phone		
Primary Email		

The form includes a vertical column of plus signs (+) on the left side of the address, phone, and email fields, and a vertical column of edit icons (✎) on the right side of the relationship and preferred language fields. A yellow arrow points to the plus sign column, and another yellow arrow points to the edit icon column.



Adding Emergency Contacts

3. If you wish to add an alternate emergency contact, scroll down the screen to locate the **Alternate Emergency Contacts** section. Click the **plus sign** (⊕) to open up the screen to allow for the entry of the alternate emergency contact's information. All fields marked with a red asterisk are required.



The screenshot shows the 'Alternate Emergency Contacts' section of a user interface. A red box highlights the 'Alternate Emergency Contacts' header, with a yellow arrow pointing to it. Below this, a blue box with a white plus sign (⊕) is highlighted, with a yellow arrow pointing to it. The form itself contains several fields: 'Legal Name' (required, marked with a red asterisk), 'Priority' (set to 2, required), 'Mark as Primary' (checkbox, highlighted with a green box and a yellow arrow), 'Relationship' (required, marked with a red asterisk, with a search icon), 'Preferred Language' (with a search icon), 'Address' (with a search icon), 'Phone Number' (with a search icon), 'Additional Phone' (with a search icon), 'Primary Email' (with a search icon), 'Additional Email' (with a search icon), 'Instant Messenger' (with a search icon), and 'Web Address' (with a search icon).

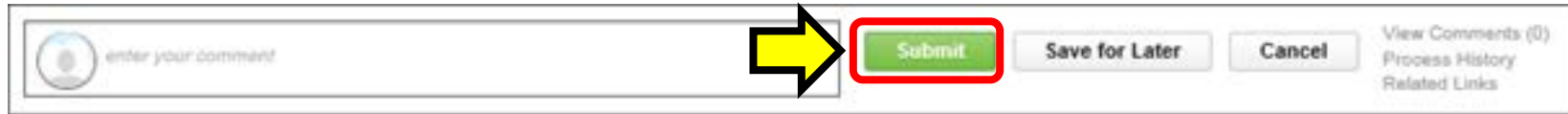


Use the **Mark as Primary** checkbox to make the alternate emergency contact you are entering your primary; your primary emergency contact will become the alternate emergency contact after submitting your entries.



Adding Emergency Contacts

4. Once you have completed the information for your emergency contact(s) scroll to the bottom of the screen. Enter a comment, if desired, then click **Submit** to commit the changes to the system.

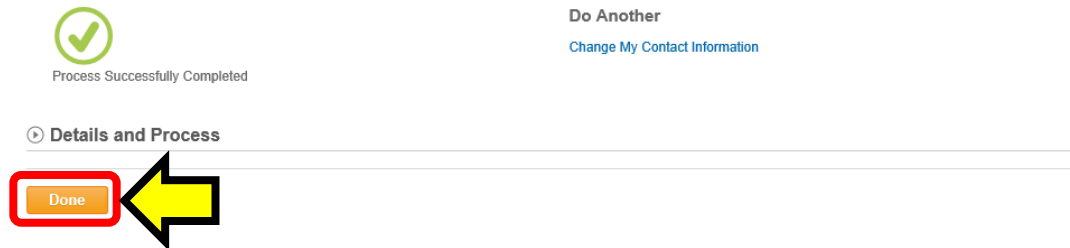



enter your comment

Submit Save for Later Cancel

View Comments (0)
Process History
Related Links

5. Click **Done** on the Process Successfully Completed screen. You're good to go!



 Process Successfully Completed

Do Another
[Change My Contact Information](#)

Details and Process

Done

Editing Emergency Contacts

1. Click Edit to get started.








none entered

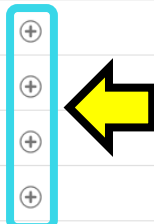
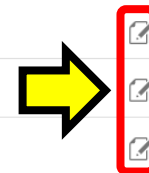
2. Click the **edit icon** () next to each of the pieces of information that you wish to complete for the primary emergency contact you are adding.

NOTE:

- You must complete the following pieces of information in order to add the emergency contact: Legal Name, Relationship, and Primary Phone).

For each selection a window will pop open with fields to be filled out or a drop-down list will appear for a selection to be made. Items with a red asterisk are required. Other items on this screen can be accessed and added by clicking the **+ sign** () and completing the screen that appears. Again, items with a red asterisk are required.

Primary Emergency Contact	
Legal Name	<i>Legal Name</i>
Relationship	<i>Relationship *</i>
Preferred Language	<i>Preferred Language</i>
Primary Address	
Primary Phone	
Additional Phone	
Primary Email	



Removing Emergency Contacts

1. To remove an emergency contact click Edit from within the Emergency Contacts screen.
2. If you wish to remove your primary emergency contact you must make your alternate emergency contact the primary. To do this scroll down to the **Alternate Emergency Contacts section** and click **Edit**. Place a checkmark in the **Mark as Primary checkbox** and then click **Submit**.

The screenshot shows the 'Alternate Emergency Contacts' section of a form. A red box highlights the 'Alternate Emergency Contacts' header, with a yellow arrow pointing to it. Below the header, there is a list of contacts. The first contact, 'George Jetson', has a priority of '2'. A green box highlights the 'Mark as Primary' checkbox, with a yellow arrow pointing to it. To the right of the contact list, there is a 'Remove' button with a trash icon, with a yellow arrow pointing to it. At the bottom of the form, there is a 'Submit' button, with a yellow arrow pointing to it. Other buttons visible are 'Save for Later' and 'Cancel'.

3. Click Change My Emergency Contacts on the Process Successfully Completed screen.


The screenshot shows the 'Process Successfully Completed' screen. A green checkmark icon is displayed next to the text 'Process Successfully Completed'. Below this, there is a button labeled 'Change My Emergency Contacts', which is highlighted with a red box and a yellow arrow. Other buttons visible are 'Do Another', 'Details and Process', and 'Done'.




Removing Emergency Contacts

4. Scroll down to the **Alternate Emergency Contacts section**. Hover over the **Edit** button, click **Remove**, and then click **Submit**.


Alternate Emergency Contacts



Legal Name	Anna Worker
Priority	2
Mark as Primary	(empty)
Relationship	Spouse
Preferred Language	English
Address	123 Anywhere St, Elizabethtown, PA 17022
Phone	+ (717) 332-9987 (Mobile)
Additional Phone	
Email	
Additional Email	
Instant Messenger	
Web Address	


✕ Remove
✎





Submit
Save for Later
Cancel

[View Comments \(0\)](#)
[Process History](#)
[Related Links](#)

