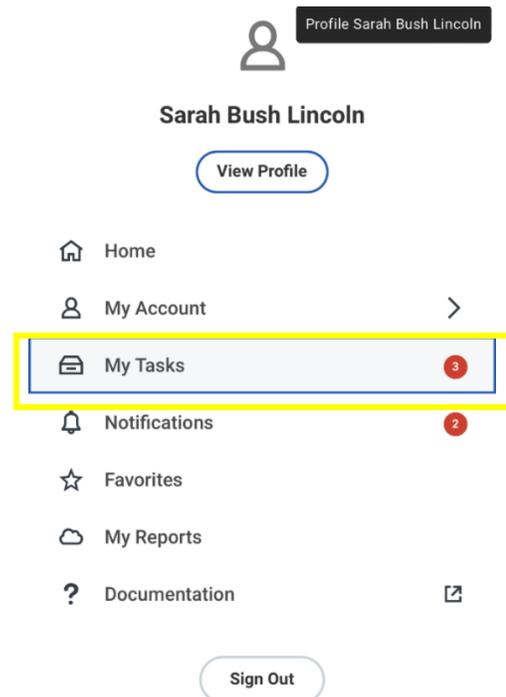
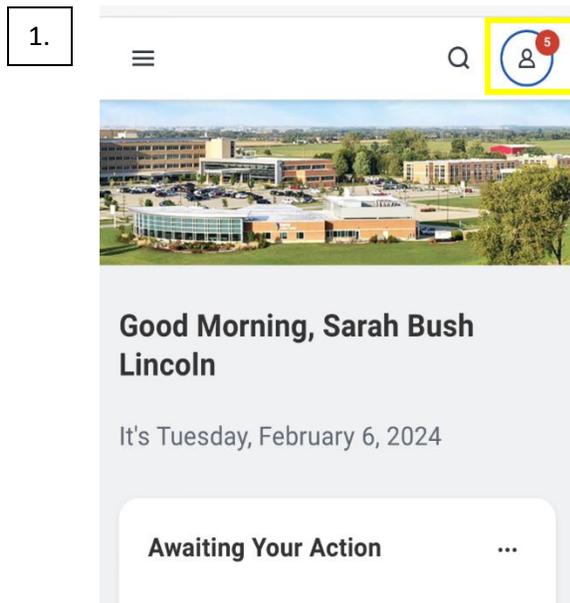


Change Emergency Contact

Pre-Hire User Guide – Mobile

1. Once logged in to Workday, navigate to the person icon in the top right corner. Click “My Tasks”
2. Find task titled Change Emergency Contact
3. Edit and enter their Legal Name, Relationship, and Phone Number
4. Submit



2/3.

← Item 1 of 1 ↑ ↓

Change Emergency Contacts

Sarah Bush Lincoln ...



Created: 02/06/2024 | Due: 02/08/2024

Primary Emergency Contact

Legal Name

Legal Name *



Relationship

Relationship *



Save for La...

Submit

← Item 1 of 1 ↑ ↓

Created: 02/06/2024 | Due: 02/08/2024

Primary Emergency Contact

Legal Name

Legal Name *

Abraham Lincoln



Relationship

Relationship *

Child/Step Child



Preferred Language



Save for La...

Submit

4.

← Item 1 of 1 ↑ ↓

Primary Address

Add

Primary Phone

Phone



(217) 258-4059 (Landline)

Type

Home

Add

Additional Phone



Save for La...

Submit