Add Emergency Contacts

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PURPOSE

To provide instructions for employees on how to add an Emergency Contact in Workday.

The State of Nebraska charges each Agency Human Resource Department to ensure that employees have current Emergency Contact information on file in Workday in case of emergency. By adding this information to Workday, regardless of the type of emergency, your direct supervisor and/or Agency Human Resource Office may contact those person(s) you have identified.

We request that all State Employees have at least one Emergency Contact (Name and Phone Number) in Workday.

LOG IN TO WORKDAY

1. Log in to Workday from this page, http://link.nebraska.gov/.

    a. **If you have an @nebraska.gov email**, click the first link that says, "Log in with your @nebraska.gov email." On the next screen, type your email address and your email address password.

    b. **If you do NOT have an @nebraska.gov email**, click the second link that says, "Log in with your User Name / Workday password." On the next screen, type your User Name and Workday password.

2. Click Sign In (or press Enter).

ADD OR CHANGE EMERGENCY CONTACT INFORMATION

1. On your Home Page, click the Personal Information icon (see screenshot at right).

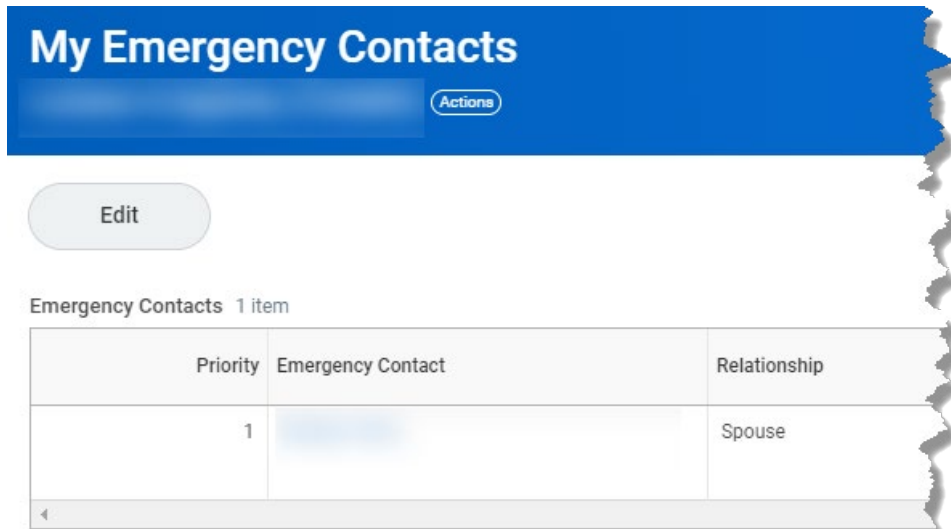2. Click Emergency Contacts in the Change column (on the left side).
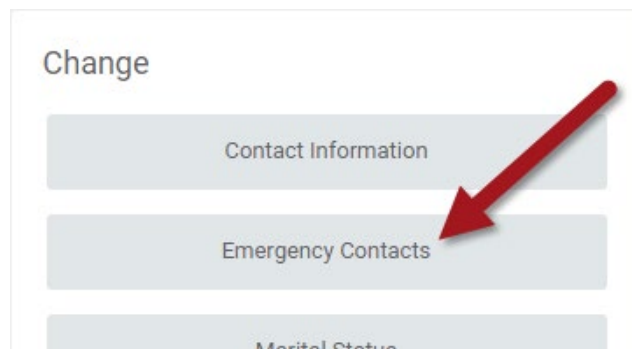
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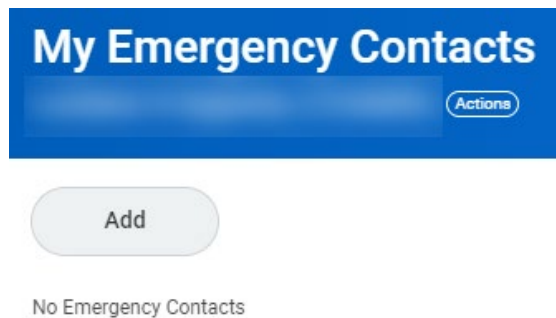a. If you have Emergency Contacts entered, you will see your list of contacts. Click Edit to make changes.

3. If you already have at least one Emergency Contact, and you need to add more, AFTER you click edit, scroll to the bottom of the list (under Alternate Emergency Contacts), and click Add … this will start a new Emergency Contact. Continue to Step 4.

   a. If you do not have any Emergency Contacts entered, you will see an Add button instead.

   b. Click the Add button to start an Emergency Contact.

4. Click the pencil icon (Edit) to the right of each required fields to add that information. The minimum required is Legal Name, Relationship, and one method of contact (primary phone number or email address).

5. Phone Numbers

IMPORTANT:

    a. First thing to do is click the drop-down for Phone Device, and select the type of device, i.e., Fax, Mobile, Pager, Radio Call, or Telephone.

    b. **If you are adding or editing a phone number, DO NOT use parentheses, spaces, or dashes when you type the Phone Number … JUST the number! It will "auto-format" once you click elsewhere on the page.**

    c. If there is an extension, type it in the Phone Extension space.

    d. In the Type, click the drop-down and select either Home or Work.

6. Verify that all required fields have information, and that the information in those fields is correct.

7. Click the Submit button at the bottom of the screen.

8. Click Done at the bottom of the screen.

9. Verify that the recently added contact displays in your list.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk supports Workday. Email: as.linkhelp@nebraska.gov; Phone:402.471.6234.