



## Emergency Contacts (All Employees)

In case of emergency, it is always important to keep your Emergency Contact information up to date. If this information changes at any time, please be sure to update it within Workday as soon as possible. Please follow the steps below to complete the process.

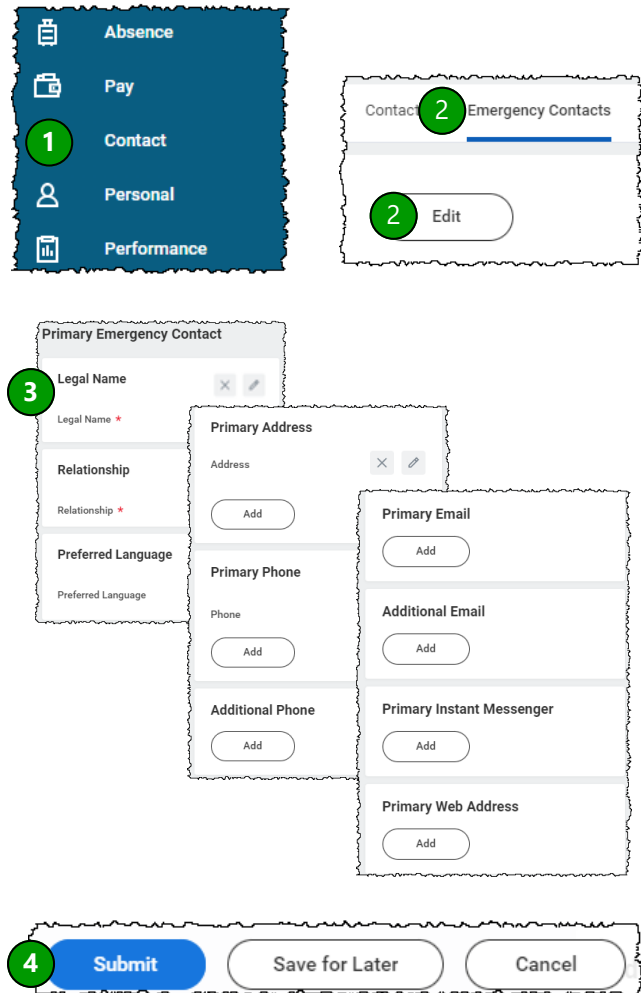
### Emergency Contacts (All Employees)

From your Employee Profile homepage:

1. Select **Contact**.
2. Select **Emergency Contacts** and then select **Edit**.
3. Select **Pencil** icon to begin, and then type directly within each field.

**Note:** Fields marked with a red asterisk – **Country**, **Legal Name** and **Relationship** are required. At least one form of contact information like **Primary Address**, **Phone**, or **Email** is required in order to submit.

4. Once you have completed all relevant fields, click **Submit** and you will see the confirmation screen.



### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).