

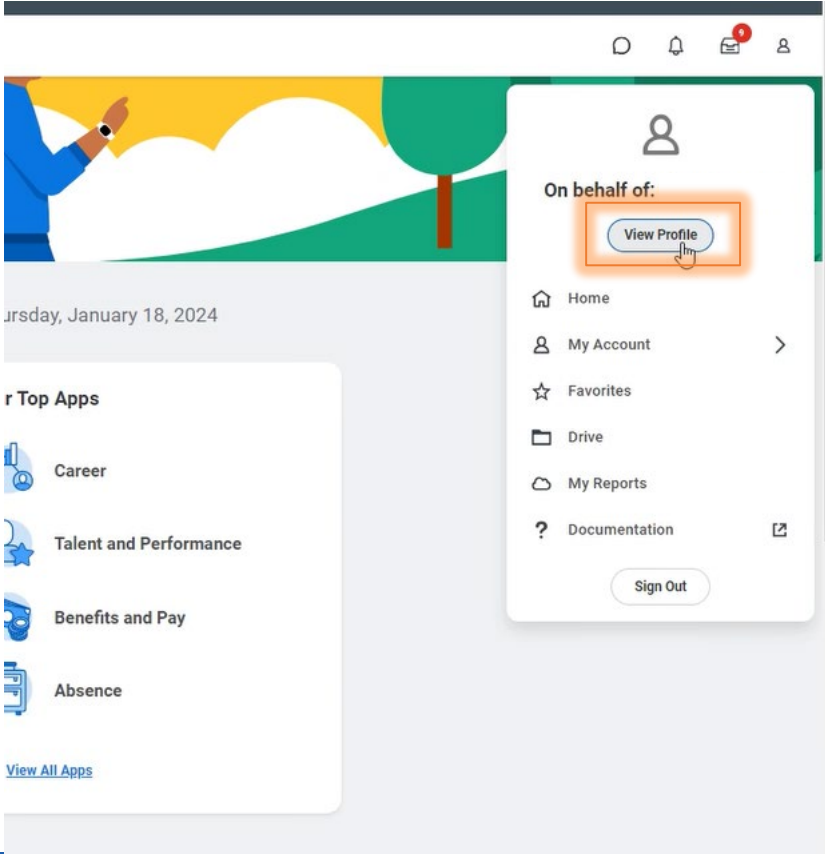


Address Change and Emergency Contact

Action: Employee

Address Change

Click on View Profile



Click contact

Customer Service Trainee

Actions

Team

Summary

Job

Compensation

Benefits

Absence

Pay

Contact

Personal

Performance

Career

Contact Emergency Contacts

Edit

Home Contact Information

Phones 1 item

Phone Number

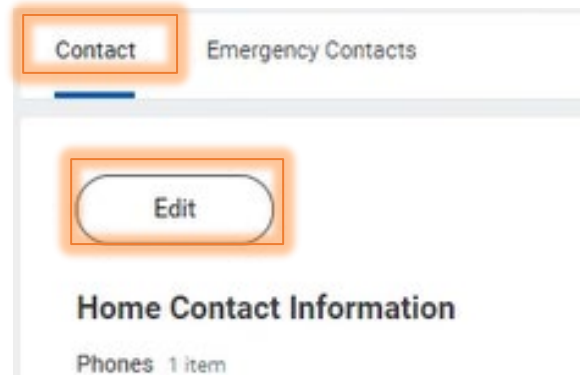
Work Contact Information

Addresses 1 item

Address

orkday®

Click Contact and edit to change address



Edit or add Address

Change Home Contact Information

Address Click to edit

Primary

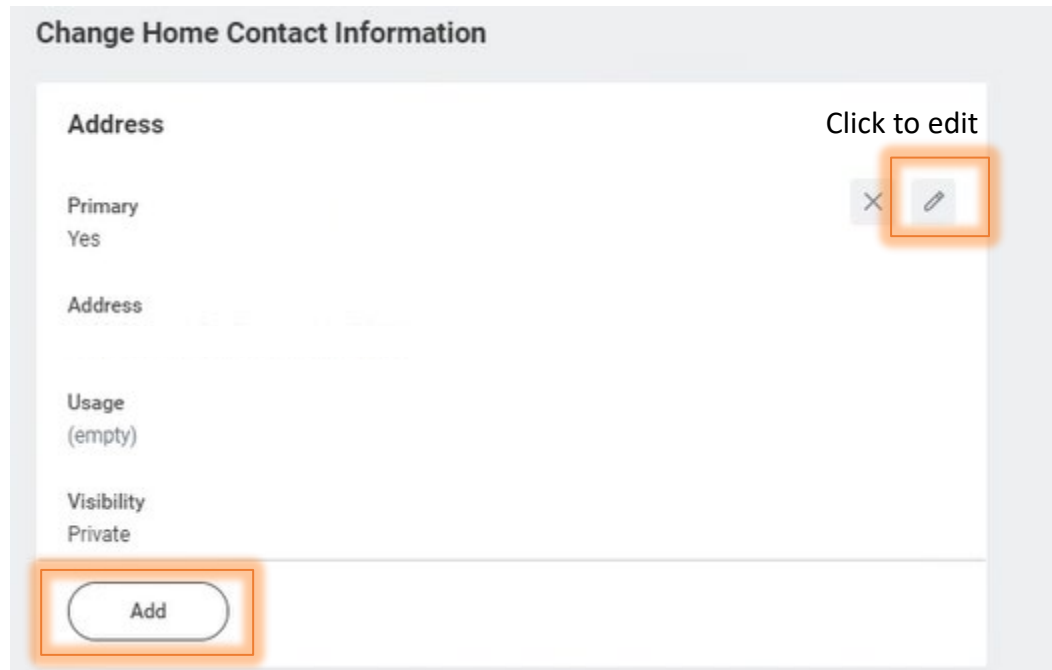
Yes

Address

Usage
(empty)

Visibility
Private

Add

A screenshot of a web form titled "Change Home Contact Information". The form contains several fields: "Address" with a "Click to edit" link and a pencil icon (highlighted with an orange box), "Primary" with a checked checkbox and a "Yes" label, "Usage" with the text "(empty)", and "Visibility" with the text "Private". At the bottom left, there is an "Add" button (highlighted with an orange box). There is also a small "x" icon next to the pencil icon.

Click submit

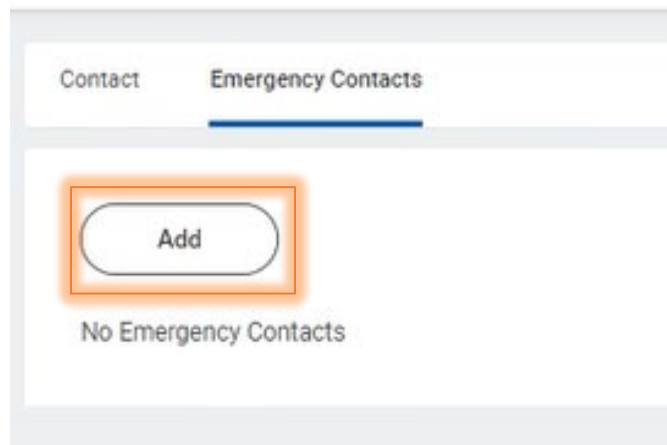


Add or change emergency contact

Click contact

The screenshot displays the Workday user interface for a 'Customer Service Trainee'. On the left, a blue sidebar contains a navigation menu with items: Summary, Job, Compensation, Benefits, Absence, Pay, Contact (highlighted with an orange box and a mouse cursor), Personal, Performance, and Career. The main content area on the right shows the 'Contact' section, with the 'Emergency Contacts' tab selected and highlighted by an orange box. Below the tab is an 'Edit' button. The page is divided into two sections: 'Home Contact Information' with a 'Phones 1 item' section containing a 'Phone Number' field, and 'Work Contact Information' with an 'Addresses 1 item' section containing an 'Address' field. The Workday logo is visible in the bottom right corner.

Click *add* and add contact



Click submit

