

Tip sheet: Change Emergency Contacts

From your Workday Inbox:

While nobody ever expects to have an emergency, it is better to be prepared. Hexcel would like each employee to have *at least one* emergency contact on file should the need arise. .

Click on the **Edit** icon to enter the details for your emergency contact.

Click on the **+** icon to add a phone number. Please be sure to list more than one telephone number for your contact.

As with the other tasks in Workday, scroll to the bottom to find a box to make any comments necessary. Once you are satisfied with your submission, click the green **Submit** button to finalize this task.

This will take you to the Success! Screen where you click the orange **Done** button to move on to another task.










Change Emergency Contacts Steel, Man Of (700465) ⋮ ⚙️ ↗️

1 hour(s) ago

? Please enter your emergency contacts below. When entering phone number, enter area code in the first box with remaining numbers in the second box.

[Less](#)

Primary Emergency Contact

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

Submit
Save for Later
Cancel