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.