



## Workday **SMART**

Source for Monthly Answers, Reminders, and Tips



### **HOME Contact Information**

Home contact information can be viewed and changed by utilizing the [Personal Information](#) worklet on the homepage.

Updating your home contact information in Workday will change your address for payroll purposes. You should also update your contact information within the health insurance Member Administrative Portal ([MAP](#)) and with your selected retirement company.

### **Emergency Contact Information**

#### **Emergency Contacts**

Every employee should have one or more people listed as an emergency contact in Workday. A phone number is the preferred method of contact. To review who is listed, and to make changes:

*Photo/Cloud > View Profile > Contact > Emergency Contacts tab > Edit*

#### **Emergency Notification System**

The Emergency Notification System is used to send a quick notice to faculty, staff and students in the event there is an emergency on the campus of FHSU. To receive an alert, contact information is required to be updated in Workday. The options for contact include a call on a landline, cell phone call and text message and/or an email notification. To review or make changes to this contact information:

*Photo/Cloud > View Profile > Job > Additional Data tab > Edit*

### **WORK Contact Information**

Work contact information can also be viewed from the Personal Information worklet, but can only be changed by the HR office or your Department Admin.

*Search Employee Name to view profile > Contact > Edit*

Your workspace, or office room number, can be viewed on your employee profile. Department Admins can update your workspace by using the **Change Work Space** task. If the room number is not available, please contact the HR Office.

### **Directory Worklet**

Employee work contact information can be found within the Directory worklet on the homepage. Click on **FHSU Find Workers** to search for an employee by name or department. Ensuring your work contact information is accurate in Workday will allow the Directory to remain up-to-date.