

# CONTACT DETAILS

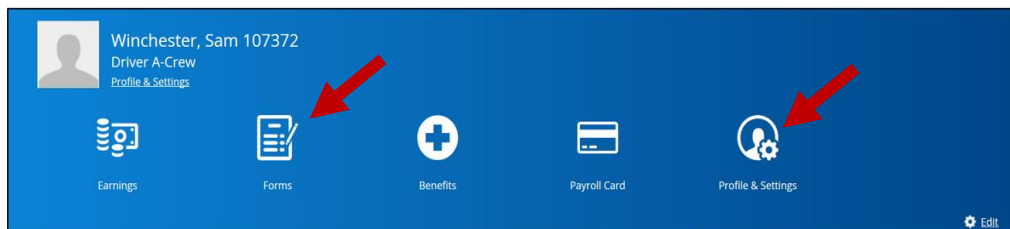
## PHONE/EMAIL & EMERGENCY CONTACT



1. Login in to DayForce using your username and password.

The image shows the DayForce HCM login interface. It features a header with the text "DAYFORCE | HCM". Below the header are three input fields: "Company", "User Name", and "Password". A "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Can't access your account?".

2. From the Home Screen updates can be made from **Forms** or **Profile & Settings**.



3. From the **Forms** screen, select Contact Details.

The image shows the "Available Forms" screen in DayForce. It includes a search bar at the top labeled "Search Forms". The forms are organized into three categories:

- 1. Personal (4)**
  - Address
  - Contact Details (highlighted with a red arrow)
  - Emergency Contacts
  - Name and Marital Status
- 2. Tax forms (2)**
  - Federal W4 - 2016
  - Province/State Tax Form
- 3. Check Management (3)**
  - Authorize Instant Issue Payroll Card
  - Direct Deposit
  - Electronic Statement Acknowledgement

# CONTACT DETAILS

## PHONE/EMAIL & EMERGENCY CONTACT



- This screen allows you to add or delete a phone number or email address to your file. Simply click on "Add" or "Delete", enter the type from the drop down menu, and the date of the change, then Submit to save the changes.

Contact Details

**Contact Details**

Winchester, Sam 107372  
Status: Active Employee Number: 107372

Phone Numbers

Below are your current phone numbers. You can add new phone numbers or update existing ones. Fields marked with an asterisk are required values.

+ Add ✕ Delete

Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*	
Home	United States o...	555 555 55...		<input type="checkbox"/>	<input type="checkbox"/>	Dec 30/2014	

Electronic Addresses

Below are your current electronic addresses (email, Facebook, Twitter or LinkedIn). You can add new addresses or update existing ones. Fields marked with an asterisk are required values.

+ Add ✕ Delete

Type*	Address*	Alerts	Start Date*	End Date
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Save Draft Submit Cancel Print

- From the **Profile & Setting** screen, click on Edit in the middle of the screen.

Winchester, Sam 107372  
Driver A-Crew

Contact Information

**Addresses**

Primary Residence

123 Mister Way  
Marion, IA  
52302  
United States of America

**Contact Information** [Edit](#)

**Phone Numbers**

Home  
+1 (555)-555-5555

**Email Addresses**  
No email address available

**Online Profiles**  
No online profile available

**Emergency Contacts** [Edit](#)

No emergency contact information available

# CONTACT DETAILS

## PHONE/EMAIL & EMERGENCY CONTACT



- The screen below will pop up, allowing you to make edits to your contact information. You can edit all areas marked with a red asterisk. Click Save to save the information.

**Contact Information**

**Phone Numbers** + Add New Phone Number

Type *	Country Code *	Phone Number *	Extension	Alerts ?	Unlisted ?
Home	United States of A...	555 555 5555	Extension	<input type="checkbox"/>	<input type="checkbox"/>

**Email Addresses** + Add New Email Address

Type *	Email Address *	Alerts ?	Verified ?
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**Online Profiles** + Add New Online Profile

Type *	Profile Address *
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Save Cancel

- To add, or change your emergency contact information, select Profile & Settings again from the home page and click on edit on the far right of the screen.

**Winchester, Sam 107372**  
Driver A-Crew

**Contact Information**

Addresses	Contact Information	Emergency Contacts
<b>Primary Residence</b> ✉ 123 Mister Way Marion, IA 52302 United States of America	<b>Phone Numbers</b> Home +1 (555)-555-5555 <b>Email Addresses</b> No email address available <b>Online Profiles</b> No online profile available	No emergency contact information available

Edit Edit

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## PHONE/EMAIL & EMERGENCY CONTACT



8. A screen will pop up allowing you to add or edit your emergency contact information. If you wish to add a Secondary contact, click on the blue + sign and another pop up will open allowing you to add both a Primary and Secondary contact. Click Save to save the information.

Emergency Contacts

Primary Emergency Contact +

First Name \*

Last Name

Relationship \* Select an Option...

Email

Business Phone

Home Phone

Mobile Phone

Save Cancel

Click on the + only if you wish to add a Secondary contact. If you only have one contact, complete the information and click Save.

If you wish to add a Secondary contact:

Emergency Contacts

Primary Emergency Contact

Secondary Emergency Contact

First Name \*

Last Name

Relationship \* Select an Option...

Email

Business Phone

Home Phone

Mobile Phone

Save Cancel