

Designating an Alternate Emergency Contact

As part of [California Know Your Rights law](#), employees have the option to identify a person the University may contact if the employee is arrested or detained while at work at USF.

If you wish to designate someone to be contacted, you should add an **Alternate Emergency Contact** in Workday. By adding an alternate emergency contact, you are authorizing the University to notify that individual in case of your arrest or detention while working for USF.

Steps:

1. Log in to the [My Emergency Contacts](#) page
2. Click **Edit**
3. Scroll to the bottom of the page to the **Alternate Emergency Contacts** section. Select **Add**.
4. Complete the following fields:
 - Country
 - First Name
 - Last Name
 - Relationship (select **Designated Person** from the drop-down menu)
 - Phone Device
 - Phone Number
5. Click **Submit**.