

Purpose	To receive updates on urgent or emergency situations
Timing/Information	One time sign up and adhoc updates
Navigation	Employee Self-Service > Personal Information > Phone Numbers and/or Email Addresses

Informational

Workspace Alerts will only be used in urgent or emergency situations – you won't receive **any** messages about retirement parties, benefits or everyday county news. In fact, it's likely that you may *never* receive an alert. Providing information for Workspace Alerts is entirely voluntary.

Workspace Alerts will provide updates on the urgent or emergency situation, notice about where to find additional information, and the 'all clear' with additional instructions when the situation is resolved.

It's easy to sign up through your [employee profile in Summit](#).

Step 1

Access *Summit-Employee*

Step 2

Choose *Personal Information*

You can choose **one or more** ways to receive Workspace Alerts. For instance, if you provide a mobile number and home email address, you will receive a Workspace Alert by text and phone message at the mobile number, and an email at your home email address.

Step 3

Select **Email Addresses** to receive alerts via home email

a. Click the **“Add Email Address”** button.
 b. Select **“Home”** from the dropdown menu.
 c. Type in your full email address.
 d. Click the **“Save”** button.

Step 4

Select **Phone Numbers** to receive alerts via

Text message:

Home phone:

a. Click the **“Add Phone Number”** button.
 b. Select **“Home Mobile”** from the dropdown menu.
 c. Type in the phone number for your mobile device.
 d. Click the **“Save”** button.

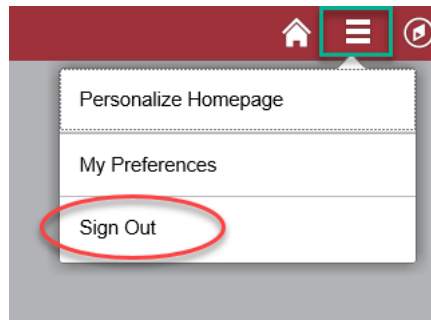
And/Or

a. Click the **“Add Phone Number”** button.
 b. Select **“Home”** from the dropdown menu.
 c. Type in the phone number for your home.
 d. Click the **“Save”** button.

Step 5

Check for accuracy and ***Sign Out***

Double check for accuracy and Sign Out of Summit



You can change your entries at any time – just sign back into Summit, update and save the new information.

If you have any questions about adding information into Summit, please contact your [department's payroll contact](#).