

# Updating Personal Information in Workday

## Overview





Employees can update personal information including addresses, personal phone numbers, legal name, preferred name, emergency contacts, disability self-identification, and veteran status identification.

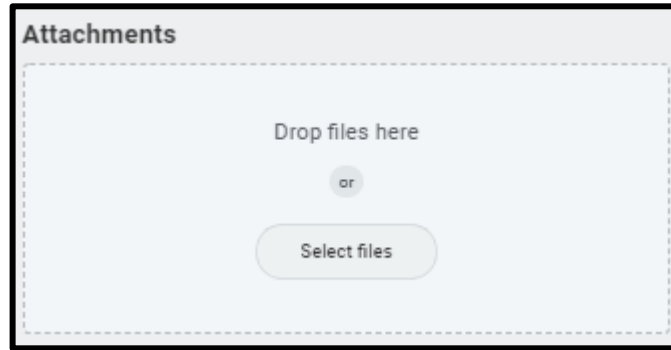
## Considerations

- Any employee can update their information.
- There are 3 different ways to navigate to this information as shown below.
- If the home address is changed to a different state, the employee may be prompted to complete a different tax withholding form.
- Some updates such as a legal name change will also require appropriate documentation to be attached.
- Because the University controls the phone system, work phone numbers changes are made in the 24/7 directory, which will feed the University and then feed Workday and Outlook.
- Fields marked by a red asterisk (\*) are required.

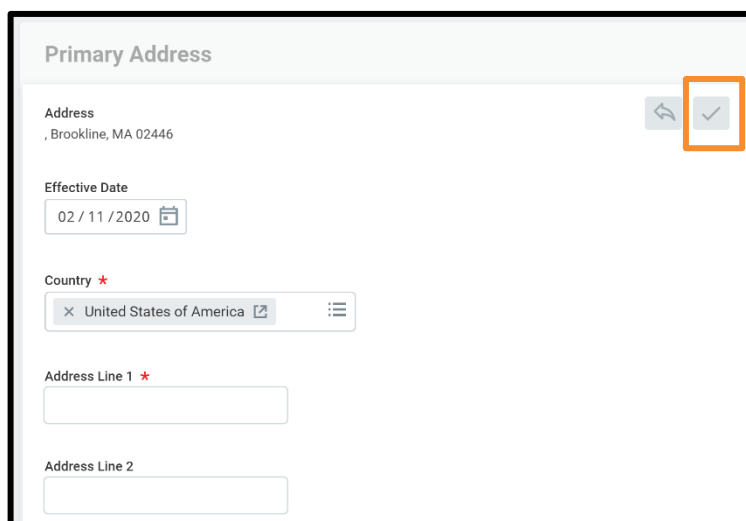
## From the Personal Information Application

*Security Roles: Employees as Self*

1. Navigate to  in the upper left corner of the home page and select **Apps**. 
2. Select **Personal Information**. 
3. The user can view the current information that is listed in the system. If no information is listed, select **Add**. Select **Edit** to update **Contact Information** including Personal Address, Personal Phone, Personal Email, and Web Address.
4. **Personal Information** includes Gender, Date of Birth, Marital Status, Race/Ethnicity, Citizenship, and Military Service. Changes to Date of Birth, Citizenship Status, and Marital Status require the user to upload appropriate documentation to Workday when submitting.
5. To edit any of the sections, select the **pencil icon** (  ) to edit.
6. Select the **checkmark** or select outside of the box to confirm edits.
7. To add documentation, under the **Attachments** section, select the **Select Files** button and upload the appropriate documentation.
  - Please note, Attachments may be required for some personal information changes, such as Legal Name Change.



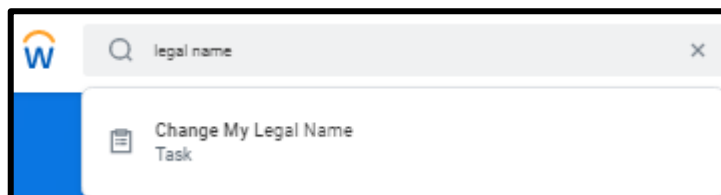
8. To complete the process, select the **Submit** button on the bottom of the page.



## From the Search Bar

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1. Enter the information that needs to be updated in the **Search Bar**. The Search Bar is intuitive, so abbreviations or key words can be used. For example, when searching for "Legal Name", the **Change My Legal Name** task will appear.

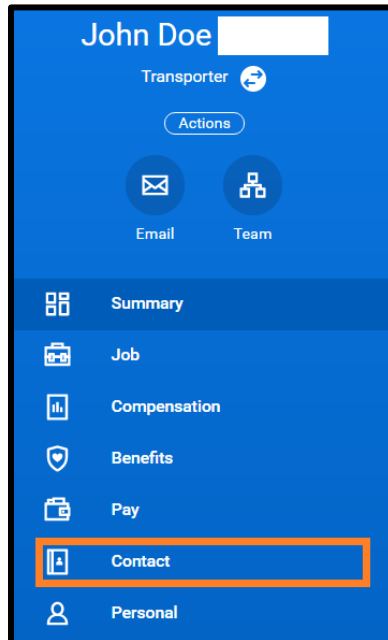



2. Select the appropriate task.
3. Follow the steps from above to update the information as needed.
4. When complete, select **Submit**.

## From the Worker Profile

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1. Select the **Worker Profile Icon** in the top right-hand corner of the screen.
  - *Note, this icon may appear as the user's badge photo.*
2. Select **View Profile**.
3. From the user profile, select **Contact** or **Personal** tabs in the left column.



4. Within the **Contact** landing page, select the **Edit** button and choose which contact information to update.
5. To edit any of the sections, select the **pencil icon** (  ) to edit.
6. Be sure to select the **check mark** (  ) or select outside of the box to confirm edits.
7. To complete the process, select the **Submit** button on the bottom of the page.

