## HOW TO UPDATE YOUR PERSONAL INFORMATION IN WORKDAY

The Process: This job aid provides users step-by-step instructions on how to update their personal information on Workday.

### **Options:**

- Computer/Browser:
  - Begin with the <u>Update Personal Information via Computer</u> instructions
  - Or, from Workday Assistant, search for what you need to change (i.e., change my phone number) and follow along
- Workday Mobile App:
  - Begin on Page 2 with the Update Personal Information via the Workday App instructions

### **Update Personal Information via Computer**

1. From the Home Page select the Personal Information link in "Your Top Apps"

Awaiting Your Action				Quick Tasks
	You're all caught up or	n your inbox items.		My Payslips
				My Tax Documents
Timely Suggestions				Withholding Elections
Here	's where you'll get updat	tes on your active items.		
				Your Top Apps
Recommended for You			_	Personal Information
				Directory

2. After selecting Personal information, you will have access to change or view your information

Change	View
Contact Information	About Me
Personal Information	Addresses
Emergency Contacts	Email Addresses
Photo	Address Changes
Legal Name	Name
Preferred Name	More (2)

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- a. Select the option that needs to be updated
  - i. For SSN changes, reference the How to Update Your SSN in Workday job aid

Change		
	Contact Information	Address, Phone, Email
	Personal Information	Gender, Date of Birth, Marital Status
	Emergency Contacts	
	Photo	
	Legal Name	
	Preferred Name	

- 3. Select the icon for each field you would like to update. Once finishing the field, select to save your changes, you will also have an option to undo
- 4. Once you make all your changes click "Submit" at the bottom of the screen

# Update Personal Information via the Workday App

- 1. When signed into your account on the Workday App, tap your profile picture (cloud bubble if you do not have a photo) in the upper right corner, and select "View Profile" at the top of your screen
- 2. Select the option that needs to be updated (you may need to select "More" to see all the options).
  - a. Personal Information: Gender, Date of Birth, Name, Marital Status
    - i. For SSN changes, please reference the How to Update Your SSN in Workday job aid
  - b. Contact Information: Address, Phone, Email, Emergency Contacts
- 3. Select "Edit" if presented
- 4. Select the icon for each field you would like to update. Once finishing the field, select changes, you will also have an option to undo
- 5. Once you make all your changes click "Submit" at the bottom of the screen

to save your