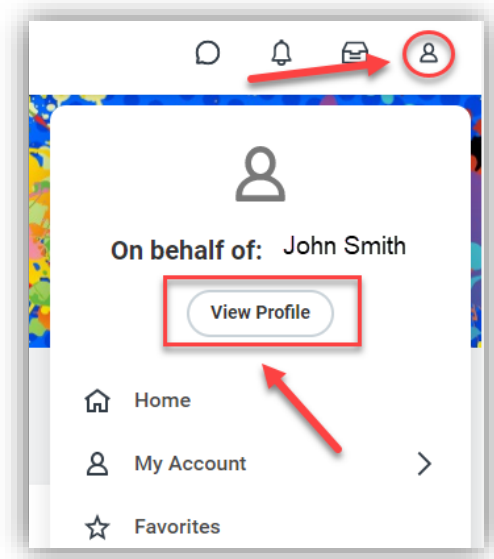


## HOW TO UPDATE YOUR SSN IN WORKDAY

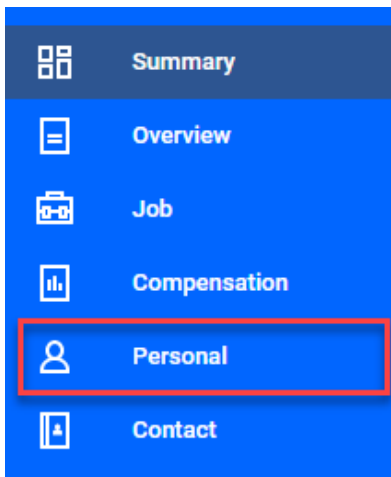
The Process: This job aid provides users step-by-step instructions on how to update Social Security Numbers on Workday. *Please note this process is best to be completed using a desktop or laptop computer.*

### Update your Social Security Number

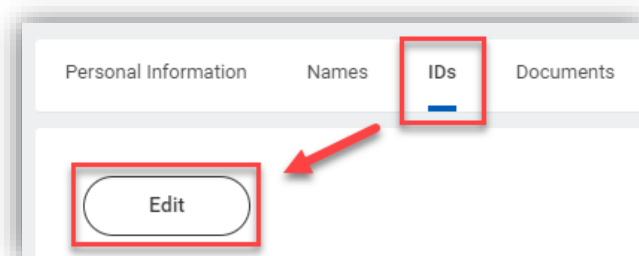
1. Select the silhouette icon/your picture in the upper right-hand corner, then click "View Profile"



2. Click "Personal" in blue Sidebar



3. Click "IDs" at the top, and Edit



## HOW TO UPDATE YOUR SSN IN WORKDAY

4. Click "Edit" and enter your SSN in the "Add/Edit ID" box

The screenshot shows the 'Change My Government IDs' interface for Basil Walter. It features a table with the following columns: Country, National ID Type, Current ID, Add/Edit ID, Issued Date, and Expiration Date. The 'Add/Edit ID' field is highlighted with a red box.

	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date
	United States of America	Social Security Number (SSN)	XXX-XX-1234	- -		

5. Attach a copy of your SSN (i.e., SSN card). You will NOT be able to submit the change without attaching photo documentation of your SSN.
  - a. If you are prompted with a pending conflicting action, complete the action

The screenshot shows a conflict warning message: "The person has pending actions that conflict with this one. Complete the listed actions before starting the new action." Below the message is a table of actions for Cameron Hart. The action "ID Change: John Smith" is highlighted with a red box.

Action	Effective Date	Initiated On	Completed On	Status	Assigned To
ID Change: John Smith		08/23/2022 02:43:44 PM		In Progress	John Smith

- b. Click "Open," complete the task, and click "Submit"
- c. If the completed task (i.e., pending ID Change task) resulted in your Personal Information being corrected, no further action required

The screenshot shows the 'Attachments' section with a file upload area. The area contains a "Drop files here" prompt, an "or" button, and a "Select files" button. At the bottom, there are three buttons: "Submit", "Save for Later", and "Cancel".

6. Click "Submit"