Update Personal Information

Workday Job Aid for Employees

Overview

This job aid explains how employees can make updates to personal information in Workday. This includes changes to your Personal Information, Contact Information, and Photo.

Modify Personal Information

1. From the home page, click the **photo/cloud icon** on the top right of the screen.
2. Click **View Profile**.
3. Your worker profile displays.
4. Click **Personal** on the left vertical sidebar.
5. Here you can view the following tabs:
    - Names (legal and preferred)
    - Personal Information
    - IDs
    - Documents
6. To modify your Legal Name or Preferred Name, click **Names** > **Edit**.
    - **Legal Name**: Enter the name as listed on your social security card. Attach a copy of your social security card and click **Submit**. The task will route to the HR Partner for review.

      Note: It is mandatory to attach a copy of your SSN (an updated SSN if changing last name) to provide proof of legal name. A legal name will override any preferred names.
    - **Preferred Name**: Uncheck **Use Legal Name as Preferred Name**. Enter your preferred name (nickname) in the **First Name** field and click **Submit**. The task routes to the HR Partner for review.
7. To modify your Gender, Date of Birth, Marital Status, or Race/Ethnicity, click **Personal Information** > **Edit**.
    - Click in each section and make edits as necessary.
    - The task will route to the HR Partner for review.

      Note: DOB must be verified. Marital Status may affect benefits. As part of employee self-service, when you are changing your marital status and need to add or remove a dependent or beneficiary, do so in the Benefits application or contact your Benefits Partner.

8. To verify your National Ids, click **Ids** > **Verify National ID**.
    - Enter your **Social Security Number (SSN)**.

      Note: Your SNN will default from Recruiting. To change your SNN, contact HRSTM and have the correct documentation ready to upload.
    - Click **OK**.

      Note: You have successfully verified your SSN.
    - Click **Done**.
9. To modify your Documents, click **Documents** > **Add**.

   Note: Click **Edit** to modify an existing document or **Delete** to remove it.
    - Drag and drop or click **Select Files** to upload relevant documents.
    - Select the **Document Category**.
    - Provide a **Comment**, if applicable.
    - Click **Upload** to add another document.
    - Click **OK**.

Modify Contact Information

1. From the home page, click the **photo/cloud icon** on the top right of the screen.
2. Your worker profile displays.
3. Click **Contact** on the left vertical sidebar.
4. Here you can view Contact and Emergency Contacts information.
5. To modify your Contact Information, click **Contact** > **Edit**.
    - Click in each field to edit or click **Add** to modify your **Address**, **Phone**, or **Email**. Edit the required fields in each section then click **Submit**.

      Note: **Only one address should be entered for communication and pay purposes.** Fields marked with a red asterisk (*) are mandatory. **Address Line 1** field may only contain a maximum of 40 characters. Enter any additional information (e.g., Unit #) in the **Address Line 2** field.
6. To modify your Emergency Contacts, click **Emergency Contacts** > **Edit**.
    - Click in each field to edit the information for the Primary Emergency Contact then click **Submit**.
    - To add an additional contact, Click **Add** in the Alternate Emergency Contacts section and enter the following required details:
        i. **Country**, **First Name**, **Last Name**, **Priority**, **Relationship**, **Preferred Language**, and either a **Phone Number** (and **Phone Device** & **Country Phone Code**) or an

Email Address. Click **Submit**.

Note: At least one form of contact is required, phone number or email address.

Upload Photo

1. From the home page, click the **photo/cloud icon** on the top right of the screen.
2. Your worker profile displays.
3. Click **Actions** > **Personal Data** > **Change My Photo**.

   Note: You may also initiate this task by typing and selecting **Change My Photo** in Workday Search.
4. The **Change My Photo** screen displays.
5. View your current photo, if applicable.
6. To add a photo, drag-and-drop the file into the field or click **Select files** to browse your computer.
7. Upload your professional portrait/headshot with a neutral background.
8. Click **Submit**.