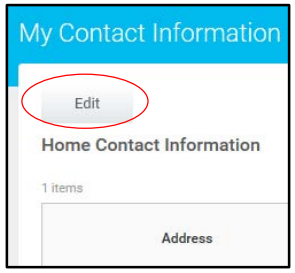
Updating Personal Information

To change portions of your Personal Information

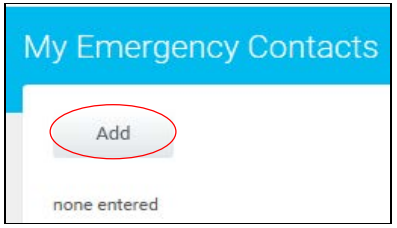
1. On the Workday dashboard click on the Personal Information worklet. You will see that you can change information listed in the left column. Additional areas that may be changed are visible when you click on "More +" at the bottom of the column.
    - Contact Information (home address and telephone)
    - Personal Information (gender, marital status, race/ethnicity)
    - Emergency Contacts (name, relationship, address, phone, etc.)
    - Legal name
    - Preferred name (nickname)
2. To **change information about you that is already in Workday**, click on the appropriate area (e.g., Contact Information) and then click **Edit** at the top of the page.



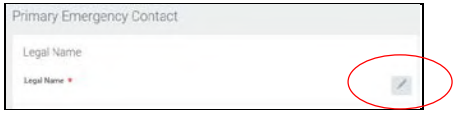
3. When you click Edit, you will be able to change aspects of your contact information by clicking on the Edit or "pencil" icon 

Once you click on the pencil to edit, be sure that all fields with a red asterisk (*) are completed. When you have completed your changes, click on the green Submit button at the bottom of the page. You also can save edits that are not yet complete and return to them later (click on Save for Later). Click Cancel to cancel your changes and begin again.

4. To **add information about you that is not already in Workday,** click on the appropriate area (e.g., Emergency Contacts) and then click **Add** at the top of the page.



Click on the pencil  on the right of each piece of information you want to enter.

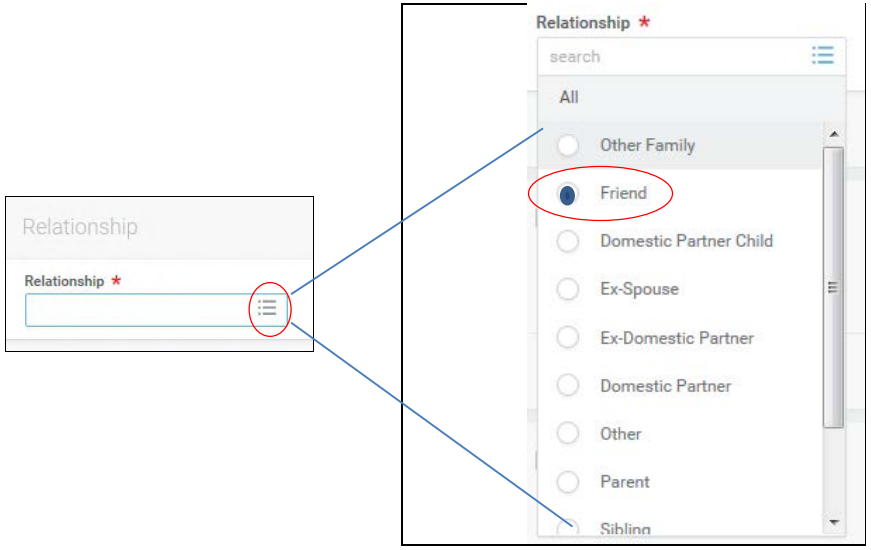


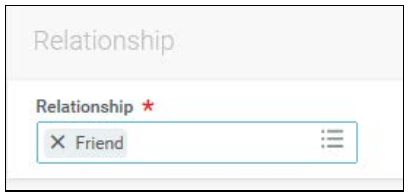
5. Place your cursor in the appropriate field box and begin to type.

Updating Personal Information



6. Some fields of information must be completed by selecting an item from a list or prompt. Click on the list icon ☰ to reveal the list and make your selection. For example, after you click on the list icon in the Relationship field, click the selection button that describes your relationship to the person.





7. Fill in all of the appropriate fields. Be sure that all fields with a red asterisk (*) are completed. When you have completed your changes, click on the green Submit button at the bottom of the page. You also can save edits that are not yet complete and return to them later (click on Save for Later). Click Cancel to cancel your changes and begin again.

8. Some updated information will not display in Workday until additional steps are taken. For example, if you are correcting your marital status, the information will not be updated in Workday until you present appropriate documentation to Human Resources.