

Maintain Personal Information

Audience: Employee



Overview:

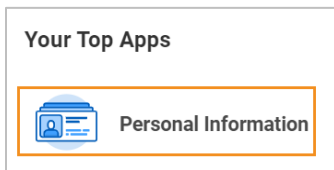
This job aid provides step-by-step guidance for updating your Personal Information in Workday.

This job aid includes:

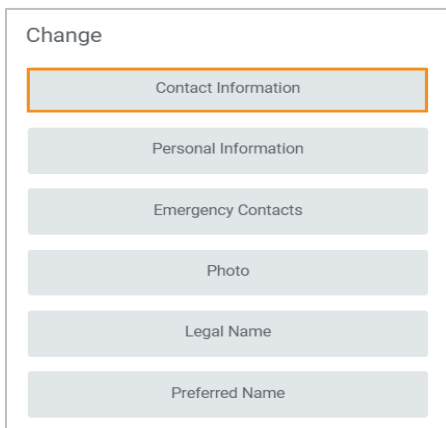
- [Contact Information](#)
- [Personal Information](#)
- [Emergency Contacts](#)
- [Upload Photo](#)
- [Legal Name](#)
- [Preferred Name](#)

Contact Information

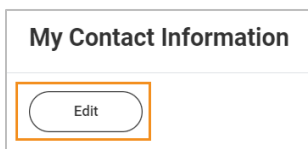
1. From the Workday homepage, select **Personal Information** from the Your Top Apps section.



2. In the **Change** section, select **Contact Information**.



3. Select **Edit**.



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4. Change Home Contact Information by clicking the pencil icon. To save updates, click the check mark icon. To include additional information, click **Add**.

Change Home Contact Information

Address

Primary

• Yes added

Address
crackle street, NY, NY 10008

Usage
(empty)

Visibility
Private

Phone

Email

Primary

Yes

Email Address *
MollyManager@test.com

Visibility
Private

5. Click **Submit**.

Personal Information

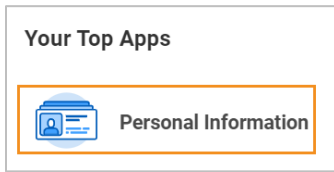
Please attach documentation for **Date of birth**, **Marital Status**, and/or **Citizenship** changes.

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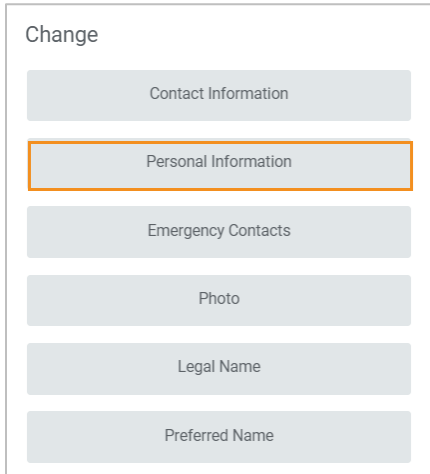
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1. From the Workday homepage, select **Personal Information** from the Your Top Apps section.



2. In the **Change** section, select **Personal Information**.



3. Change Personal Information by clicking the pencil icon. To save updates, click the check mark icon. ✓

A screenshot of the "Change Personal Information" form. It has three main sections: "Gender", "Date of Birth", and "Marital Status". Each section contains a text input field and a pencil icon for editing. The pencil icons are highlighted with an orange border.

Change Personal Information

Gender

Gender *
(empty) [pencil icon]

Date of Birth

Date of Birth *
(empty) [pencil icon]

Age
(empty)

Marital Status

Marital Status *
(empty) [pencil icon]

Marital Status Date
(empty)

A screenshot of the form sections for "Race/Ethnicity", "Citizenship Status", and "Nationality". Each section contains a text input field and a pencil icon for editing. The pencil icons are highlighted with an orange border.

Race/Ethnicity

Hispanic or Latino [pencil icon]

Race/Ethnicity *
(empty)

Citizenship Status

Citizenship Status *
(empty) [pencil icon]

Nationality

Primary Nationality
(empty) [pencil icon]

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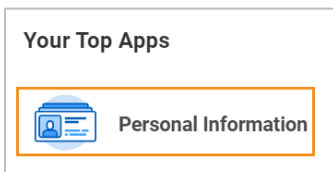


4. Click **Submit**.

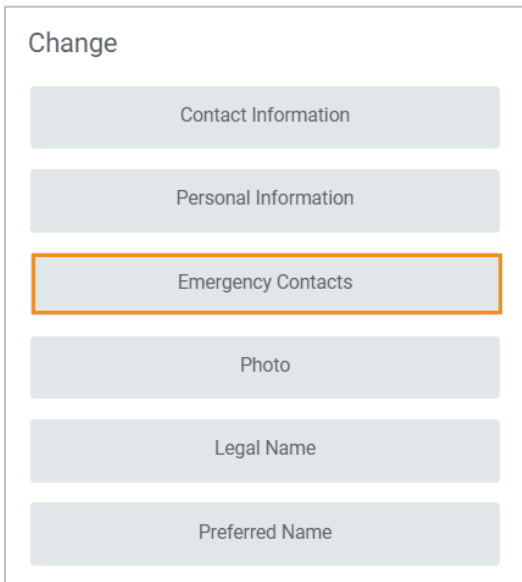


Emergency Contacts

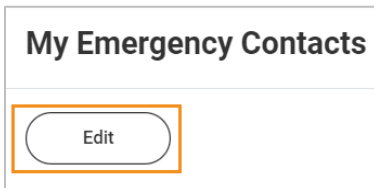
1. From the Workday homepage, select **Personal Information** from the Your Top App section.



2. In the **Change** section, select **Emergency Contacts**.



3. Select **Edit**.



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4. Change Emergency Contacts by clicking the pencil icon. To save updates, click the check mark icon. To add new contact information, click **Add**.

Primary Emergency Contact


Legal Name

Legal Name * 
Meghan Dave


Relationship

Relationship * 
Spouse



Preferred Language

Preferred Language 


Primary Address




Primary Phone

Phone  
+1 55786868 (Mobile)



Type
Home



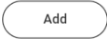
Additional Phone




Primary Email

Address *  
john@gmail.com

Type
Home




Additional Email



Alternate Emergency Contacts

Alternate Emergency Contacts




5. Click **Submit**.

Upload Photo

1. From the Workday homepage, select **Personal Information** from the Your Top Apps section.

Your Top Apps

 **Personal Information**

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2. In the **Change** section, select **Photo**.

A vertical list of menu items under the heading "Change". The items are: Contact Information, Personal Information, Emergency Contacts, Photo, Legal Name, and Preferred Name. The "Photo" item is highlighted with an orange border.

3. Drag and drop your photo file to the **Attachments** section and click **Submit**.

A screenshot of the "Change My Photo" interface. It shows a "Current" section with "No current photo." and a "Proposed" section. The "Attachments" section is highlighted with an orange border and contains a "Drop file here" area with a "Select files" button. Below this is a comment field and a "Submit" button, which is also highlighted with an orange border.

Legal Name

1. From the Workday homepage, select **Personal Information** from the Your Top Apps section.

A screenshot of the "Your Top Apps" section. It shows a single app icon labeled "Personal Information" with a person icon, which is highlighted with an orange border.

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2. In the **Change** section, select **Legal Name**.

Change

- Contact Information
- Personal Information
- Emergency Contacts
- Photo
- Legal Name**
- Preferred Name

3. Update the required information and attach documentation.

Change My Legal Name

Molli Manager

If you have benefits, please contact HR to change your name in with the benefit providers.

Effective Date * 03/29/2023

Country * x United States of America

Prefix

First Name * Molli

Middle Name

Last Name * Manager

Suffix

enter your comment

Attachments

Drop files here

or

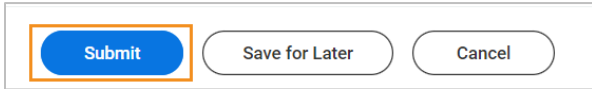
Select files

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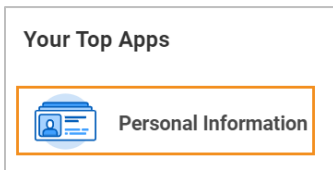


4. Click **Submit**.

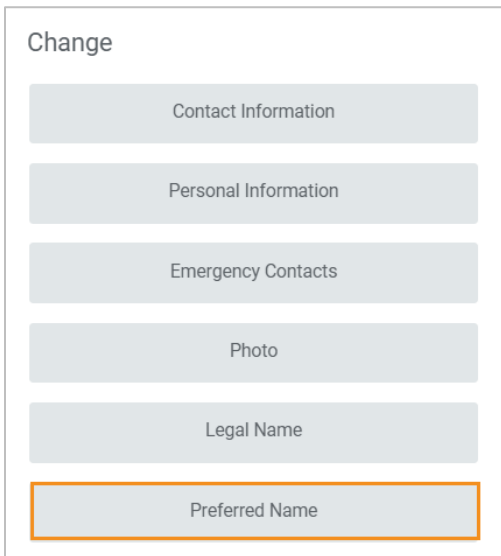


Preferred Name

1. From the Workday homepage, select **Personal Information** from the Your Top Apps section.



2. In the **Change** section, select **Preferred Name**.



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3. Uncheck the **Use Legal Name As Preferred Name** box.

Change My Preferred Name

 Molli Manager ⋮

Use Legal Name As Preferred Name

Country * United States of America

Prefix (empty)

First Name Molli

Middle Name

Last Name Manager

Suffix (empty)

4. Update Preferred Name.

Change My Preferred Name

 Molli Manager ⋮

Use Legal Name As Preferred Name

Country * × United States of America ⋮

Prefix ⋮

First Name *

Middle Name

Last Name *

Suffix ⋮

5. Click **Submit**.