



# Associate Job Aid EDITING PERSONAL INFORMATION

NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.

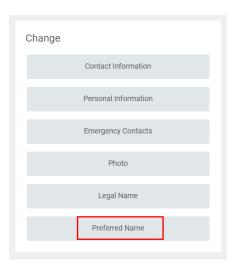
# **SET YOUR PREFERRED NAME**

9. Click the **Personal Information** icon on the home screen.



Personal Information

10. In the Change box, click Preferred Name.



11. Uncheck the Use Legal Name As Preferred Name box.



12. Edit the First Name and/or Last Name field(s).



13. Click Submit.



14. Click Done.



### **ALTERNATE METHOD:**

You can also edit your personal information by clicking the profile icon in the upper right corner of the screen, then selecting **View Profile**. Click the **Actions** button under your job title, then select **Personal Data**.

# **CHANGE YOUR LEGAL NAME**

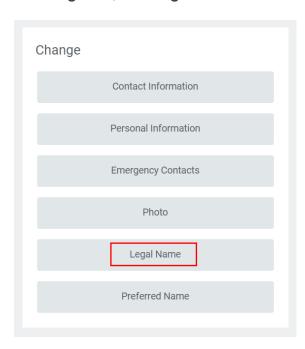
Legal name changes will be sent to HR Operations for review and approval.

Click the **Personal Information** icon on the home screen.



Personal Information

• In the Change box, click Legal Name.



3. Edit the First Name and/or Last Name field(s).



**15.** Upload the proof of legal name change (i.e., SSN Card) under the Personal Information category.



16. Click Submit.



17. Click Done.



### **ALTERNATE METHOD:**

You can also edit your personal information by clicking the profile icon in the upper right corner of the screen, then selecting **View Profile**. Click the **Actions** button under your job title, then select **Personal Data**.

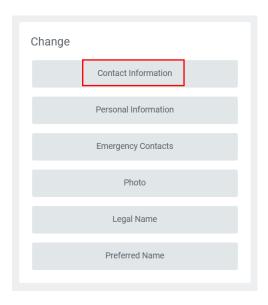
# CHANGE YOUR ADDRESS OR PHONE NUMBER

 Click the **Personal Information** icon on the home screen.



Personal Information

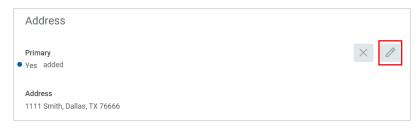
18. In the Change box, click Contact Information.



19. Click the Edit button.



20. Click the **Edit** icon (looks like a pencil) next to the information you want to change.



- 21. Make your changes.
- 22. Click Submit.



23. Click Done.



### **ALTERNATE METHOD:**

You can also edit your personal information by clicking the profile icon in the upper right corner of the screen, then selecting **View Profile**. Click the **Actions** button under your job title, then select **Personal Data**.

**NOTE:** To change your address in the mobile app, click your profile picture, then **View Profile**, then **More**, then **Contact Information**.

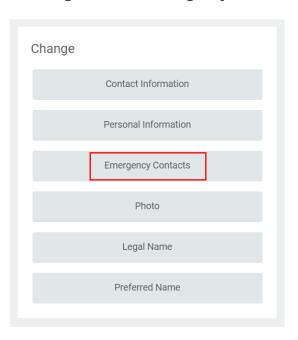
# **CHANGE YOUR EMERGENCY CONTACT**

Click the **Personal Information** icon on the home screen.



Personal Information

• In the Change box, click Emergency Contacts.



3. Click the **Add** button to add your first emergency contact, or click the **Edit** button if you already have a contact listed.



- **4.** Add or edit the name, relationship and phone number of your contact. Other fields, such as address, are optional.
- 5. Click Submit.



Click Done.



### **ALTERNATE METHOD:**

You can also edit your personal information by clicking the profile icon in the upper right corner of the screen, then selecting **View Profile**. Click the **Actions** button under your job title, then select **Personal Data**.

**NOTE:** To change your emergency contact in the mobile app, click your profile picture, then **View Profile**, then **More**, then **Contact Information**.