



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.**

Editing Personal Information

SET YOUR PREFERRED NAME

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



Personal
Information

10. In the **Change** box, click **Preferred Name**.

Change

Contact Information

Personal Information

Emergency Contacts

Photo

Legal Name

Preferred Name

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

Use Legal Name As Preferred Name

☐

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

Prefix

First Name * Johnny

Middle Name

Last Name * Smith

13. Click **Submit**.

Submit

14. Click **Done**.

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**.

Editing Personal Information

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**.

Change

Contact Information

Personal Information

Emergency Contacts

Photo

Legal Name

Preferred Name

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

Prefix	<input type="text"/>
First Name *	<input type="text" value="Johnny"/>
Middle Name	<input type="text" value="J"/>
Last Name *	<input type="text" value="Smith"/>

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

Category *	<input type="text" value="personal information"/>
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- Click **Submit**.

Submit

- Click **Done**.

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**.

Editing Personal Information

CHANGE YOUR ADDRESS OR PHONE NUMBER

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



Personal
Information

18. In the **Change** box, click **Contact Information**.

Change

Contact Information

Personal Information

Emergency Contacts

Photo

Legal Name

Preferred Name

19. Click the **Edit** button.

Edit

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

Address

Primary

• Yes added

Address

1111 Smith, Dallas, TX 76666

21. Make your changes.

22. Click **Submit**.

Submit

23. Click **Done**.

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**.

Editing Personal Information

CHANGE YOUR EMERGENCY CONTACT

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



Personal
Information

- In the **Change** box, click **Emergency Contacts**.

Change

Contact Information

Personal Information

Emergency Contacts

Photo

Legal Name

Preferred Name

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

Edit

OR

Add

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

- Click **Submit**.

Submit

- Click **Done**.

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**.