Quick Guide: Change My Legal Name in Workday

Audience: employee (self-service), student worker (self-service)

Introduction

The Change My Legal Name business process allows employees and student workers to change their legal name as it appears in Workday. This process is for ad hoc changes to legal name. For information on updating your legal name as part of onboarding, please refer to the [Workday Onboarding Tasks System Guide [pdf]](#).

Supporting Documentation must be attached to the transaction for legal name changes. Acceptable documents include the following: (1) Social Security card showing your legal name or (2) letter from the Social Security Administration verifying your legal name. When uploading documents to Workday in support of a legal-name changes, please use the document category "Personal Information."

Approvals

Changes to your legal name route for approval to HR Employee Services or HR Student Worker Services.

Change My Legal Name Process

1. From the **[Workday homepage](#)**, click the **Personal Information** worklet in the Your Top Apps section. (Click **View All Apps** if it is missing).
2. The **Personal Information** screen displays. In the **Change** section, click on **Legal Name**.
   a. To view your legal name without making changes, click the **Name** button in the View section of the Personal Information page.
   b. On the name page, you can view your legal name, your preferred name, and your name change history.
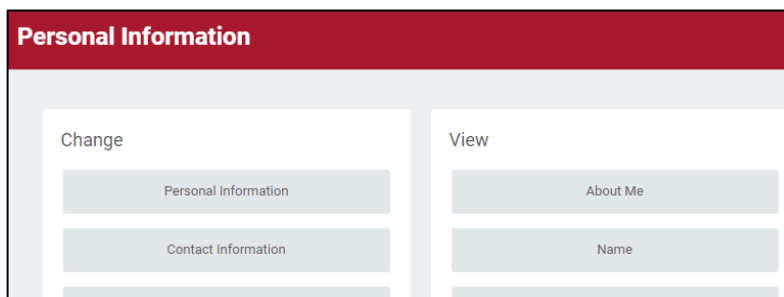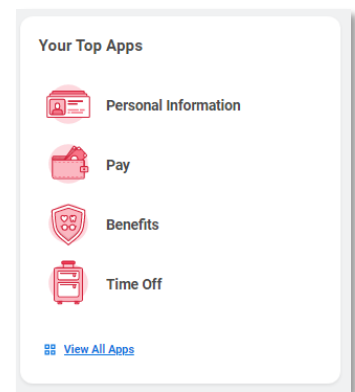
3. The **Change My Legal Name** screen displays. All fields with a red astricks are required fields.
   a. **Legal Name fields:**
      i. **Effective Date:** Today's date pre-populates. Do not update.
      ii. **Country:** Enter your country of residence or click on the **Menu** icon and select from the drop-down menu.
         1. If you select other than the U.S., your fields may be different from those below.

iii. **First Name:** Enter your legal first name as it appears on your Social Security card.

iv. **Middle Name (optional):** Enter your middle name as it appears on your Social Security card.

v. **Last Name:** Enter your last name as it appears on your Social Security card.

vi. **Suffix (optional):**

vii. **Comments (optional):** Enter a comment in the Comment field.

viii. **Note for faculty and staff:**

1. If you selected "Use legal name as preferred name" when entering your preferred name, your preferred name will update when you change your legal name.

b. **Attachments:**

i. Click on Select files and upload a file from your computer, or drag and drop a file from your computer.

ii. In the **Description** field, enter a description of the document.

iii. In the **Category** field, click on the **Menu** icon and select "Personal Information" as the document category.

iv. Click **Submit** to submit the transaction.

v. **Supporting Documentation:** Supporting Documentation is required when changing your legal name in Workday. Accepted documents include:

1. Social Security card showing your legal name
2. Letter from the Social Security Administration verifying your legal name

4. **Approval:**

a. **Faculty and staff**: Legal name changes by faculty or staff route to HR Employee Services for review and approval.

b. **Student Workers**: Legal name changes by student workers route to HR Student Worker Services for review and approval:

i. Changes to your legal name go into effect once they have been approved.

ii. The Office of Human Resources will contact you if additional information is needed to approve the change.

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