



**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

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



Personal Information

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

Change

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

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

Use Legal Name As Preferred Name

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

Prefix

First Name \*

Middle Name

Last Name \*

5. Click **Submit**.

Submit

6. 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.

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



Personal Information

2. In the **Change** box, click **Legal Name**.

Change

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

3. 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"/>

4. 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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5. Click **Submit**.

Submit

6. Click **Done**.

Done

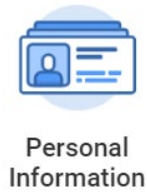
### ALTERNATE METHOD:

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**.

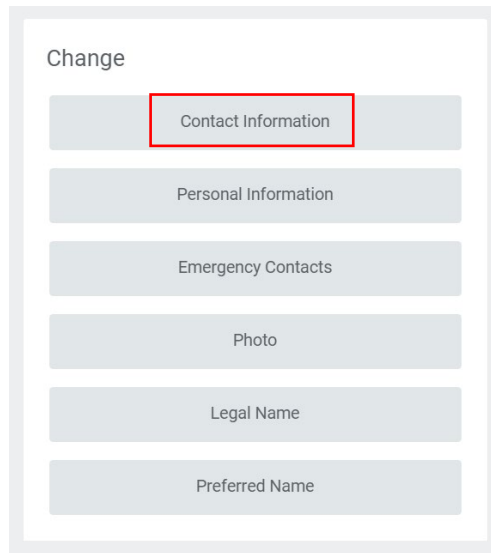
# Editing Personal Information

## CHANGE YOUR ADDRESS OR PHONE NUMBER

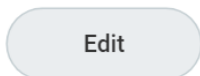
1. Click the **Personal Information** icon on the home screen.



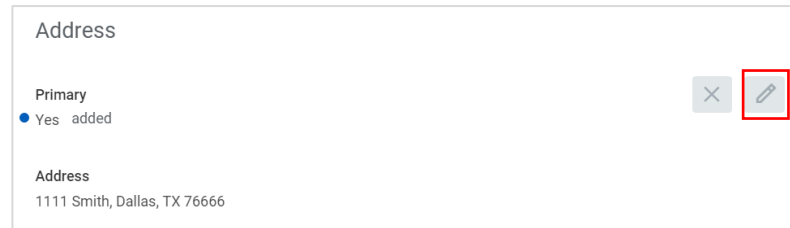
2. In the Change box, click Contact Information.



3. Click the **Edit** button.



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



5. Make your changes.

6. Click **Submit**.



7. 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**.

# Editing Personal Information

## CHANGE YOUR EMERGENCY CONTACT

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



Personal Information

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

Change

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

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**.



6. 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**.

# Editing Personal Information

## CHANGE YOUR MARITAL STATUS

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



Personal  
Information

2. In the **Change** box, click **Personal Information**.

Change

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

3. Click the **Marital Status** field and select a new status.

Change Personal Information

**Gender**

Gender \*  
Male

**Date of Birth**

Date of Birth \*  
12/30/1981

Age  
38 years, 6 months, 0 days

**Marital Status**

Marital Status

Search

- Married (United States of America)
- Single (United States of America)

4. Click **Submit**.

Submit

5. Click **Done**.

Done

# Editing Personal Information

## CHANGE YOUR GENDER

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



Personal  
Information

2. In the **Change** box, click **Personal Information**.

Change

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

3. Click the **Gender** field and select a new status.

### Change Personal Information

**Gender**

Gender \*  
Female

select one

Female

Male

Wish Not to Disclose

Age  
40 years, 8 months, 20 days

**Marital Status**

Marital Status  
(empty)

Marital Status Date  
(empty)

4. Click **Submit**.

Submit

5. Click **Done**.

Done