



## PERSONAL INFORMATION CHANGE



Personal  
Information

The Personal Information application gives you access to your information and allows you to edit if necessary.

## ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click on the **Personal Information** app.
2. From the **Change** box select **Contact Information**.
3. Click **Edit**.
4. Within each section, click the edit icon  to make changes to existing information or to add new information. You can also click anywhere within the field to edit. Be sure to save your edits by clicking the .
5. Click **Submit**.
6. A “To Do” box for PERS will appear. Click **To Do** and follow instructions to contact HR.
7. Click **Submit**.
8. Additional steps may be required. Follow onscreen prompts and instructions.

## ADD OR CHANGE EMERGENCY CONTACTS



1. Click the **Personal Information** app.
2. From the **Change** box select **Emergency Contacts**.
3. Click **Add** or **Edit**. Enter or modify your emergency contacts.



Note: To add additional contacts scroll down to **Alternate Emergency Contacts**. Click **Add**.


4. Click **Submit**.

## MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal Information** app.
2. From the **Change** box select **Personal Information**.
3. Click the  to make changes and  to save.
4. Click **Submit**.
5. A “To Do” box for PERS will appear. Click **To Do** and follow instructions to contact HR.
6. Click **Submit**.

Additional steps may be required. Follow onscreen prompts and instructions.

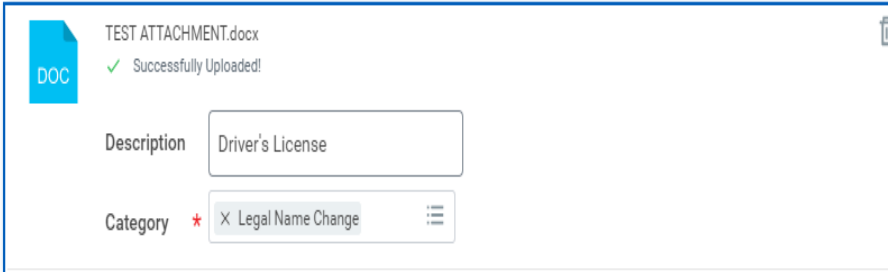


Note: You may also access your personal information from your worker profile  located in the upper right hand of the screen. Click the cloud then select **View Profile** under your name.

## CHANGE YOUR LEGAL NAME

1. Click on the **Personal Information** app.
2. From the **Change** box select **Legal Name**.
3. Enter your new information, including all required information designated by the red asterisks.
4. In the Attachments Section, **upload** a copy of your Driver's License or Social Security Card.
5. In the Description Box you may add the name of the document uploaded.
6. In the Category Box, choose **Legal Name Change**.

### Attachments



TEST ATTACHMENT.docx  
✓ Successfully Uploaded!

DOC

Description Driver's License

Category \* X Legal Name Change

7. Click **Submit**.
8. A “To Do” box for PERS will appear. Click **To Do** and follow instructions to contact HR.
9. Additional steps may be required. Follow onscreen prompts and instructions.

## CHANGE YOUR PREFERRED NAME

If you choose, your preferred name will display within Workday instead of your legal name.

1. Click on the **Personal Information** app.
2. From the **Change** box select **Preferred Name**.
3. **Clear** the “Use Legal Name as Preferred Name” box by clicking the blue checkmark

Use Legal Name As Preferred Name



4. Enter your new information.
5. Click **Submit**.