Getting Started: Managing My Personal Information

Employee

ACCESS YOUR WORKDAY PROFILE PAGE

Your Workday Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.

To access your Workday profile page, click your Profile icon ☁, then View Profile. Your Profile page displays. **All instructions in this job aid start from the Workday Profile page.**
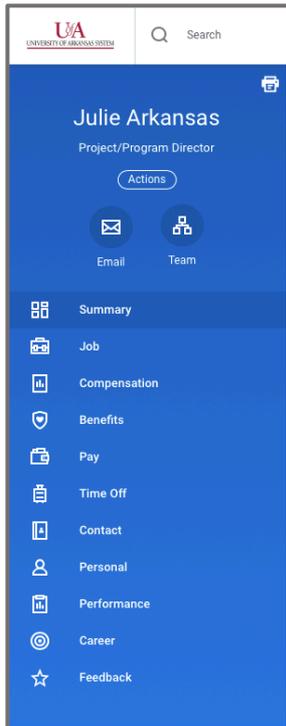
ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab. The **Contact** subtab is selected.
2. Click **Edit**. Within each section, click the **Edit** button to change existing information or click **Add** to add new information. You can also click within a field to edit.
3. Click **Submit.**

ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Contact** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit**.

MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal** tab from the Worker Profile. The **Personal Information** subtab is selected.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit**.

VIEW YOUR IDENTITY INFORMATION

1. Click the **Personal** tab.
2. Click the **IDs** subtab. You cannot make changes to this information; you can only view it.

CHANGE YOUR LEGAL NAME

1. Click your **Related Actions** button. `Actions`
2. Select **Personal Data** > **Change My Legal Name**.
3. Enter your new information.
4. Click **Submit**.
5. Click **To Do.** You will be prompted to submit documentation to your HR department for the to be reviewed. Your change will be reviewed by your HR Partner.

CHANGE YOUR PREFERRED NAME

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

1. Click your **Related Actions** button. `Actions`
2. Select **Personal Data** > **Change My Preferred Name**.
3. Uncheck **Use Legal Name** as **Preferred Name**.
4. Enter your new information.
5. Click **Submit** and **Done**. Your change will be reviewed by your HR Partner.
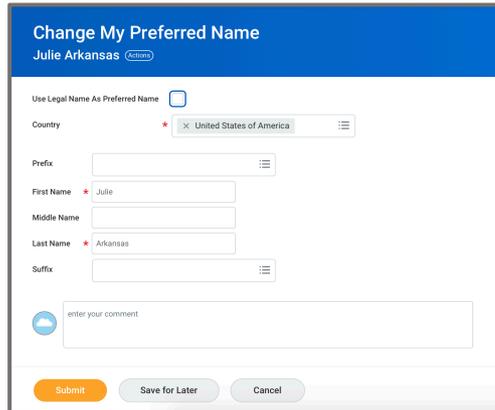
ADD OR CHANGE YOUR PHOTO

1. Click your **Related Actions** button > **Personal Data** > **Change My Photo**.
2. Click the **Select files** button to locate, crop, and upload your image, or drag and drop your image directly into the Attachments section from your local drive. You can crop and adjust the image by dragging the white corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your Profile page.
3. Click **OK** and **Submit**.
4. Your HR Partner or Onboarding Partner will need to approve your photo change.

Note: Supported formats are .png, .jpg, and .gif.

CHANGE VETERAN STATUS IDENTIFICATION

1. Click your **Related Actions** button. `Actions`
2. Hover over Personal Data, then click **Change My Veteran Status Identification.**
3. Click the prompt icon to **select a veteran status**.
4. Select any additional statuses from the **select all that apply** section.
5. Click **Submit**, then click **Done**.
6. Once you have completed, you will be able to view your veteran status by clicking your **Related Actions** button, hovering over Personal Data, then clicking **View My Veteran Status Identification.**

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CHANGE SELF-IDENTIFICATION OF DISABILITY

1. Click your **Related Actions** button. `Actions`
2. Hover over Personal Data, then click **Change Self-Identification of Disability.**
3. Read the entirety of the form and select the applicable option in the **please check one of the boxes below** section.
4. Click **Submit**, then click **Done**.
5. Once you have completed, you will be able to view your disability self-identification by clicking your **Related Actions** button, hovering over Personal Data, then clicking **View My Disability Self-Identification Form.**
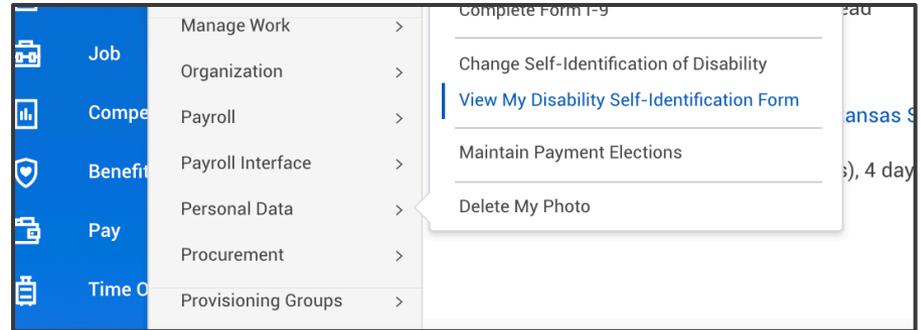
VIEW TRANSACTION HISTORY

View your transaction history to see information such as benefit enrollment or personal data change dates.
1. Click the **Job** tab.
2. Click the **Worker History** subtab. Your business process history displays.
3. Click **View Worker History by Category**. The data is organized into different tabs to make it easier for you to review your history.

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