
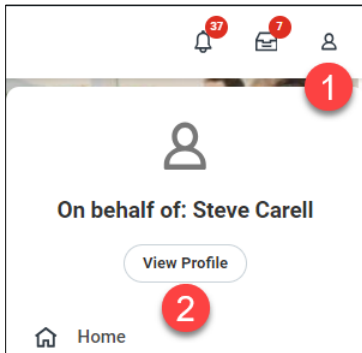


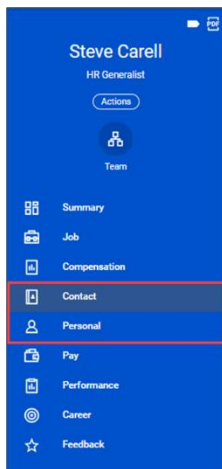
Modify Personal Information

From your Workday Profile, click the **Contact** and **Personal** tabs to update your personal information.

1. Click **Profile** .
2. Click **View Profile**.



3. Click **Contact** to update your address, phone number, emergency contacts, etc. or click **Personal** to update your personal demographic information.



You may also click **MENU**, **Personal Information** and click **Contact Information** and **Personal Information** in the Change section.

Contact Information

1. On the **Contact** sub-tab, click the **Edit** button to update your address, phone number, email address, etc.

Contact Emergency Contacts

Edit 1

Home Contact Information

Addresses 1 item

Address	Usage	Visibility	Shared With	Effective Date
123 Main St. Chicago, IL 60062 United States of America	Home (Primary)	Usage		03/21/2024

Phones 1 item

Phone Number	Device	Usage	Visibility	Shared With
+1 1231231234	Mobile	Home (Primary)	Private	

Note: Your contact information is set to Private. If you update it to be Public, it will be visible to all company employees.

***Mexico:** Personal Information includes Sex Assigned at Birth, Date of Birth, Place of Birth, Marital Status, Aboriginal/Indigenous Identification, Citizenship Status, Relatives' Names, Sexual Orientation, Gender Identity, Pronouns, and Disability.

2. Click the **Edit** icon to the right of any section that needs changes.

Change My Home Contact Information Steve Carell

Change Home Contact Information

Address

Primary
Yes

Address
123 Main St., Chicago, IL 60062

Usage
(empty)

Visibility
Private

Add

4

Submit Save for Later Cancel

3. Click in the field and make your changes.
4. Click **Submit** to save the changes. Click **Save for Later** to save your progress so you can continue later. Click **Cancel** if you do not wish to make any changes.

Personal Information

1. On the **Personal** Information sub-tab, click the **Edit** button to update your personal demographic information:

Personal Information Names IDs Documents

2 3 4 5

Edit View by Country

1

Personal

Sex Assigned At Birth	Male
Date of Birth	01/01/1970
Age	54 years, 2 months, 20 days
Marital Status	Married (United States of America)
Race/Ethnicity	g. White (United States of America)
Race/Ethnicity Details	(empty)
Citizenship Status	Citizen (United States of America)
Sexual Orientation	(empty)
Gender Identity	(empty)
Pronouns	(empty)

2. ***Personal Information:** Sex Assigned at Birth, Date of Birth, Marital Status, Race/Ethnicity, Citizenship Status, Sexual Orientation, Gender Identity, and Pronouns
3. **Names:** Your preferred name and/or legal name
4. **IDs:** Government IDs, Passports and Visas
5. **Documents:** Worker documentation
6. Certain changes like Marital Status may require supporting documentation, which you can upload via the **Attachments** field.
7. Click Edit in any section that needs changes.
8. Click in the field and make your changes.
9. Click **Submit** to save the changes. Click **Save for Later** to save your progress so you can continue later. Click **Cancel** if you do not wish to make any changes.