

# Managing Personal Information

## Employees



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For employees looking to learn how to add or manage their personal information on their Workday Profile, this document will guide you through the following tasks and processes.

#### Updating Contact Information

How to view and add contact information (e.g. home address, phone number, email, etc.)

#### Updating Personal Information

How to view and add personal information (e.g. date of birth, marital status, etc.)

#### Updating Emergency Contacts

How to view and add emergency contact information.

#### Updating Your Profile Photo

How to upload your profile photo to Workday.

#### Updating Your Legal Name

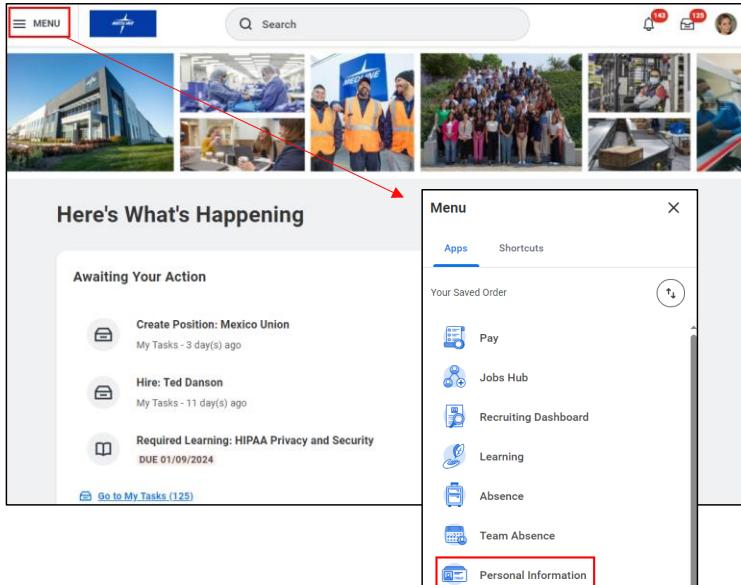
How to view and add your legal name.

#### Updating Your Preferred Name

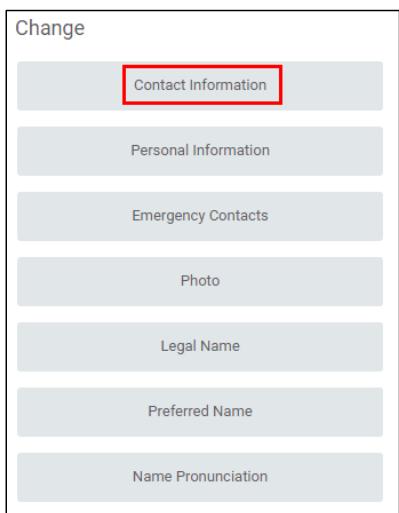
How to view and add your preferred name (what employees will see when they search you in Workday).

### **Updating Contact Information**

1. To get started, click on the **Personal Information** application from the applications **Menu** at the top left-hand corner of your **Workday Homepage**.



2. Under the **Change** column, select **Contact Information**.



3. On the following page, you can update your **Home Contact Information (Addresses, Phones and Email Addresses)**. To update your information, click **Edit** at the top of the page.

**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)	Private		10/01/2023

Phones 1 item

Phone Number	Device	Usage	Visibility	Shared With
+1 1231234	Mobile	Home (Primary)	Private	

Email Addresses 1 item

Email Address	Usage	Visibility
eblunt@gmail.com	Home (Primary)	Private

4. On the following page, click the **Edit** icon (  ) or the **Add** button to update your information. Note that **Address**, **Email** and **Phone Number** are required.

**Change Home Contact Information**

**Address**

Primary  
Yes

Address  
123 Main St., Chicago, IL 60062

**Usage**

**Visibility**  
Private

**Add**

5. Fields marked with a red asterisk are mandatory to fill out. If you leave one of these fields blank, you will not be able to submit your updates.

**Email**

Primary  
Yes

Email Address **\***  
eblum@gmail.com

6. Click the **Checkmark** icon to save your changes.

**Address**

Address  
120 Main St., Chicago, IL 60062

Effective Date  
02/13/2024

Primary

Country **\***  
United States of America

Address Line 1 **\***  
120 Main St.

7. Your changes will be reflected on the page.

**Address**

Primary  
Yes

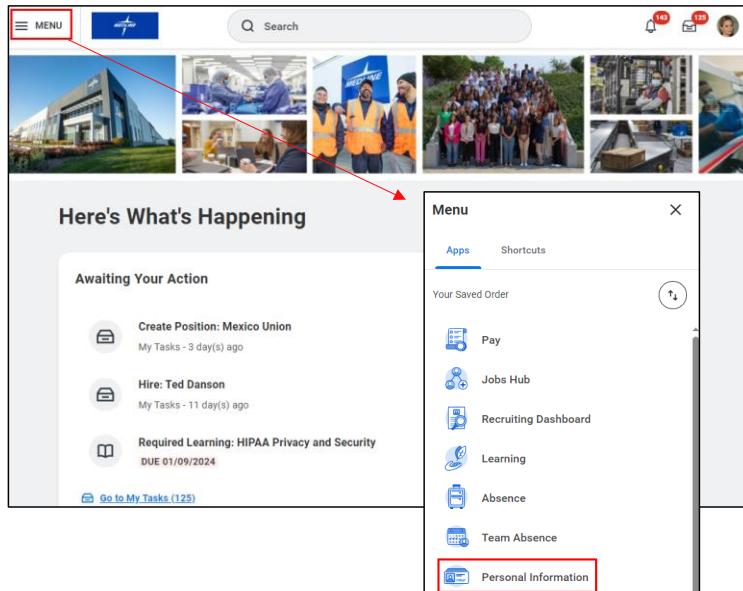
Address  
120 Main St., Chicago, IL 60062 was 123 Main St., Chicago, IL 60062

8. Click **Submit** at the bottom of the page to save your changes. Note that if you change your **Address** you may receive a task in your **My Tasks Inbox** to complete your state and local withholdings within CICplus.

**Submit** **Save for Later** **Cancel**

## Updating Personal Information

1. To get started, click on the **Personal Information** application from the applications **Menu** at the top left-hand corner of your **Workday Homepage**.



2. Under the **Change** column, select **Personal Information**.

Change

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

3. On the following page, you can update your: **Sex Assigned at Birth, Date of Birth, Marital Status, Race/Ethnicity, Citizenship Status, Sexual Orientation, Gender Identity** and **Pronouns**. To update your information, click the **Edit** icon (  ) in that particular section.

Change Personal Information

- Sex Assigned At Birth**
  - Sex Assigned At Birth \* 
  - Female
- Date of Birth**
  - Date of Birth \* 
    - 01/01/1980
  - Age 
    - 44 years, 1 months, 12 days
- Marital Status**
  - Marital Status 
    - Married (United States of America)

4. Fields marked with a red asterisk are mandatory to fill out. If you leave one of these fields blank, you will not be able to submit your updates.

## Change Personal Information

### Sex Assigned At Birth

Sex Assigned At Birth \*  
Female



- Once you have clicked the **Edit** icon ( ), you can update your information via the drop-down menus. Click the **Checkmark** icon to save your changes.

### Marital Status

Marital Status

Separated (United States of America)

Divorced (United States of America)

Married (United States of America)

Partnered (United States of America)

Separated (United States of America)

Single (United States of America)

Widowed (United States of America)

- Your changes will be reflected on the page.

### Marital Status

Marital Status

Separated (United States of America) was Married (United States of America)

Marital Status Date

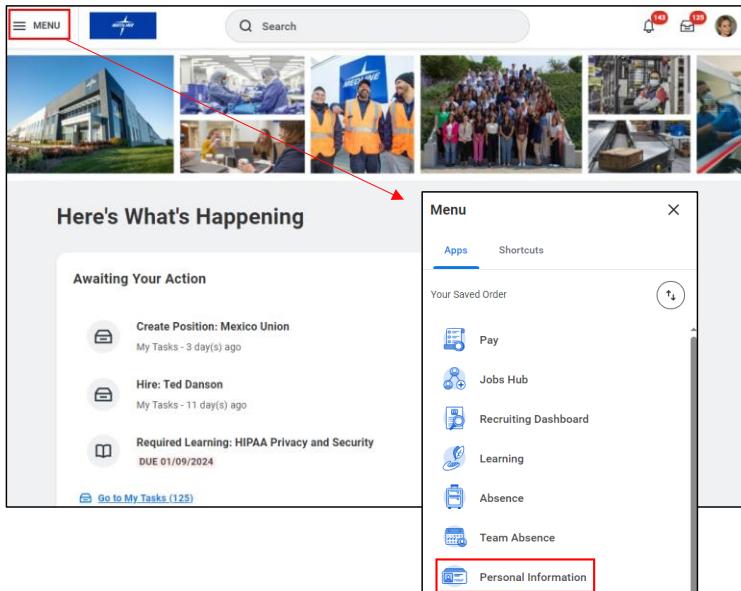
(empty) added

- Click **Submit** at the bottom of the page to save your changes.

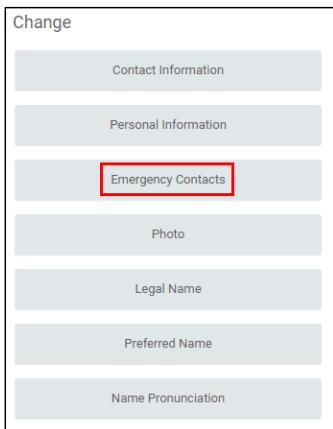
**Submit** **Save for Later** **Cancel**

## Updating Emergency Contacts

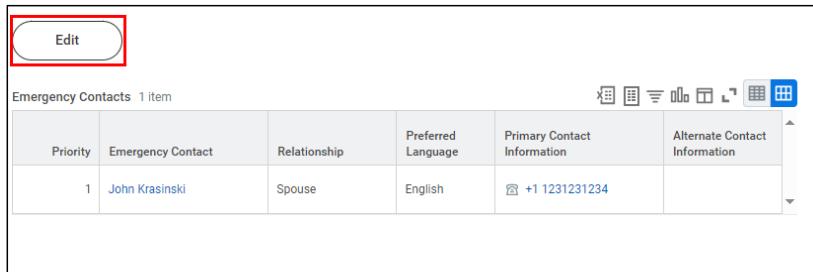
1. To get started, click on the **Personal Information** application from the applications **Menu** at the top left-hand corner of your **Workday Homepage**.



2. Under the **Change** column, select **Emergency Contacts**.



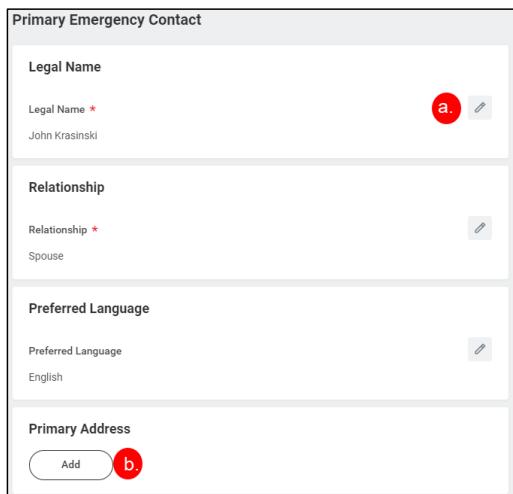
3. On the following page, your current **Emergency Contacts** will be listed. Click **Edit** to make updates.



Emergency Contacts 1 item					
Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	Alternate Contact Information
1	John Krasinski	Spouse	English	<a href="#">+1 1231231234</a>	

4. You must provide at least one **Primary Emergency Contact**. Mandatory information includes their **Legal Name**, **Relationship** to you and either their **Primary Phone Number**.

- a) To update existing information, click on the **Edit** icon (  ). Once you have completed updates for that section, click on the **Checkmark** icon.
- b) To add information, click **Add** and fill in the prompted fields. Fields marked with a red asterisk (\*) are mandatory.



**Primary Emergency Contact**

**Legal Name**

Legal Name \*  

John Krasinski

**Relationship**

Relationship \* 

Spouse

**Preferred Language**

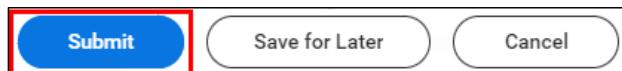
Preferred Language 

English

**Primary Address**

**Add** 

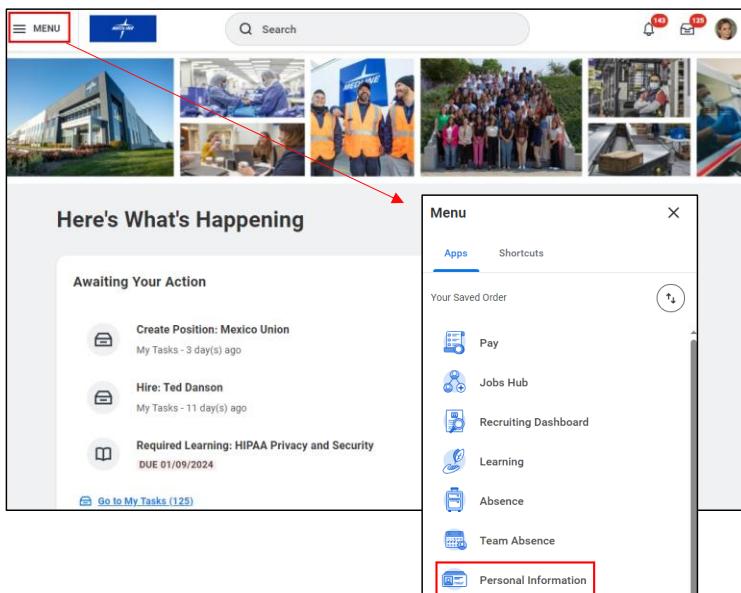
5. Click **Submit** at the bottom of the page to save your changes.



**Submit** **Save for Later** **Cancel**

## Updating Your Profile Photo

1. To get started, click on the **Personal Information** application from the applications **Menu** at the top left-hand corner of your **Workday Homepage**.



2. Under the **Change** column, select **Photo**.

Change

Contact Information

Personal Information

Emergency Contacts

**Photo**

Legal Name

Preferred Name

Name Pronunciation

3. On the following page, your current photo will be displayed. If you would like to update it, you can drag and drop the new photo into the grey section or click **Select Files**. Then, browse and select the applicable photo.

**Change My Photo** Emily Blunt **...**

This is an **optional** task that may be skipped. To skip the task, click the gear icon at the top and choose "Skip This Task" from the drop-down.

If you choose to complete the task, please click Submit once this task is complete.

If you choose to upload a photo, please upload a **professional** photo of only your face with a dark background.

**Current**



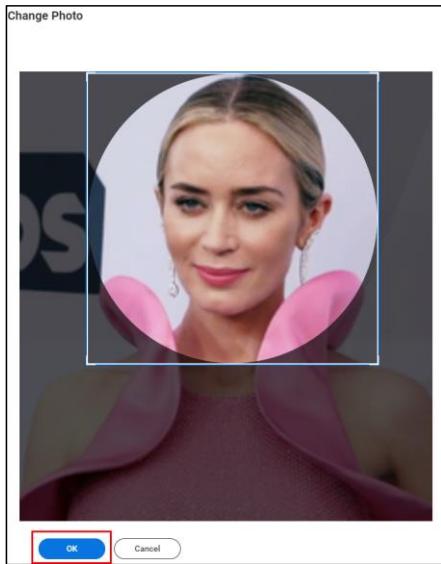
**Proposed**

Attachments \*

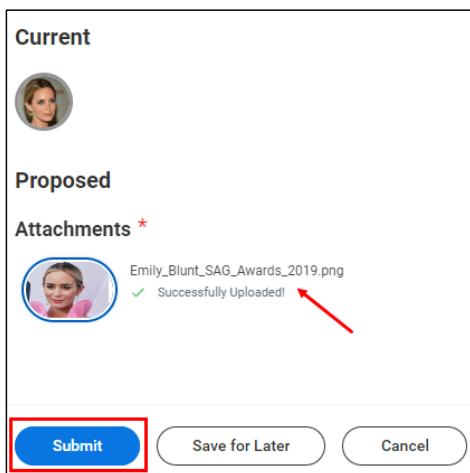
Drop file here  
or  
Select files

Submit Save for Later Cancel

4. Once you upload your photo, crop how you would like it to appear then click **OK**.

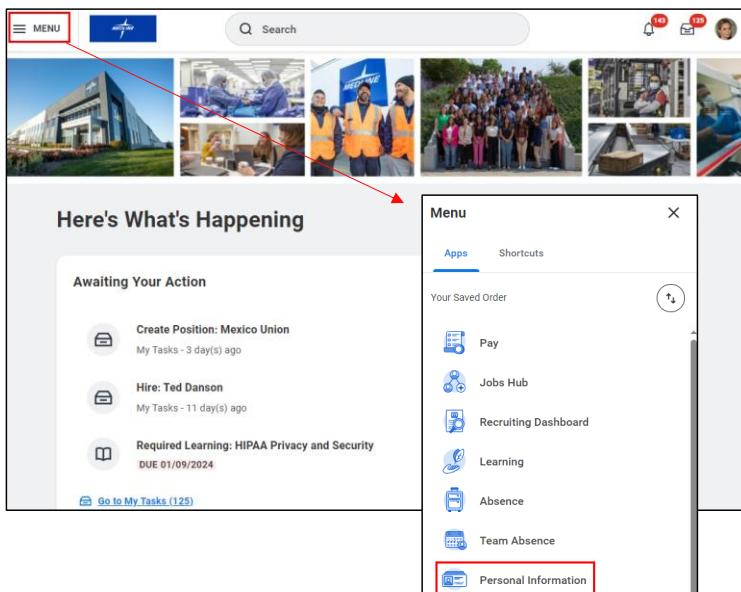


5. Your new photo will be reflected on the page. Click **Submit** to save your changes.

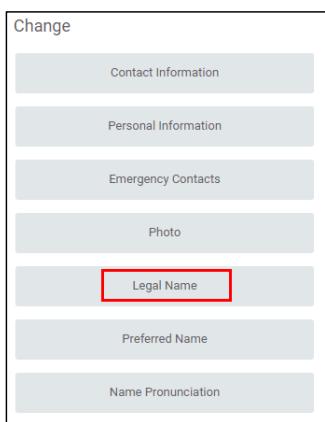


## Updating Your Legal Name

1. To get started, click on the **Personal Information** application from the applications **Menu** at the top left-hand corner of your **Workday Homepage**.



2. Under the **Change** column, select **Legal Name**.



3. On the following page, you can update your legal name information by typing it into the applicable fields. The **Effective Date** will be automatically populated to today's date, but you can change it.

Effective Date \* 02/13/2024

Country \* United States of America

Prefix

First Name \* Emily

Middle Name

Last Name \* Blunt

Suffix

6. You must attach documentation to verify your legal name change. To do so, drag or drop the new documentation into the grey section or click **Select Files**.

Attachments

Drop files here

or

Select files

7. Once you upload the document, select the **Category** it falls under.

**Commented [BD1]:** Medline – do you want employees uploading name change docs under a certain category?

Name	Emily
Attachments	File.pdf <span style="color: green;">✓ Successfully</span>
Description	<input style="border: 2px solid red; width: 100%; height: 20px; margin-bottom: 5px;" type="text"/>
Category	<input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;" type="button" value="Category"/> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;">Passports and Visas</span>
<input style="border: 1px solid #ccc; border-radius: 10px; padding: 5px; margin-bottom: 10px;" type="button" value="Upload"/>	

8. You can enter a **Description** of the document, but it is not mandatory.

<b>Attachments</b>	
File.pdf <span style="color: green;">✓ Successfully Uploaded!</span>	
Description	<input style="border: 2px solid red; width: 100%; height: 20px; margin-bottom: 5px;" type="text"/>
Category	<span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;">Passports and Visas</span>

9. Click **Submit** at the bottom of the page. For US employees, the task will route to an HR Administrator for approval. For Mexico employees, the task will route to HR Country Support.

**Success! Event submitted**

Up Next: HR Administrator | Review Legal Name Change

[View Details](#)

10. Once approved, if you are a US employee, you will receive an **Update Withholdings in CICplus (Legal Name Change)** task in your **My Tasks Inbox**. Click the task to open its details.

### Awaiting Your Action



Update Withholdings in CICplus (Legal Name Change): Legal Name Change: Emily Blunt  
My Tasks - 36 second(s) ago

11. Click the **Tax Withholding Forms** link on the right-hand side of the page to update your federal, state, and local tax withholdings (if applicable) in CICplus.

Complete To Do    Update Withholdings in CICplus (Legal Name Change)    ...

Created: 02/13/2024 | Effective: 02/13/2024

For                    Emily Blunt

Overall Process    Legal Name Change: Emily Blunt

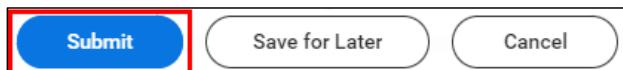
Overall Status      Successfully Completed

Instructions        By updating your legal name, this could have an effect on your withholdings. Please access the link below to update your federal, state, and local withholdings (if applicable) in CICplus.

This step is required for tax purposes. Return to your Inbox and click Submit, once completed.

[Tax Withholding Forms](#)

12. Once you are done, click **Submit** at the bottom of the page to save your changes.



### Updating Your Preferred Name

1. Your preferred name is what appears in the Workday Search Bar, Org Chart and Workday Profile. To get started, click on the **Personal Information** application from the applications **Menu** at the top left-hand corner of your **Workday Homepage**.

The screenshot shows the Workday homepage. At the top, there is a navigation bar with a 'MENU' icon (three horizontal lines), a search bar, and notification icons for messages and tasks. Below the navigation bar is a banner titled 'Here's What's Happening' with a sub-section 'Awaiting Your Action'. This section lists three tasks: 'Create Position: Mexico Union' (My Tasks - 3 day(s) ago), 'Hire: Ted Danson' (My Tasks - 11 day(s) ago), and 'Required Learning: HIPAA Privacy and Security DUE 01/09/2024'. At the bottom of this section is a link 'Go to My Tasks (125)'. To the right of the banner is a 'Menu' dropdown. The 'Apps' tab is selected, showing a list of shortcuts: Pay, Jobs Hub, Recruiting Dashboard, Learning, Absence, Team Absence, and Personal Information. The 'Personal Information' item is highlighted with a red box.

- Under the **Change** column, select **Preferred Name**.

The screenshot shows the 'Change' page. On the left, there is a sidebar with several tabs: Contact Information, Personal Information (highlighted with a red box), Emergency Contacts, Photo, Legal Name, Preferred Name (highlighted with a red box), and Name Pronunciation. The 'Preferred Name' tab is currently active, showing a text input field for entering a preferred name.

- On the following page, uncheck the **Use Legal Name** box.

Use Legal Name As Preferred Name

Country \* United States of America

Prefix

First Name Emily

Middle Name

Last Name Blunt

Suffix

4. Update your **First Name** and **Last Name** as preferred.

Use Legal Name As Preferred Name

Country \*

Prefix

First Name \*   

Middle Name

Last Name \*   

Suffix

13. Once you are done, click **Submit** at the bottom of the page to save your changes.