Getting Started: Managing My Personal Information

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.
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CHANGE YOUR LEGAL NAME
1. Click your Related Actions button.
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.
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.

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.

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