Quick Reference Guide: Personal Information Change

Keep in mind

- This process will route to HR Ops for approval. You will receive a notification in your Inbox when it is complete.
- Only HR Partners, Academic HR Partners and the Payroll Administrator may update citizenship status for an employee.

Information Needed

- Documentation for military status change (if applicable)

Steps:

1. Navigate to your profile by clicking on the Circle to the right of your name in the top right hand corner of the Workday screen. Click on My Profile.

2. From your Profile, click on the Personal Tab and click on the Personal Information Tab on the navigation ribbon.
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3. Click on the **Edit Icon** to change your personal information.

4. Click on the **Edit Icon** next to any of the following that need to be changed, using the **prompt icon** when necessary.

   - Gender
   - Date of Birth
   - Marital Status
   - Ethnicity
   - Military Status
   - Disability Status

5. Click the **Add Icon** in any of the rows to add additional information.

6. Click on the **Submit Icon** to submit this task.

7. If the change being made is to either Citizenship Status or Military Status, an additional **To Do** step will be sent to you to attached applicable documentation. Open the **To Do** step and click on the **Maintain Worker Documents** button once you have the document(s) saved to your computer. Click the **Add** button to add the document as an attachment. Once attached, ensure that the document category of **Foreign Nationals** (for citizenship status changes) or **Personal Information** (for all other changes) is selected. Click **OK**.

   **NOTE:** You MUST navigate back to your inbox and click the **Submit button** on the **To Do** step of Upload Legal Name Documentation. The process will not route for central approval until you submit the task in your inbox.
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8. Once fully submitted, you will receive a message indicating you have successfully submitted the task.

   You have submitted Personal Information Change:

9. Use the Arrow Icon to review the Details and Process information of the process. This will allow you to see where the process has been sent.

10. Click the Done Icon to complete this task.