

Quick Reference Guide: *Personal Information Change***Keep in mind**

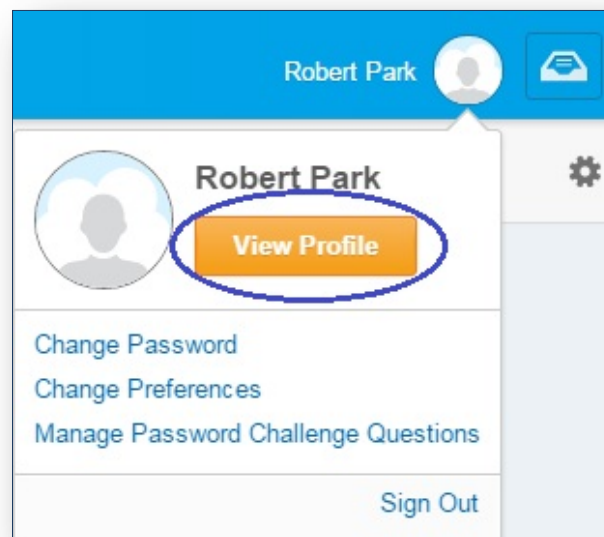
- This process will route to HR Ops for approval. You will receive a notification in your Inbox when it is complete.
- Only HR Partners, Academic HR Partners and the Payroll Administrator may update citizenship status for an employee.

**Information Needed**

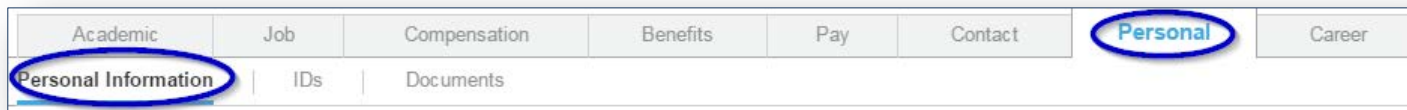
Documentation for military status change (if applicable)

**Steps:**

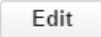


1. Navigate to your profile by clicking on the Circle to the right of your name in the top right hand corner of the Workday screen. Click on **My Profile**.



2. From your **Profile**, click on the **Personal Tab** and click on the **Personal Information Tab** on the navigation ribbon.


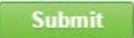


## Quick Reference Guide: *Personal Information Change*

- Click on the **Edit Icon**  to change your personal information.
- 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

- Click the **Add Icon**  in any of the rows to add additional information.
- Click on the **Submit Icon**  to submit this task.
- 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.

**Up Next**

 Robert Park ..

Upload Military Status Documentation  
Due Date 12/31/2014

[Skip](#)



 **Details and Process**

---

## Quick Reference Guide: *Personal Information Change*

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.