

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

- Depending on the changes made, this process may route for approval. You will receive a notification in your Inbox when it is complete.

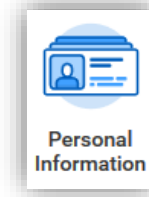
Information Needed

Documentation is required for changes to the following fields (unless they are currently blank):

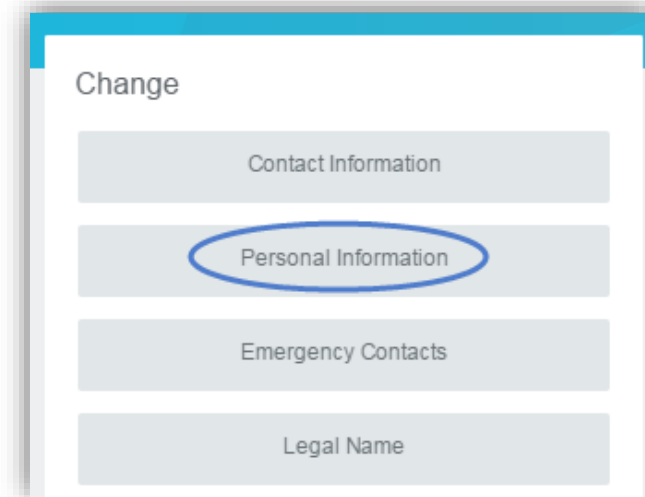
- Gender
- Date of birth
- Citizenship status

Steps:



1. From the **Home Page**, click on the **Personal Information Worklet**



2. From the **Change** section, click on the **Personal Information**



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3. Click on the **Edit Icon**  next to any of the following that need to be changed, using the **prompt icon**  when necessary. If you have any questions or concerns about the data collected or our use of the data, please read the Employee and Job Applicant Data Privacy Notice, located at the following link:

<http://humanresources.uchicago.edu/fpg/policies/Employee%20and%20Applicant%20Data%20Privacy%20Notice%20Draft%20for%20Publication%20on%205-15-2018.docx>

Gender (required)

Changes to your gender selection require documentation and approval from the Benefits Team, as changes may affect your health insurance coverage.

Date of Birth (required)

This field is used to calculate your age for benefits purposes. Changes to your date of birth requires documentation and approval from Shared Services.

Marital Status (optional)

Changes to the Marital Status field will not affect your benefits or tax information. These must be changed separately.

- To change your tax information, go back to the Workday home screen, select *Pay*, then *Actions > Withholding Elections*.
- To change your benefits, go back to the Workday home screen, select *Benefits*, then *Change > Benefits*.




Race/Ethnicity (optional)

Please note that the Race/Ethnicity options are exclusive of the Hispanic or Latino option. If you wish to identify only as Hispanic or Latino, please check the “Hispanic or Latino” box and do not select a Race/Ethnicity option.

Citizenship Status (required)

Select your citizenship status **as it pertains to the United States**. US citizenship statuses are listed under the “Recommended” menu option. If you select a non-US citizenship status, you will receive an error preventing you from submitting the task. Please select one and only one citizenship status. If you are not a US citizen or permanent resident, please select Temporary Resident, Unknown, or Visitor. Changes to your citizenship status require documentation and approval from the Payroll Team.

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4. Click on the **Submit Icon**  to submit this task and it will be routed for approval. Please keep in mind that multiple approvals may be required, depending on your employee type and the information changed.
 - a. Changes for faculty, OAAs, and postdoctoral fellows will route to the Provost's Office for approval.
 - b. Changes to gender selection will route to the Benefits Team for approval.
 - c. Changes to citizenship status will route to the Payroll Team for approval.
 - d. Changes to date of birth will route to Shared Services for approval.
5. 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.
6. Click the **Done Icon**  to close the Details and Process screen and return to the Personal Information worklet.