

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

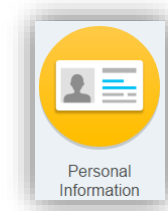
- This process will route to the Shared Services Office for date of birth, gender and citizenship status changes. You will receive a notification in your Workday Notifications when it is complete or if additional information is needed.

Information Needed

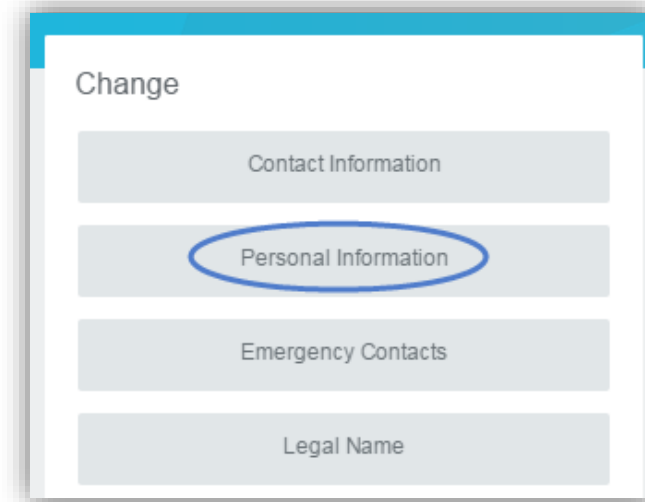
- Documentation may include: Passport, green card, residency papers, marriage certificate, etc.

Steps:



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



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




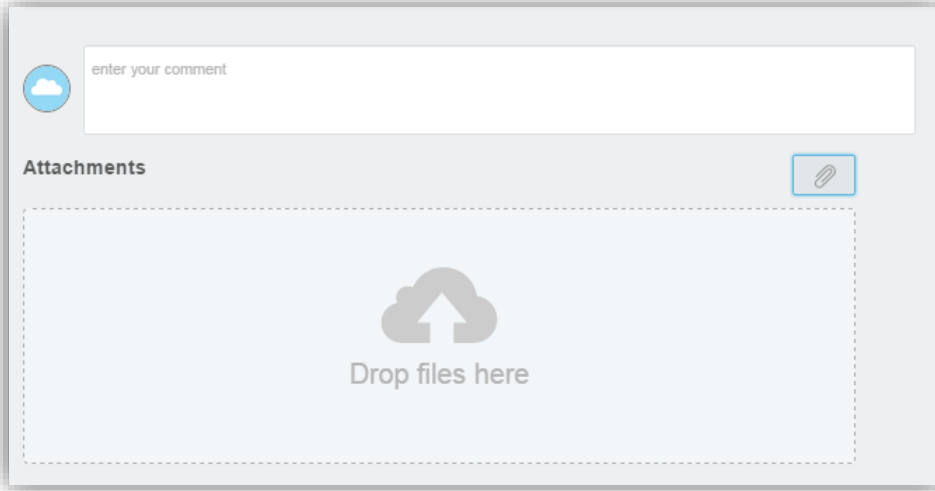
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3. Click on the **Edit Icon**  next to any of the following that need to be changed, using the **prompt icon**  when necessary.

Gender
Date of Birth
Marital Status

Ethnicity
Citizenship Status

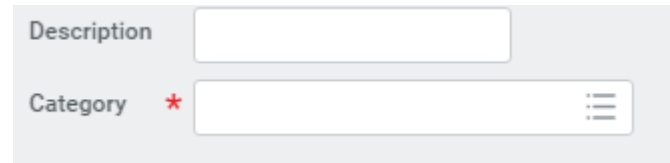
4. Click the **Add Icon**  in any of the rows to add additional information.
5. Attach legal documentation (i.e. a copy of your passport) substantiating the personal information change by clicking on the **paperclip icon** or **dragging and dropping the file** where indicated. If the process was initiated to correct a typo, please refer to this in the Comment section. Select the appropriate document category.



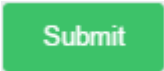


The screenshot shows a form interface with a comment field and an attachments section. The comment field is labeled "enter your comment" and has a blue cloud icon to its left. Below the comment field is the "Attachments" section, which includes a paperclip icon in a blue box and a large dashed box containing a cloud icon with an upward arrow and the text "Drop files here".

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6. When uploading a Social Security Card, under “Category”, select “Social Security Card”; if uploading a different form of identification (i.e. marriage certificate), select “Personal Information”.



A screenshot of a form with two input fields. The first field is labeled 'Description' and is empty. The second field is labeled 'Category' with a red asterisk to its left, indicating it is required. The 'Category' field has a dropdown menu icon on its right side.

7. Click on the **Submit Icon**  to submit this task and it will be routed for approval.
8. 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.
9. Click the **Done Icon**  to complete this task.