Quick Reference Guide: *Personal Information Change*

Keep in mind

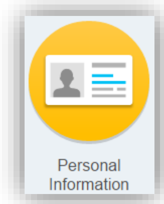
- This process will route to the Shared Services Office for date of birth, gender and citizenship status changes. You will receive a notification in your Workday Notifications when it is complete or if additional information is needed.

Information Needed

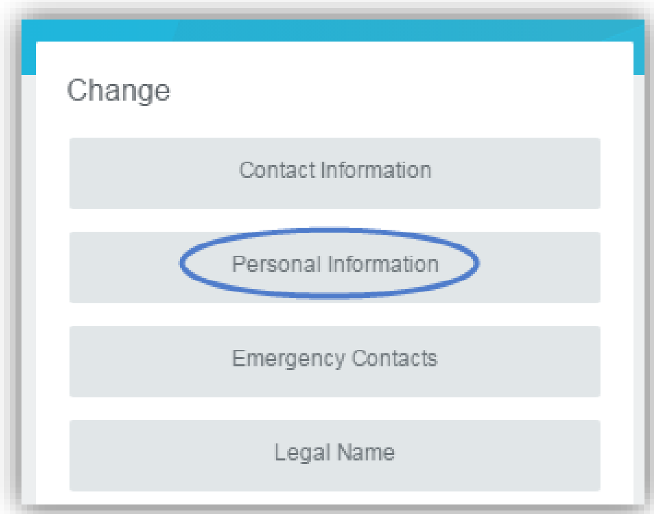
- Documentation may include: Passport, green card, residency papers, marriage certificate, etc.

Steps:

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



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

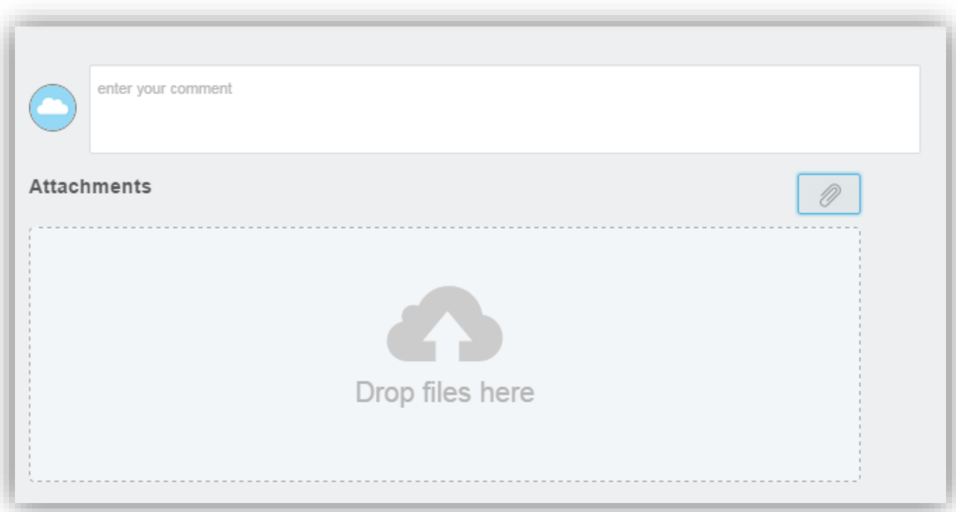


3. Click on the **Edit Icon** next to any of the following that need to be changed, using the **prompt icon** when necessary.

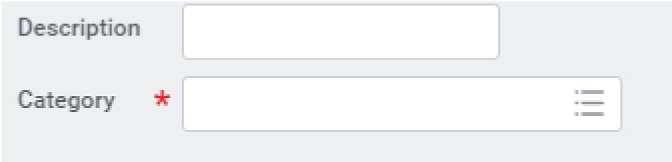
   Gender
   Date of Birth
   Marital Status
   Ethnicity
   Citizenship Status

4. Click the **Add Icon** Add 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.



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".



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.