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

Change

- Contact Information
- Personal Information
- Emergency Contacts
- Legal Name
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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.
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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”.

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.