

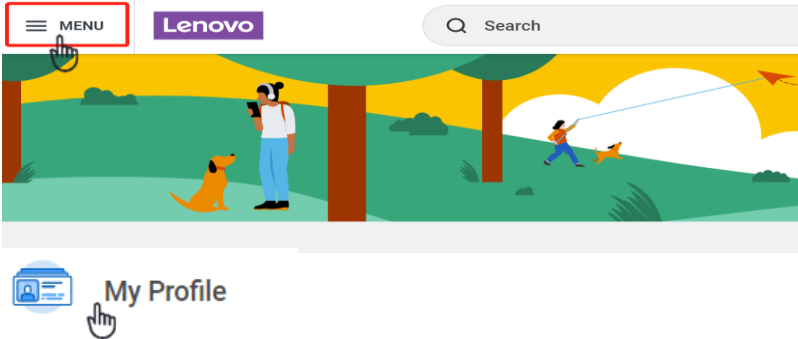
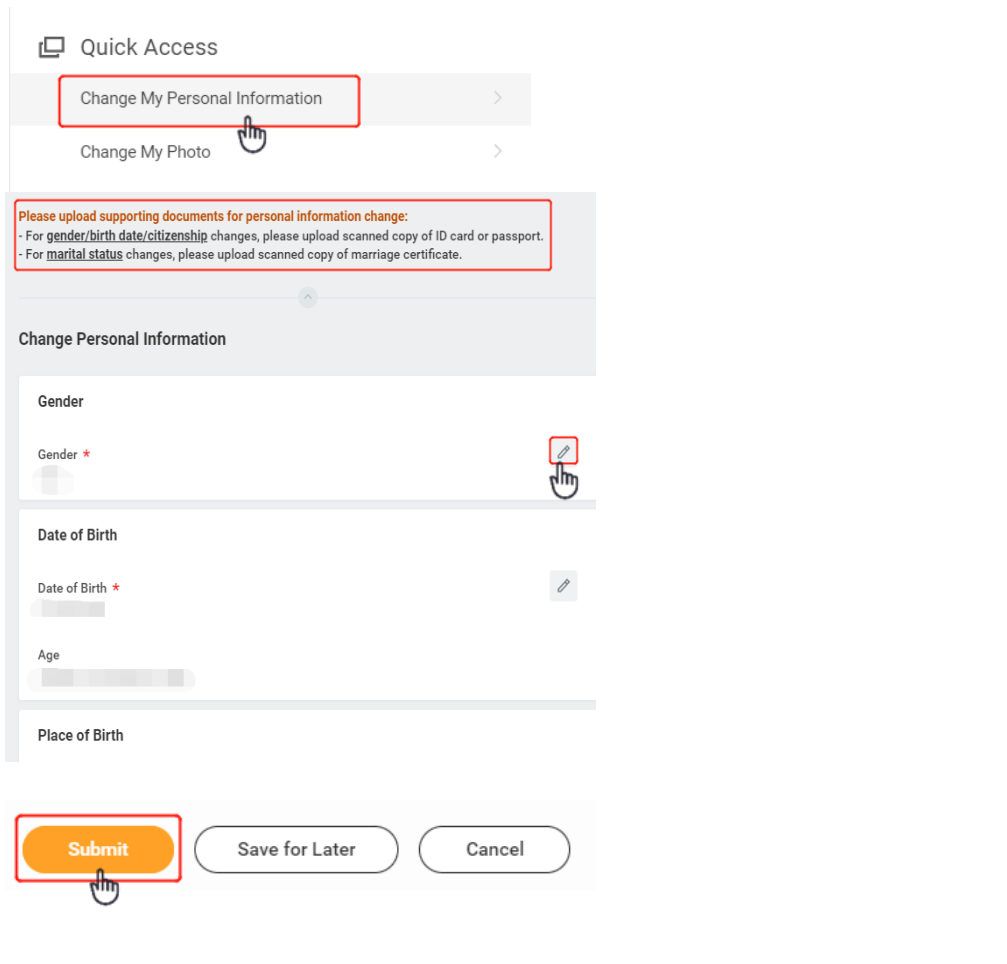
Update Personal Information

Workday Quick Reference Guide

Employees are responsible for keeping their information current in Workday. This Quick Reference Guide gives information on updating your personal information.

If you have questions about the information in this Quick Reference Guide, search within the HR Knowledge Base or contact the **HR Service Center**

Fast Path: Menu > My Profile > Quick Access > Change My Personal Information > Submit

Step	Workday Image
<p>Step 1: Access Personal Information</p> <ul style="list-style-type: none">Click Menu on the homepageFind My Profile and click	 <p>1</p> <p>2</p>
<p>Step 2: Open Change My Personal Information Form</p> <ul style="list-style-type: none">Under Quick Access, click on Change My Personal InformationUse the pencil icon to edit any fields you wish to changeClick the check mark when done editing a field to continue to the next sectionClick Submit when you have completed all changesNote: Supporting document needs to be uploaded when you change certain fields in personal information, please refer to the help text at the top of the page for detailed guidance (if applicable).	 <p>Quick Access</p> <p>Change My Personal Information</p> <p>Change My Photo</p> <p>Please upload supporting documents for personal information change: - For gender/birth date/citizenship changes, please upload scanned copy of ID card or passport. - For marital status changes, please upload scanned copy of marriage certificate.</p> <p>Change Personal Information</p> <p>Gender</p> <p>Gender *</p> <p>Date of Birth</p> <p>Date of Birth *</p> <p>Age</p> <p>Place of Birth</p> <p>Submit Save for Later Cancel</p>