

Change your own personal Information

Purpose

To guide employees through the process of updating their personal information in Workday, such as contact details, emergency contacts, and address, ensuring records remain accurate and up to date.

Overview

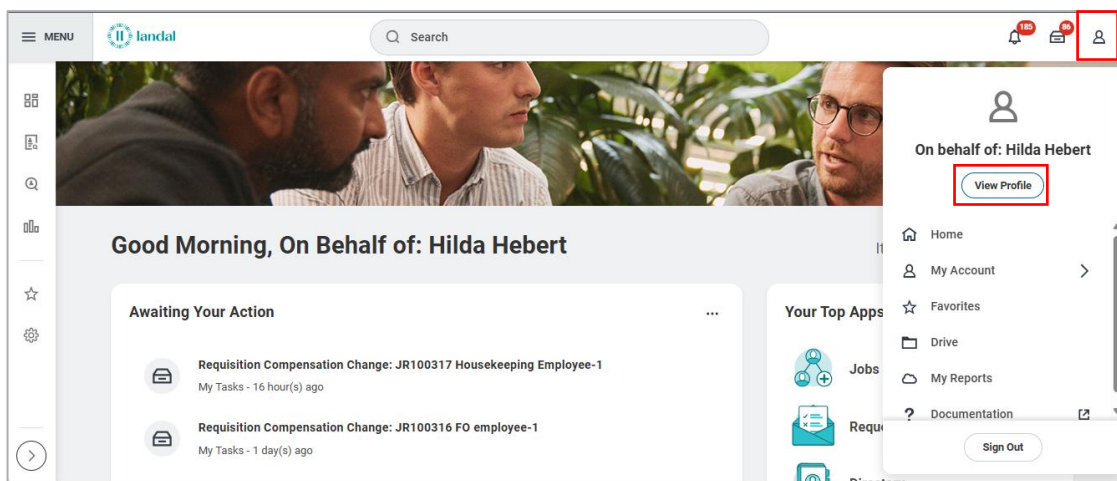
Workday allows employees to update their personal information directly through their profile. This includes:

- Home and work contact details
- Emergency contacts
- Address and personal identifiers

Step-by-Step Instructions

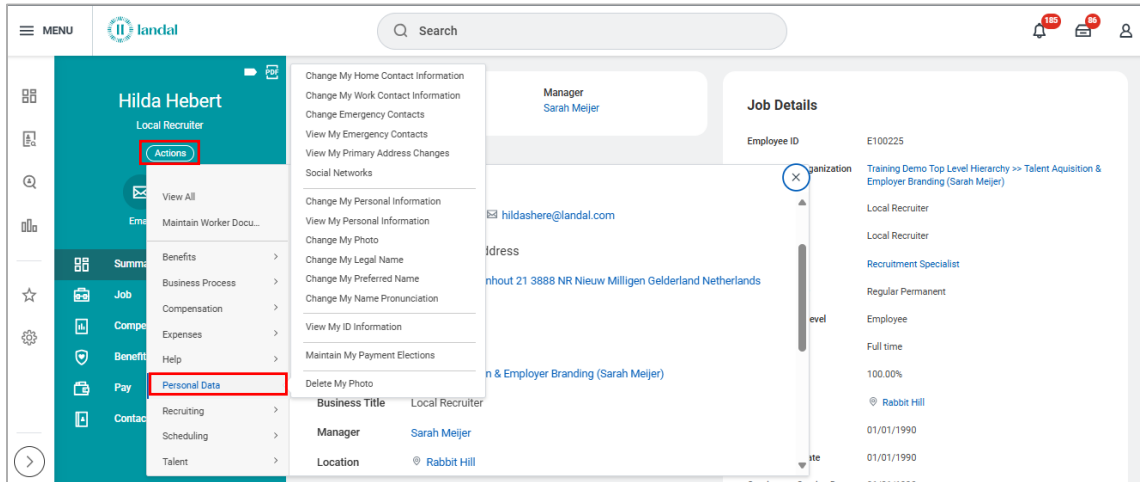
1. Access Your Profile

- A. Log in to Workday.
- B. On the homepage, click on your profile icon or your name.
- C. Select **View Profile**.



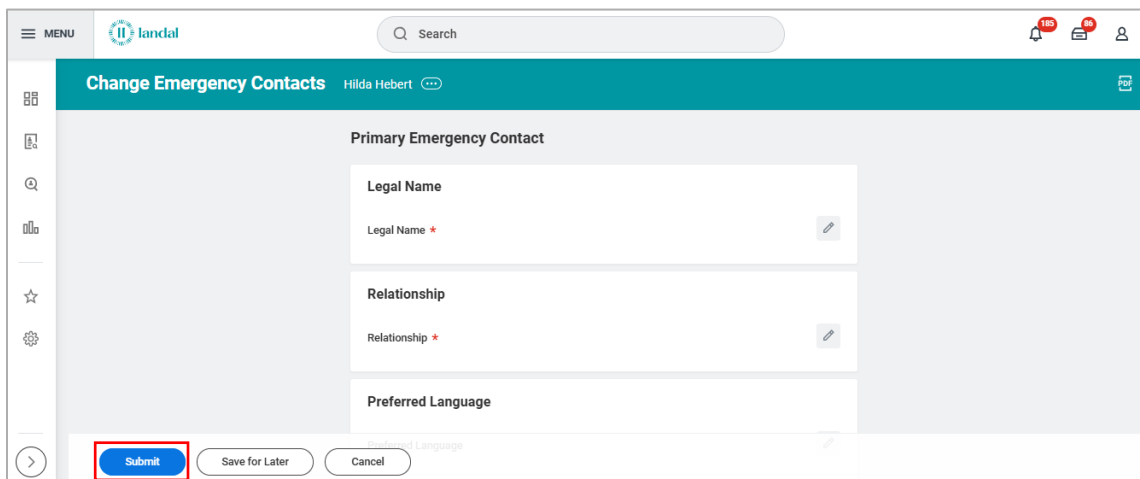
3. Navigate to Personal Data and Edit Your Information

- A. Click the **Actions** button or the Edit icon next to the section you want to update (e.g., Address, Phone, Email).
- B. Choose **Personal Data** from the list.



4. Add or Update Emergency Contacts

- A. In the Personal Data section, select the **Change Emergency Contacts**.
- B. Fill in the required details (Name, Relationship, Phone).
- C. Click **Submit**.





Note:

- Review your personal information **quarterly** to ensure accuracy.
- Keep **emergency contact** details current.
- Use official formats for **addresses** and **phone** numbers.