

Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Update Personal Information

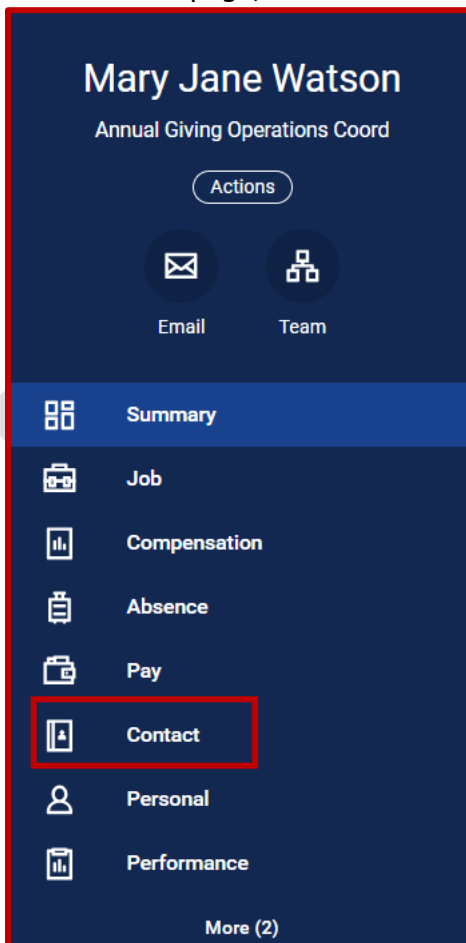
This guide provides step-by-step instruction on how to update your personal information in Workday.

1. On the Workday homepage, select your worker profile icon in the upper right corner and then select **View Profile**.

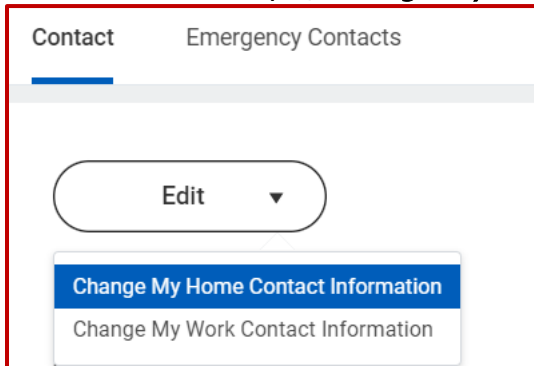


Note: Once you add a profile picture, your photo will display in place of the profile icon.

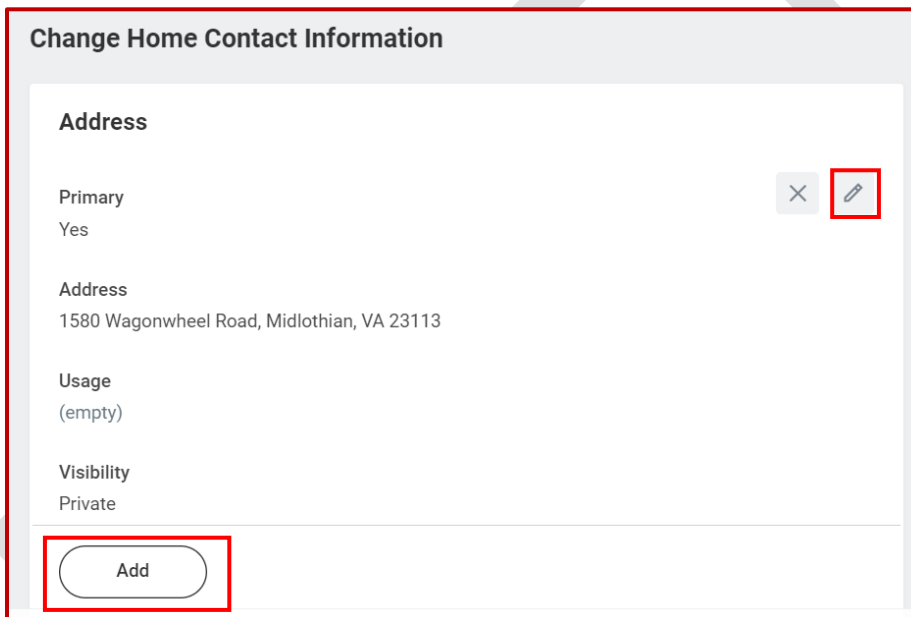
2. On the Profile page, select the **Contact** tab.



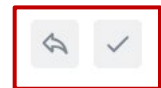
3. Under the Contact tab, select **Edit > Change My Home Contact Information**.
Note: For this example, *Change My Home Contact Information* is selected.



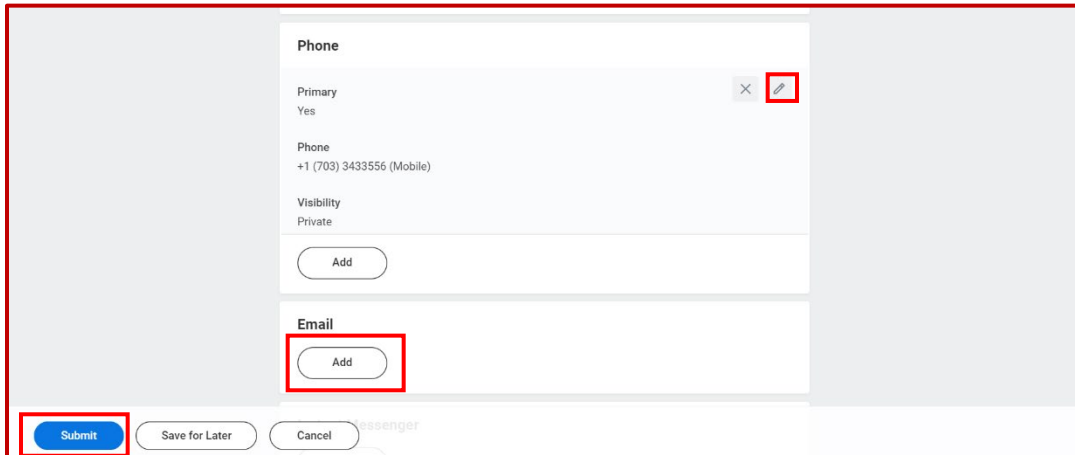
4. Select the pencil icon to update your primary address and select the **Add** button to add an additional address.



Note: To save the update to specific fields select the checkmark icon and back arrow to undo.



5. Scroll down to update contact details and email address by clicking **Add** button or pencil icon in the appropriate fields.
6. Click **Submit** button.



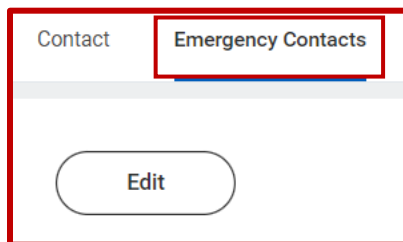
The screenshot shows a contact details form with the following fields and controls:

- Phone** section:
 - Primary: Yes (with a pencil icon for editing and a close 'x' icon)
 - Phone: +1 (703) 3433556 (Mobile)
 - Visibility: Private
 - Add** button (highlighted with a red box)
- Email** section:
 - Add** button (highlighted with a red box)
- Bottom navigation bar:
 - Submit** button (highlighted with a red box)
 - Save for Later button
 - Cancel button

Note: To save the update to specific fields select the checkmark icon and back arrow to undo.

Note: Verify the details you have entered before clicking **Submit** button.

7. You can also update emergency contact details in the **Contacts** tab. Click the **Emergency Contacts** sub-tab to update the details about your emergency contacts.
8. Select **Edit**.




The screenshot shows the 'Emergency Contacts' tab selected in a contact management interface. The 'Emergency Contacts' tab is highlighted with a red box. Below the tab, an 'Edit' button is also highlighted with a red box.

9. Click Edit (pencil) icon to update primary emergency contact details.


10. Click **Add** button in the appropriate fields to update emergency contact information.

Primary Emergency Contact



Legal Name

Legal Name * 

Relationship

Relationship * 

Primary Address

Address  

Canada, AB M5V 3L9

Visibility

Private

Type

Home


Primary Phone

Additional Phone

Primary Email

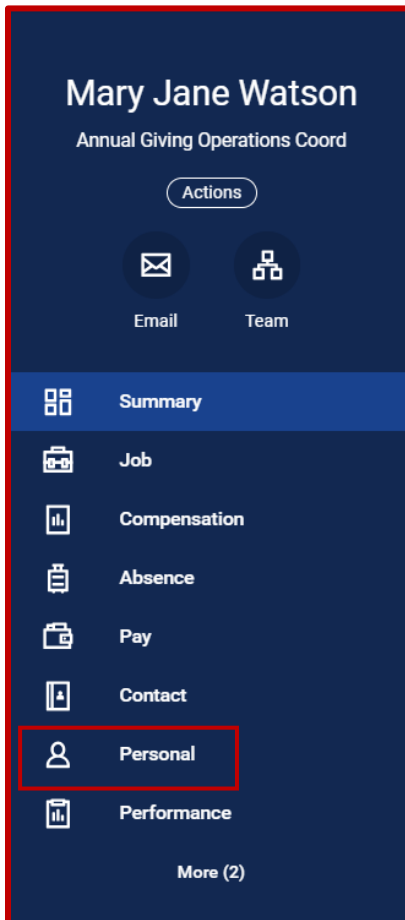
Note: To save the update to specific fields select the checkmark icon and back arrow to undo.

11. Click **Submit** button.

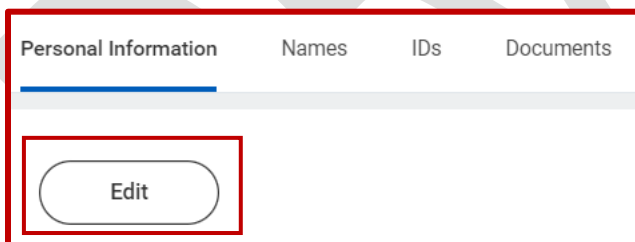
 

Note: Verify the details you have entered before clicking **Submit** button.

12. The **Personal** tab is the other place where you can update your personal details. Select **Personal** tab.



13. Click **Edit** button.



14. The following fields under **Change Personal Information** are available to modify.

- Legal Sex
- Date of Birth
- Marital Status
- Race/Ethnicity
- Citizenship Status
- Nationality

The screenshot shows a form titled "Change Personal Information" with four sections, each containing a pencil icon for editing:

- Legal Sex:** The current value is "Female".
- Date of Birth:** The current value is "09/19/1989". Below it, the age is listed as "34 years, 7 months, 26 days".
- Marital Status:** The current value is blank.
- Race/Ethnicity:** The current value is "Hispanic or Latino".

15. Select the pencil icon to make the required changes.

This close-up view of the "Race/Ethnicity" field shows the current selection "Hispanic or Latino" and a pencil icon for editing. Below this, the label "Race/Ethnicity" is followed by the text "White (United States of America)".

16. After updating the status, select the **checkmark** icon to save information.

Race/Ethnicity

Hispanic or Latino

Race/Ethnicity

White (United States of America)

Search

- American Indian or Alaska Native (United States of America)
- Asian (United States of America)
- Black or African American (United States of America)
- Native Hawaiian or Other Pacific Islander (United States of America)
- White (United States of America)

Note: To undo changes click the **back arrow** icon.

17. Click **Submit**.

Race/Ethnicity

Hispanic or Latino

Race/Ethnicity

Native Hawaiian or Other Pacific Islander (United States of America); White (United States of America)

Submit Save for Later Cancel

Citizenship Status

Note: Verify the details you have entered before clicking the **Submit** button.