Use this job aid to change your personal information, including:

- **Contact Information:** Such as personal or business address, phone, and email
- **Personal Information:** Such as marital status, citizenship status, and disability
- **Emergency Contacts:** Person(s) Trinity Health should contact in case of emergency
- **Photo:** Picture shown for you within Workday
- **Legal Name:** Name used on official documents, such as your payslip, W-2, etc.
- **Preferred Name:** Nickname that shows within Workday

**NOTE:** You may be required to provide documentation.

To learn more about Workday, find job aids and videos at [http://workday.trinity-health.org](http://workday.trinity-health.org).

For additional assistance, contact your Tier 1 resource, as noted on the Workday website [http://workday.trinity-health.org](http://workday.trinity-health.org).
Log in to Workday and click the **Personal Information** worklet

Click the item you wish to *change* — see the following pages for further instructions on:

- **Page 3**: Contact Information
- **Page 4**: Personal Information
- **Page 5**: Emergency Contacts
- **Page 6**: Photo
- **Page 7**: Legal Name
- **Page 8**: Preferred Name

**NOTE**: You may need to provide proof of change.

**VIEW**
Click an item to *view* your personal information

**HINT**: Click *More* for additional Views

Updated as of November 30, 2016
Contact Information Change

1. Click Edit

2. Click the edit icon or Add to make changes to your personal or business:
   - Address
   - Phone
   - Email
   - Instant Messenger
   - Web Address

3. Click Submit when complete; then click Done
Personal Information Change

1. Click the edit icon to add/change your:
   - Gender
   - Date of Birth
   - Marital Status
   - Race/Ethnicity
   - Citizenship Status
   - Disability
   - Military Service

2. Click Submit when complete; then click Done

Your personal information change request will be forwarded to HR for approval and processing.

HINT: Click the prompt icon for a menu of options and the checkmark icon to accept changes.
Emergency Contacts Change

1. Click Edit

2. Click the edit icon to change the following information for your emergency contact (* indicates required information):
   - Legal Name *
   - Relationship *
   - Preferred Language
   - Address
   - Phone
   - Email
   - Instant Messenger
   - Web Address

3. To add an alternate emergency contact, scroll down and click Add

4. Click Submit when complete; then click Done

NOTE: You must provide at least one form of contact information (e.g., phone, email).

HINT: Click the prompt icon for a menu of options and the checkmark icon to accept changes.
Photo

1. Click Select files to upload a picture
2. Drag the circle to center over the part of the picture you want
3. Click and drag a corner to make the circle smaller or larger
4. Click OK
5. Click Submit when complete; then click Done

Your photo request will be forwarded to your Manager for approval

NOTE: Photo Guidelines:
- An individual head shot - shoulders and above
- Clear, of good quality
- Appropriate business/business casual attire
- Caricatures, group, vacation, sports/hobby photos, etc., DO NOT meet guidelines.
- Requires manager approval
- Photos should be Jpeg (.JPG) files
- Workday allows you to crop photos that you upload. However, when the photo is transferred to Outlook, the application only recognizes the source file. If you upload a group photo, for example, that is what will appear in Outlook, even if you crop it in Workday.
Legal Name Change

1. Make changes, as appropriate (* indicates required information)

2. Type any comments

3. Click Select files to upload required documentation (e.g., marriage license, divorce decree)

4. Add a description and choose Legal Name Change from the category list

5. Click Submit when complete; then click Done

NOTE: You must provide proof of name change.

Your legal name change request will be forwarded to HR for approval and processing

HINT: Click Upload to add more documents

Workday Job Aid: Personal Information Worklet
Preferred Name Change

1. Uncheck the box to make edits to your preferred name
2. Make changes, as appropriate (*indicates required information)
3. Type any comments and click Submit
4. Click Done