

Use this job aid to add your name pronunciation to your profile in Workday.

How to Write Name Pronunciation

Refer to pages 2 and 3 of this job aid for how to determine the phonetic spelling of your name.

Add Name Pronunciation to Workday

From your home screen:

1. Navigate to the search bar and type **Change Name**.
2. Select **Change My Name Pronunciation** from the options.
3. Type the phonetic spelling of your name in the **Phonetic Name Pronunciation** field.



NOTE: This is the spelling obtained in the How to Write Name Pronunciation step above.

4. Click **Submit**.

Once you've submitted the name pronunciation, a task is sent to HR for approval.

Approving Name Pronunciation Change

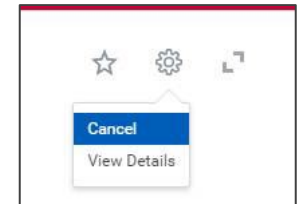
Once a team member has submitted a Name Pronunciation Change, a task is sent to the Club Coordinator, DC HR Manager or CSC HR for approval. These roles should follow directions below to respond to the request:

1. Navigate to your Workday **Inbox > Actions > Select the Name Pronunciation** task.
2. Review the task and click **Approve**.



NOTE: If the name pronunciation needs to be changed, click **Send Back** to send it back to the team member.

If the name pronunciation needs to be cancelled, click the gear icon and click **Cancel**. Enter comments explaining why it's cancelled (required) and click **Submit**.



Once the name pronunciation has been approved, it will appear in the team member's profile.

Wally Worker (012345)

WALL-ee WORK-her

Cashier

How to Determine Phonetic Spelling

Although the pronunciation of many names is obvious, some require special attention. If your name is one that is pronounced in a special way, use the key below to advise how your name should be pronounced. Indicate either the phonetic spelling of your name OR a familiar word that rhymes with your name. Syllables are separated by dashes. Stressed syllables are capitalized.

For example:

- Raul Gonzalez: rah-OOL gon-SAH-les
- Ngoc Nguyen: nahk nuhWEN or sounds like “knock” “WIN”
- Sophia Lamagna: so-FEE-uh sounds like “lasagna”

Consonants:

Respelling symbol(s)	Examples	Respelling symbol(s)	Examples
b	but, web	r	run, very
ch	church, nature	s or ss	see, city, pass
d	do, odd	sh	she, sure, emotion, leash
dh	this, breathe, father	t	two, sting, bet
f	fool, enough, leaf	th	thing, teeth
g	go, beg	v	voice, have
h	ham, ahead	w	we
j	gin, joy, edge	wh	what
k	cat, kiss, queen, skin, thick	y	yes
kh	loch	z	zoo, rose
l	left, bell	zh	pleasure, vision, beige
m	man, ham		
n	no, tin		
ng	ring, singer, sink		
ng-g	finger		
p	pen, spin, tip		
py	pupil		

