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**

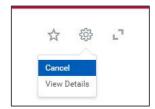
Once a team member has submitted a Name Pronunciation Change, a task is sent to the Club Coordinator, DC HR Manager or CSC HR for approval. These roles should follow directions below to respond to the request:

- 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.





# **HCM**: Change My Name Pronunciation

## **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		Respelling	Examples		
symbol(s)	Examples	symbol(s)			
b	<b>b</b> ut, we <b>b</b>	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, enou <b>gh</b> , leaf	th	thing, teeth		
g	go, beg	V	voice, have		
h	ham, ahead	W	we		
j	gin, joy, edge	wh	<b>wh</b> at		
k	cat, kiss, queen, skin, thick	У	yes		
kh	lo <b>ch</b>	Z	zoo, rose		
I	left, bell	zh	plea <b>s</b> ure, vi <b>s</b> ion, bei <b>g</b> e		
m	<b>m</b> an, ha <b>m</b>				
n	no, tin				
ng	ri <b>ng</b> , si <b>ng</b> er, si <b>n</b> k				
ng-g	fi <b>ng</b> er				
р	pen, spin, tip				
ру	<b>pu</b> pil				

# **HCM**: Change My Name Pronunciation

## How to Determine Phonetic Spelling continued

Vowels: Other:

Respelling		Respelling		Respelling	
symbol(s)	Examples	symbol(s)	Examples	symbol(s)	Examples
а	tr <b>a</b> p, cat	oy	choice, toy	UR	further
ah or aa	p <b>a</b> lm, pot	u	strut	AIR	Hair, bare
air	squ <b>are</b>	uu	foot, p <b>u</b> t	EER	beer, hear
ar	st <b>ar</b> t	uh	mother, comma	OOR	poor
arr	m <b>arr</b> y	ur	n <b>ur</b> se	OR	do <b>or</b> , f <b>or</b>
aw	thought, saw	urr	h <b>u</b> rry	AR	car
ay, ai	f <b>a</b> ce, <b>a</b> pe	ye	price	IKE	bike
er	letter, Peter			INE	line
e, eh	dr <b>e</b> ss, m <b>e</b> t			ITE	light, bite
ee	fl <b>ee</b> ce, tr <b>ee</b>			ICE	dice
eer	n <b>ea</b> r			AL	p <b>al</b>
err	m <b>err</b> y			ALL	b <b>all</b>
ew	ewe, dew			AIL	p <b>ail</b>
eye	item			ULL	hull
i or ih	kt, bit			OOL	tool
irr	m <b>irr</b> or			OAL	coal
0	lot			EEL or EAL	d <b>eal</b>
oh or oe	goat, toe, go			ILL	pill
00	food, boot, shoe			ILE	st <b>yle</b> , pi <b>le</b>
oor	cure, Europe				
ohr	force, wore				
or or awr	n <b>or</b> th, war				
orr	<b>or</b> ange				
ou	out				
ow	m <b>ou</b> th				