Use this job aid to change your legal or preferred name in Workday.

Change Legal Name

From your home screen:

1. Navigate to the **Personal Information** application.
2. Below the **Change** section, select **Legal Name**.
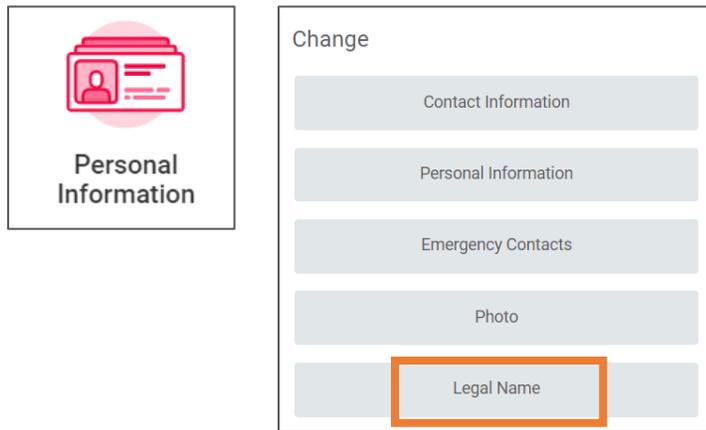
3. In the **Effective Date** field, today's date displays. Change to a future date, if applicable.
4. In the **First Name** field, enter your legal first name.
5. In the **Middle Name** field, enter your legal middle name. *This field is not required.*
6. In the **Last Name** field, enter your legal last name.

> NOTE: Team Members <u>must</u> provide documentation proving a legal name change (Driver's License, Social Security Card, etc.).

7. Click **Select files** to attach your documentation. You can also select to drag and drop to attach your documentation.
8. After the documentation has been uploaded:
   - In the **Description** field, enter the title or description of the documentation.
   - In the **Category** field, select **Personal Information**.
9. Click **Submit**.

Your legal name change submission is now sent to HR for approval.

Change Preferred Name

From your home screen:

1. Navigate to the **Personal Information** application.
2. Below the **Change** column, select **Preferred Name**.
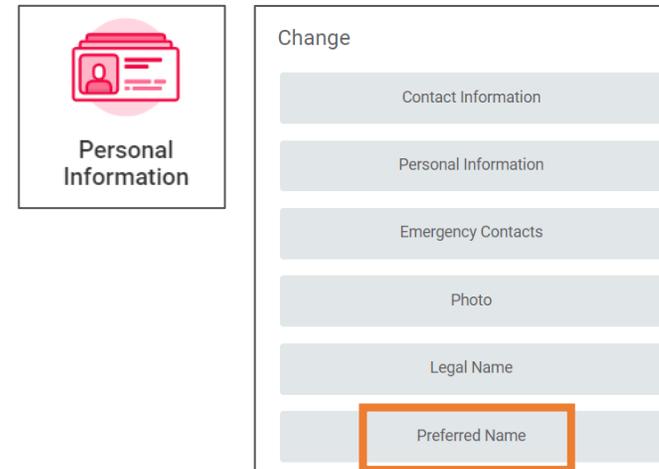
Change Preferred Name (continued)

3. To change your preferred name, uncheck the **Use Legal Name As Preferred Name** box. Once unchecked, the name fields display to enable edits.
4. In the **First Name** field, enter your preferred first name.
5. In the **Middle Name** field, enter your preferred middle name. *This field is not required*.
6. In the **Last Name** field, enter your preferred last name. *Leave as is if there are no changes to your preferred last name.*
7. Click **Submit**.

> NOTE: Once the change is saved, your profile name will be updated. Search will find both your legal name and preferred name.