
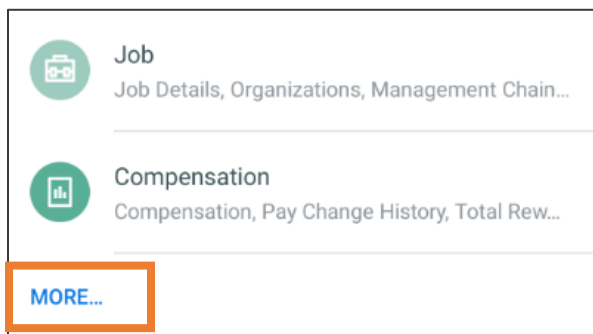


Use this job aid to change your legal or preferred name in the Workday mobile app.

Change Legal Name – Android


1. Click the menu in the upper left screen. 
2. Click your name to go to your profile.
3. Scroll to the section with **Job** and **Compensation** and click **MORE**.



4. Click **Personal > Names**.
5. Click **Legal Name** and click your name.
6. Click **Edit**.
7. In the **Effective Date** field, today's date displays. Change to a future date, if applicable.
8. In the **Country** field, the United States of America populates. Change, if applicable.
9. In the **First Name** Field, enter your legal first name.
10. In the **Middle Name** field, enter your legal middle name. *This field is not required.*
11. In the **Last Name** field, enter your legal last name.




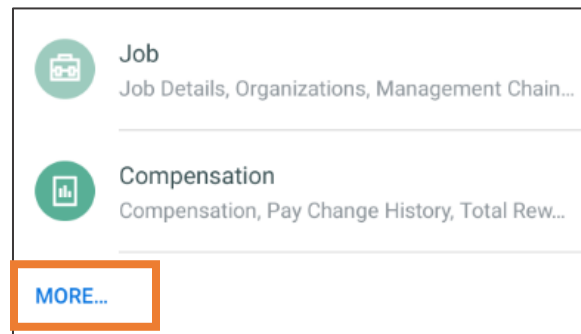
NOTE: Team Members must provide documentation proving a legal name change (Driver's License, Social Security Card, etc.).

12. In the **Attachments** section, click the  icon to upload your documentation.
13. Click **Submit**.

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

Change Preferred Name – Android

1. Click the menu in the upper left screen. 
2. Click your name to go to your profile.
3. Scroll to the section with **Job** and **Compensation** and click **MORE**.



4. Click **Personal > Names**.
5. Click **Preferred Name** and click your name.
6. Click **Edit**.
7. To change your preferred name, uncheck the **Use Legal Name As Preferred Name** box. Once unchecked, the name fields display to enable edits.
8. In the **Effective Date** field, today's date displays. Change to a future date, if applicable.
9. In the **Country** field, the United States of America populates. Change, if applicable.
10. In the **First Name** Field, enter your preferred first name.

Change Preferred Name – Android (continued)

11. In the **Middle Name** field, enter your preferred middle name.
This field is not required.
12. In the **Last Name** field, enter your preferred last name.
13. Click **Submit**.



NOTE: Once the change is saved, your profile name updates. The search functionality finds both your legal name and preferred name.

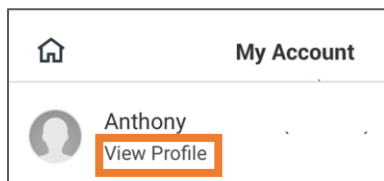
Change Legal Name – iOS

From the Workday mobile home screen:

1. Select the profile icon in the top right corner.



2. Click **View Profile**.



3. Scroll to the section with **Job** and **Compensation** and click **More**.
4. Select **Personal > Names**.
5. Select **Legal Name** and click your name.
6. Click **Edit**.
7. In the **Effective Date** field, today's date displays. Change to a future date, if applicable.

8. In the **Country** field, the United States of America populates. Change, if applicable.
9. In the **First Name** Field, enter your legal first name.
10. In the **Middle Name** field, enter your legal middle name.
This field is not required.
11. In the **Last Name** field, enter your legal last name.
12. Click Close when you are finished editing.



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

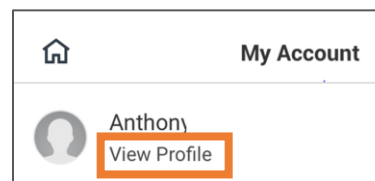
Change Preferred Name – iOS

From your Workday mobile home screen:

1. Select the profile icon in the top right corner.



2. Click **View Profile**.



3. Scroll to the section **Job** and **Compensation** and click **More**.
4. Select **Personal > Names**.
5. Select **Preferred Name** and click your name.
6. Click **Edit**.

Change Preferred Name – iOS (continued)

7. To change your preferred name, uncheck the **Use Legal Name As Preferred Name** box. Once unchecked, the name fields display to enable edits.
8. In the **Effective Date** field, today's date displays. Change to a future date, if applicable.
9. In the **Country** field, the United States of America populates. Change, if applicable.
10. In the **First Name** Field, enter your preferred first name.
11. In the **Middle Name** field, enter your preferred middle name.
This field is not required.
12. In the **Last Name** field, enter your preferred last name.
13. Click **Submit**.



NOTE: Once the change is saved, your profile name updates. The search functionality finds both your legal name and preferred name.