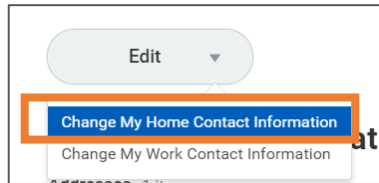
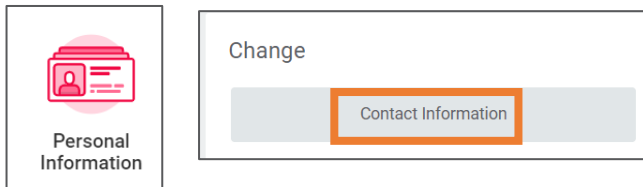




Use this job aid to change your personal phone number, address, or email.

Change Contact Information

From your home screen:

1. Navigate to the **Personal Information** application.
2. Select **Contact Information** below the Change column.
3. Click **Edit** > Select **Change My Home Contact Information**.



NOTE: Click the pencil icon  to edit each section and the check mark icon  when complete. A red asterisk * indicates the field is required. If a section has no pencil icon, it cannot be edited.

4. Address

- Enter the **Effective Date** of your address change.
- Enter your new address in the **Address** field.
- Enter your **City, State, and Zip Code** in the appropriate fields.

5. Phone

- **Phone Type:** Select Mobile or Landline.
- **Country Phone Code** defaults to United States of America. Use the drop-down menu to select a different country, if applicable.
- Enter your **Phone Number** with area code first.
- **Visibility:** Select Private or Public. If you select private, only you can see your phone number in Workday. Public allows other Team Members to view.

6. Email

- Enter your personal email address in the **Email Address** field.
- **Visibility:** Select Private or Public. If you select private, only you can see your email address in Workday. Public allows other Team Members to view.

7. Click **Submit**.