

Use this job aid to edit your social security number or Visa information in Workday.

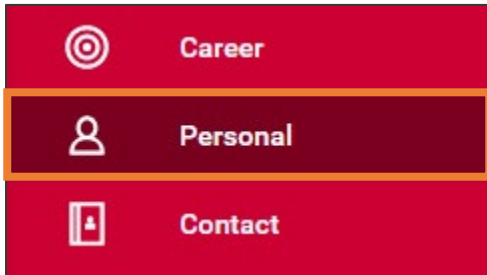
Edit Your Social Security Number

From your home screen:

1. Navigate to your profile.



2. Click **Personal** in the menu on the left.



3. Click the **ID's** tab at the top of the screen.
4. Click **Edit > Change My Government IDs**.
5. In the **National IDs** section, your current Social Security Number should populate based on your onboarding. If it is incorrect, type the correct Social Security Number in the **Add/Edit ID** field.
 - If it doesn't populate, click the plus sign under National IDs to add a row. Select **United States of America > Social Security Number**.
 - Enter your **Social Security Number**

Change My Government IDs Carrie				
If you receive a message that the SSN you are updating is already in use, please reach out to your HR representative.				
National IDs 1 item				
+	*Country	*National ID Type	Current ID	Add/Edit ID
-	x United States of America	x Social Security Number (SSN)	XXX-XX-1838	- -
Government IDs 0 items				
+	*Country	*Government ID Type	Identification #	
No Data				

6. Leave the **Start Date** and **End Date** fields blank.
7. In the **Attachments** field, upload documentation to support the change.
8. Enter a **Description** of what the document is and in the **Category** field, select **Government ID**.
9. Click **Submit**. The change is routed to HR for review and approval.

Edit Your Visa Information

From your home screen:

1. Navigate to your profile.



2. Click **Personal** in the menu on the left.



3. Click the **ID's** tab at the top of the screen.
4. Click **Edit > Change My Passports and Visas**.
5. In the **Visas** section, click the plus icon to add a new Visa.
Or Edit the information for an existing Visa.



6. Complete each field:
 - **Country**
 - **Visa ID Type**

Edit your Visa Information (continued)

- **Identification #**
 - **Issued Date** (*This field is optional*)
 - **Expiration Date**
7. In the **Attachments** field, upload documentation to support the change.
 8. Enter a **Description** of what the document is and in the **Category** field, select **Passports and Visas**
 9. Click **Submit**. The change is routed to HR for review and approval.