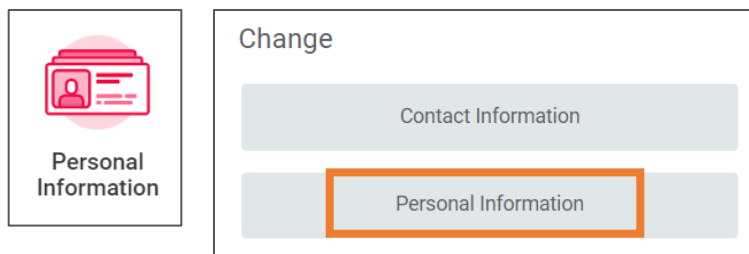




Use this job aid to change your personal information in Workday. Personal information updates are optional.

Change Personal Information

From your home screen:

1. Navigate to the **Personal Information** application.
2. Below the **Change** column, select **Personal Information**.



NOTE: Click the pencil icon  within each section you would like to edit and the checkmark icon  when you are done. A red asterisk * indicates that a field is required. All fields are not required to be completed.

3. For the **Gender** section:
 - In the **Gender** field, select an option from the dropdown menu.
4. For the **Date of Birth** section:
 - In the **Date of Birth** field, enter your birthday. This change requires proof of documentation. Attach a birth certificate or government issued ID proving date of birth upon submission.

5. For the **Marital Status** section:
 - In the **Marital Status** field, select an option from the dropdown menu.
 - In the **Marital Status Date** field, enter the date of the marital status change.
6. For the **Race/Ethnicity** section:
 - In the **Hispanic/Latino** field, check the box if you identify as Hispanic/Latino. If not, leave unchecked and select an option from the dropdown menu.
7. For the **Sexual Orientation** section:
 - In the **Sexual Orientation** field, select an option from the dropdown menu.
8. For the **Gender Identity** section:
 - In the **Gender Identity** section, select an option from the dropdown menu.
9. For the **Pronoun** section:
 - In the **Pronoun** field, select your preferred pronoun from the dropdown menu.
10. For the **Military Service** section:
 - Click **Add** if no military service has been previously entered.
 - In the **Military Status** field, select an option from the dropdown menu.
 - In the **Military Discharge Date** field, enter the date of discharge, if applicable.
 - In the **Details** section, enter the **Status Begin Date**, **Military Service Type**, and duties and responsibilities in the **Notes** field.
11. In the **Attachments** section:
 - Attach appropriate document to support your entries.

Change Personal Information (continued)

- Examples include: Marriage certificate for marriage and birth certificate for birthdate change.
12. Click **Submit**.