

Contact & Personal Information Updates (Mobile)

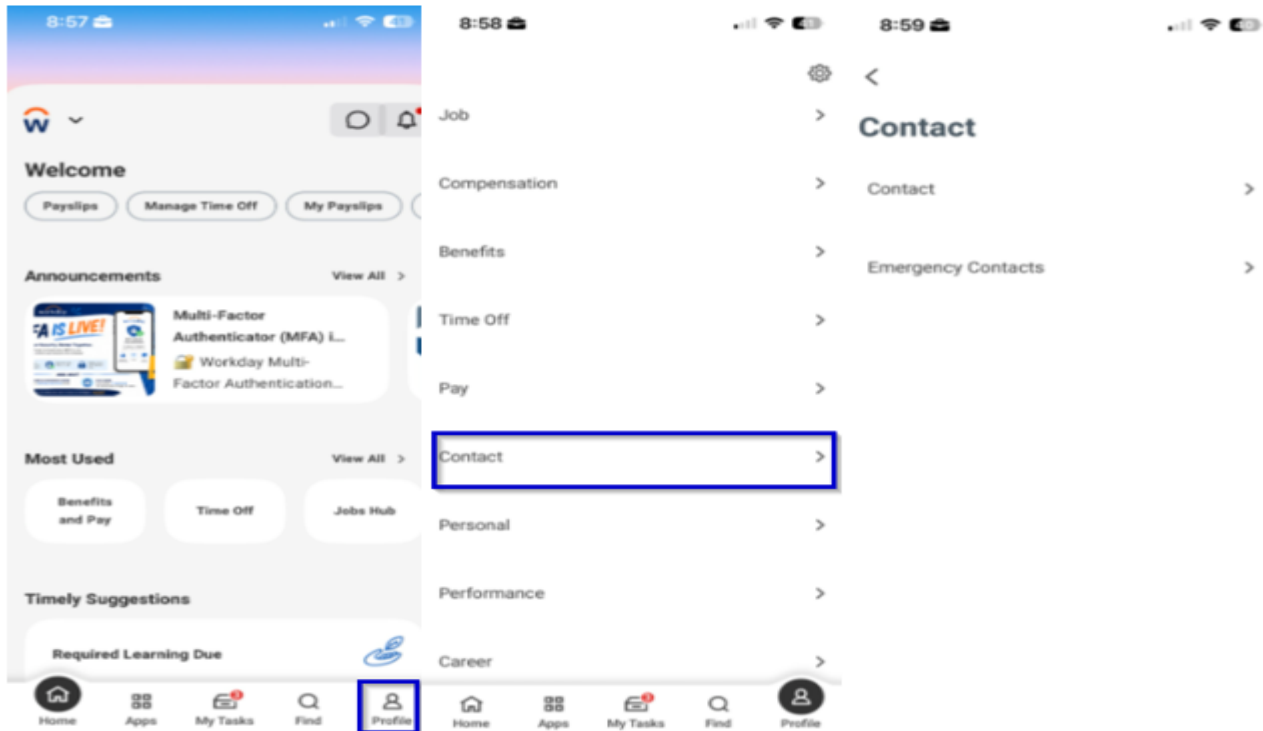


Overview:

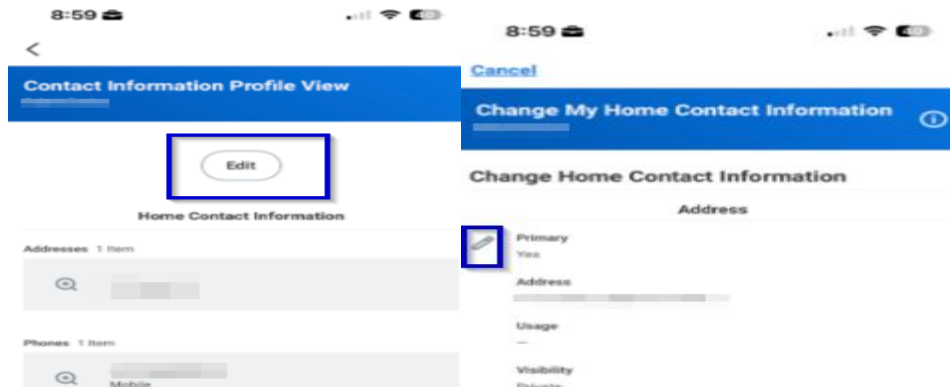
This job aid explains how employees can make updates to personal information on Workday. This includes changes to your Personal Information, Contact Information, and Photo.

Modify Personal Information:

1. From Workday Home Page, click on the Profile icon 
2. Select **Contact** from the list to access your information



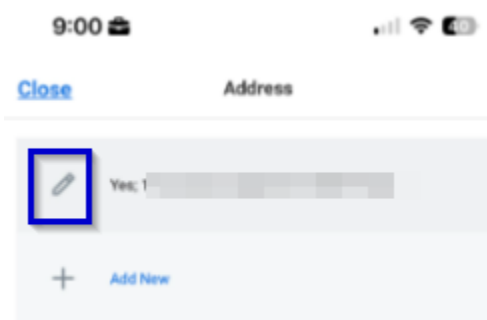
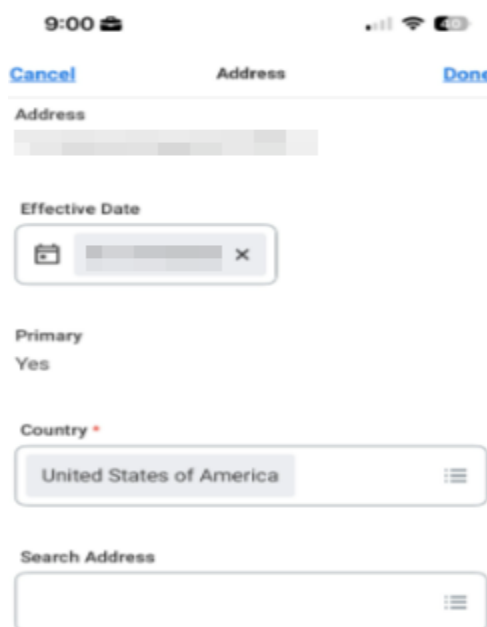
- a. Select **Contact** to update your information or **Emergency Contacts** to update emergency contact details.
3. Select **Edit** to view and update your information. Clicking the  icon to proceed with your changes



Contact & Personal Information Updates (Mobile)

- From the **Address** landing page, either click the  icon to edit your existing address, or click the (+) symbol to add an alternative address

- Enter in an effective date for this change, using the calendar function

A screenshot of a mobile app interface. At the top, the status bar shows 9:00, signal strength, Wi-Fi, and battery. Below the status bar, the page title is 'Address'. There are two buttons at the top: 'Close' on the left and 'Address' on the right. The main content area has a light blue background. It features a list of addresses. The first address is highlighted with a blue box around a pencil icon. To the right of the pencil icon, it says 'Yes: 1'. Below the list, there is a plus sign icon and a button labeled 'Add New'.A screenshot of a mobile app interface. At the top, the status bar shows 9:00, signal strength, Wi-Fi, and battery. Below the status bar, the page title is 'Address'. There are three buttons at the top: 'Cancel' on the left, 'Address' in the center, and 'Done' on the right. The main content area has a light blue background. It features a form with several fields: 'Address' (a text input field), 'Effective Date' (a date picker with a calendar icon and a close button), 'Primary' (a toggle switch set to 'Yes'), 'Country' (a dropdown menu showing 'United States of America'), and 'Search Address' (a text input field with a search icon).

Contact & Personal Information Updates (Mobile)



Best Practices for Address Updates

1. Use Standard Abbreviations

Where applicable, use standard abbreviations to ensure consistency and avoid excessive address length. Here are some commonly accepted abbreviations:

- **Street:** St
- **Avenue:** Ave
- **Boulevard:** Blvd
- **Road:** Rd
- **Court:** Ct
- **Lane:** Ln
- **Drive:** Dr
- **Apartment:** Apt
- **Suite:** Ste
- **North, South, East, West:** N, S, E, W
- **P.O. Box:** P.O. Box (no need to abbreviate)

Ensure all abbreviations follow Workday's standard, if available, and avoid creating new ones. A complete listing can be found here: [Abbreviations](#)

2. Limit Address Length

Keep the length of each line of the address as concise as possible, while still providing the full information needed for proper mail delivery. A guideline for the maximum number of characters per line is around 35-40 characters but always adjust based on Workday's field limitations.

3. Apartment Numbers (Line 2)

- **Always enter apartment numbers on Line 2:** The apartment or unit number should always be entered on Line 2 of the address field to separate it from the street address.
- **Example:**
 - **Line 1:** 123 Main St
 - **Line 2:** Apt 4B

Avoid entering the apartment number in Line 1, as this could cause misinterpretation during sorting or when generating reports.

4. Include Full Street Address and City/State/ZIP

Ensure that the full street address is entered, including the proper city, state, and ZIP code. For consistency:

- **City and State:** Always enter the full name of the city and state. Abbreviations for cities are not recommended.
- **ZIP Code:** Always use the 5-digit code

Example:

- **Line 1:** 456 Oak Ave
- **Line 2:** Apt 22
- **City:** Springfield
- **State:** IL
- **ZIP Code:** 62701

5. Use Consistent Capitalization

To ensure consistency across all addresses, use standard capitalization:

- **First letter of each word:** Capitalize the first letter of each address component (e.g., Street, City, State).
- **Lowercase exceptions:** Prepositions (like "on," "at," "in") should be lowercase, unless they are the first word in the address field.

6. Avoid Special Characters

Avoid using special characters such as slashes (/), commas, periods, or dashes in the address. If these characters are needed (for example, in certain international addresses), ensure that they are used sparingly and consistently across all records.

Contact & Personal Information Updates (Mobile)



1. When all changes have been entered, click **Done**.
 - a. Click **Submit** to finalize all changes

9:00

Cancel Address Done

Use of Address Features

Address Line 1 *

Address Line 2

Phone

Primary Yes

Phone +1

Visibility Private

Email

Save for Later Submit

Modify Profile Picture:

1. From Workday Home Page, click on the Profile icon
2. Click **Edit Profile**
3. From this menu the following can also be updated:
 - a. Change Legal Name
 - b. Change Name Pronunciation
 - c. Change Personal Information
 - d. Change Photo
 - e. Change Preferred Name
 - f. Change Home Contact

9:44

9:44

Settings < Actions

Change My Legal Name

Change My Name Pronunciation

Change My Personal Information

Change My Photo

Change My Preferred Name

Change My Home Contact Information

Job >

Compensation >

Benefits >

Time Off >

Home Apps My Tasks Find Profile Home Apps My Tasks Find Profile

Contact & Personal Information Updates (Mobile)

4. In the **Proposed** section, add your photo or image
5. Click Submit



9:53

<

Change My Photo
Robert Davies

① Additional Information

Current

No current photo.

Proposed

Attachments

 1

Add a photo or image

Submission Comments

Comment

Comment

Save for Later Submit

Employee Contact & Personal Information Updates

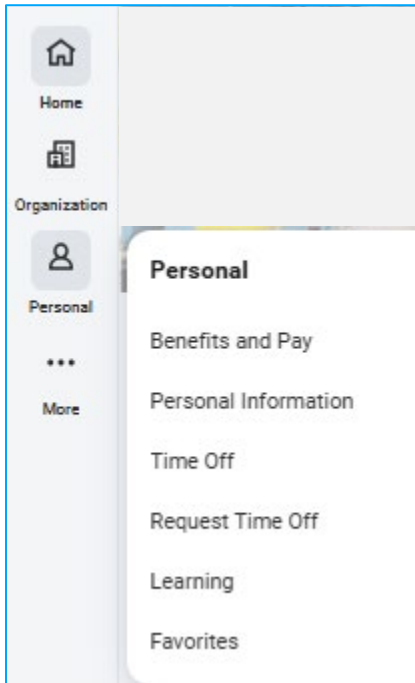


Overview

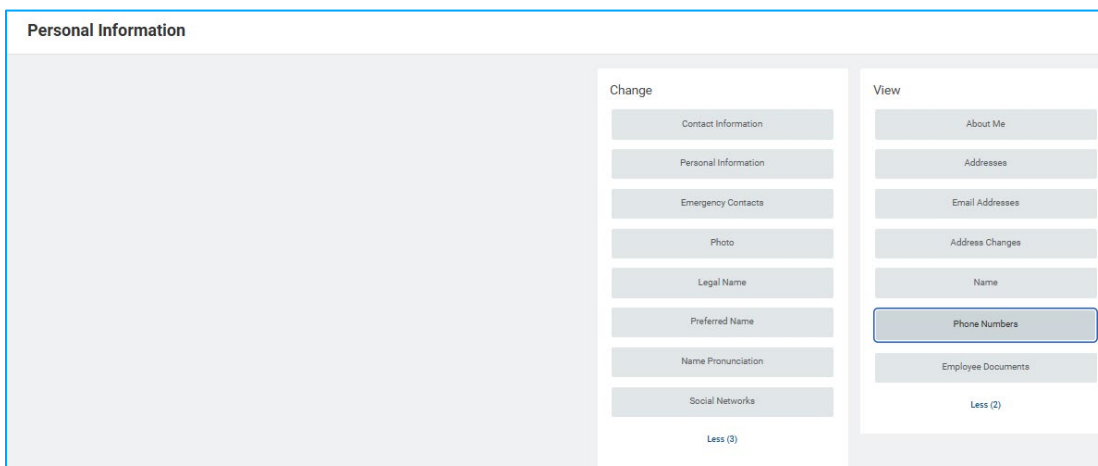
This job aid outlines how to make updates to employee information (contact information and personal information) on employee profiles within Workday.

Menu on the left of Workday

1. Go to the menu on the left side of Workday and click on Personal > Personal Information.



2. On the next screen, employees can select the item to update or view information.



Employee Contact & Personal Information Updates



- Contact Information – Click edit.

A screenshot of a web form titled "My Contact Information" in a blue header. Below the header is a white box containing a rounded "Edit" button. At the bottom of the white box is the text "Home Contact Information".

- Personal Information – opens the screen to change any personal information and click submit.

A rectangular button with a blue border and the text "Change My Personal Information" in a bold, black, sans-serif font.

- My Emergency Contacts – Click edit.

A screenshot of a web form titled "My Emergency Contacts" in a blue header. Below the header is a white box containing a rounded "Edit" button.

- Change My Photo. Select new photo and submit.

A rectangular button with a blue border and the text "Change My Photo" in a bold, black, sans-serif font.

Note: Best Practices for Address Updates

1. Use Standard Abbreviations

Where applicable, use standard abbreviations to ensure consistency and avoid excessive address length. Here are some commonly accepted abbreviations:

- **Street:** St
- **Avenue:** Ave
- **Boulevard:** Blvd
- **Road:** Rd
- **Court:** Ct
- **Lane:** Ln
- **Drive:** Dr
- **Apartment:** Apt
- **Suite:** Ste
- **North, South, East, West:** N, S, E, W
- **P.O. Box:** P.O. Box (no need to abbreviate)

Ensure all abbreviations follow Workday's standard, if available, and avoid creating new ones. A complete listing can be found here : [Abbreviations](#)

2. Limit Address Length

Keep the length of each line of the address as concise as possible, while still providing the full information needed for proper mail delivery. A guideline for the maximum number of characters per line is around 35-40 characters, but always adjust based on Workday's field limitations.

3. Apartment Numbers (Line 2)

- **Always enter apartment numbers on Line 2:** The apartment or unit number should always be entered on Line 2 of the address field to separate it from the street address.
- **Example:**
 - **Line 1:** 123 Main St
 - **Line 2:** Apt 4B

Avoid entering the apartment number in Line 1, as this could cause misinterpretation during sorting or when generating reports.

4. Include Full Street Address and City/State/ZIP

Ensure that the full street address is entered, including the proper city, state, and ZIP code. For consistency:

- **City and State:** Always enter the full name of the city and state. Abbreviations for cities are not recommended.
- **ZIP Code:** Always use the 5-digit code

Example:

- **Line 1:** 456 Oak Ave
- **Line 2:** Apt 22
- **City:** Springfield
- **State:** IL
- **ZIP Code:** 62701

5. Use Consistent Capitalization

To ensure consistency across all addresses, use standard capitalization:

- **First letter of each word:** Capitalize the first letter of each address component (e.g., Street, City, State).
- **Lowercase exceptions:** Prepositions (like “on,” “at,” “in”) should be lowercase, unless they are the first word in the address field.

6. Avoid Special Characters

Avoid using special characters such as slashes (/), commas, periods, or dashes in the address. If these characters are needed (for example, in certain international addresses), ensure that they are used sparingly and consistently across all records.