Getting Started:

Change Home Address



CHANGE HOME ADDRESS

CHANGE PERSONAL DATA/HOME ADDRESS

- 1. Login into Workday.
- 2. Click "View Profile" located in the circle icon in the upper right-hand corner of the page.

HE LOO	Vidhi Patel Help Desk Analyst Actions
View Profile	<u>a</u> ≥ ₽
G Home	Phone Email Team
A My Account	吕금 Summary
🛱 Sitemap	= Overview
☆ Favorites	Ба Јор
Drive	
🛆 My Reports	III Compensation
? Documentation	😇 Benefits
Sign Out	🛱 Time Off





 $\label{eq:constraint} \begin{array}{c} \mbox{Yo}\,\mbox{ur}\,\mbox{screen}\,\mbox{s}\,\mbox{and}\,\mbox{processes}\,\mbox{may}\,\,\mbox{vary}\\ \mbox{from}\,\mbox{this}\,\mbox{d}\,\mbox{cument.}\,\, 1 \end{array}$



Change Home Address



- 3. Click "Actions" beneath your name on the left-hand side.
- 4. Click "Personal Data".

			0.0	0				×
Actions		Worker				X	PDF	í
Frequently Used		Vidhi Patel						
View Worker History								
View Interests		View Team	Contact					
Change My Tax Docum			Phone 😰					
Maintain Worker Docu			Email					
Resign								
Benefits	>		Work Add	ess				
Business Asset	>							
Business Process	>							
Compensation	>	✓ Job						
Expenses	>	Organization						
Job Change	>	Business Title	Help Desk Analyst					
Manage Work	>	Manager						
Payn	>							. 1
Personal Data	>	Location						
Procurement	>	Time in Position	0 year(s), 0 month	(s), 8 day(s)				
Talent	>							
Time and Leave	>							
Workday Account	>							-





Getting Started:

Change Home Address



5. Click "Change My home Contact Information" and make the necessary changes.

		*** ×
Actions	Worker	· · · · · · · · · · · · · · · · · · · ·
Frequently Used	Vidhi Patel	
View Worker History		
View Interests	Change My Home Contact Information	
Change My Tax Docum	Change My Work Contact Information	
Maintain Worker Docu	Change Emergency Contacts	
Resign	View My Emergency Contacts	⊴ vpatel19@collin.edu
	View My Primary Address Changes	Iress
Benefits	> Change My Personal Information	ness
Business Asset	> View My Personal Information	reston Park Boulevard Plano, TX 75093 United States of America
Business Process	Change My Legal Name	
0	Change My Preferred Name	
Compensation	> View My ID Information	
Expenses	Change My Veteran Status Identification	sk (Trey Gerwig)
Job Change	>	
Manage Work	Complete Form I-9	C .
Payroll	> Change Self-Identification of Disability	
Personal Data	> Maintain My Payment Elections	npus
Procurement	> Time in Position 0 year(s), 0 mor	nth(s), 8 day(s)
Talent	>	
Time and Leave	>	
Workday Account	>	

6. Click "Submit" at the bottom of the page.



Note: Don't forget to click the checkmark after you are done making changes but before you click "Submit"



