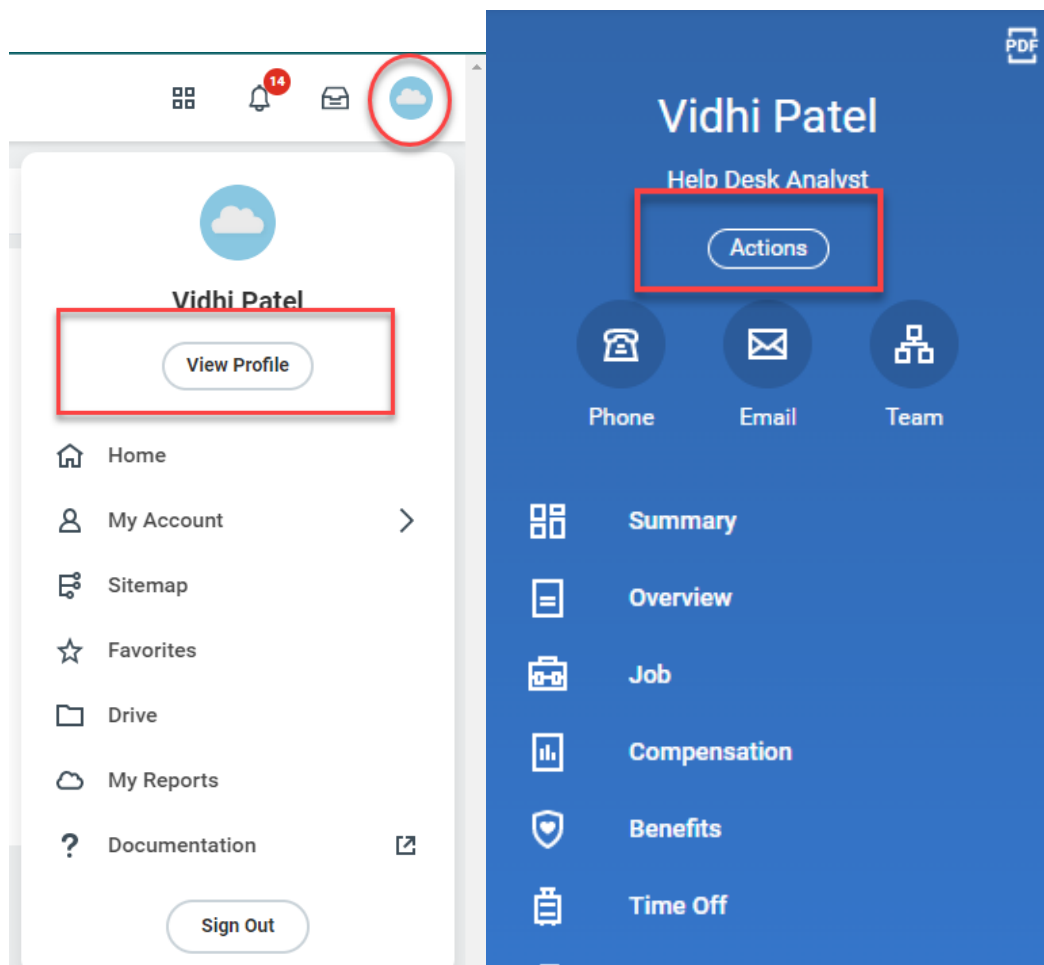




CHANGE HOME ADDRESS

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.



Getting Started:

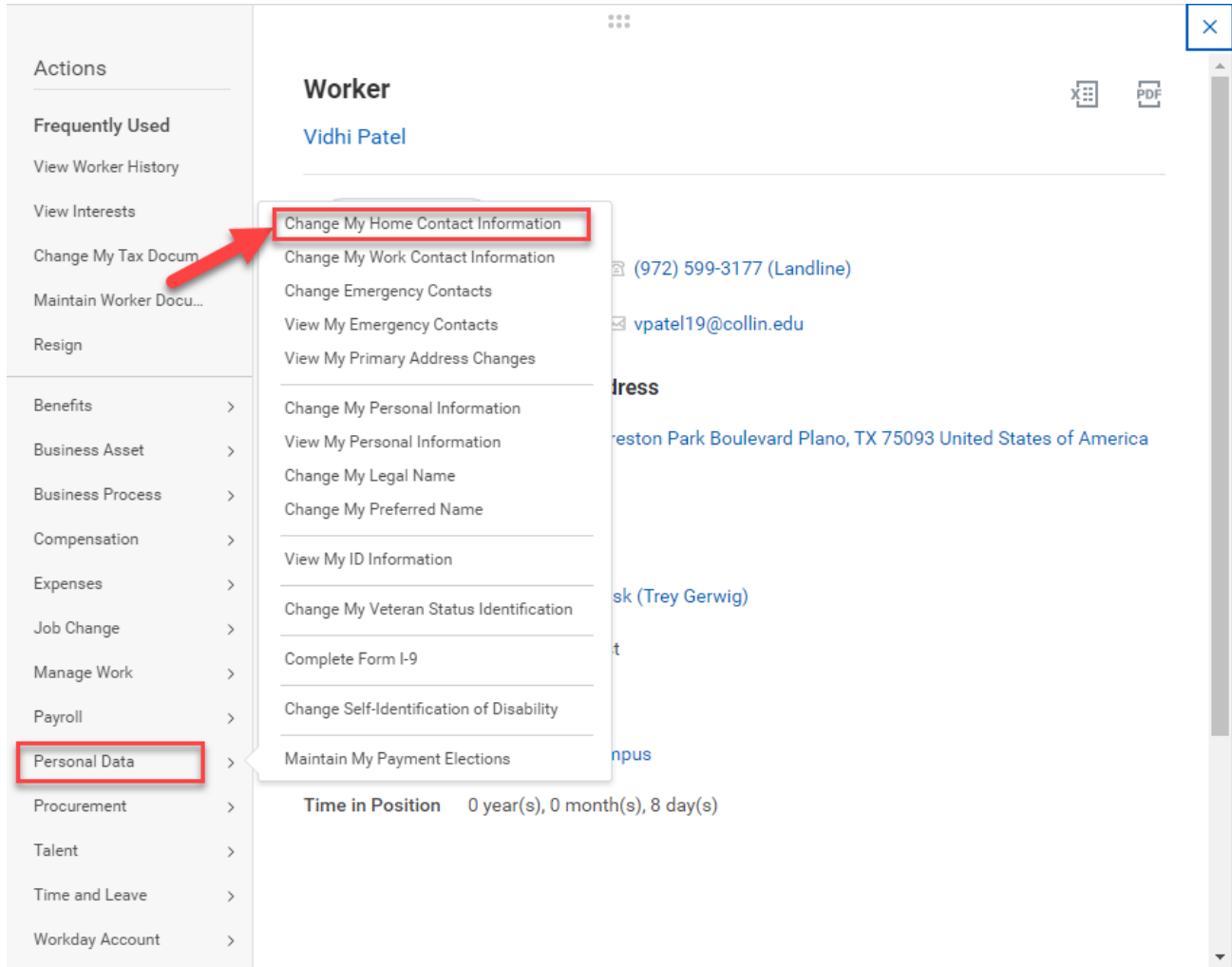
Change Home Address



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

The screenshot displays the Workday interface for a worker named Vidhi Patel. On the left, a navigation menu lists various options, with 'Personal Data' highlighted in a red box and a red arrow pointing to it. The main content area shows the worker's profile, including a 'View Team' button, 'Contact' information (Phone, Email), 'Work Address', and 'Job' details (Organization, Business Title, Manager, Location, Time in Position).

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



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"