

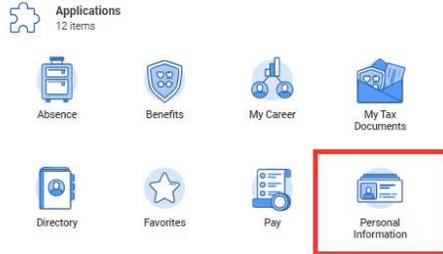
Change My Personal Information



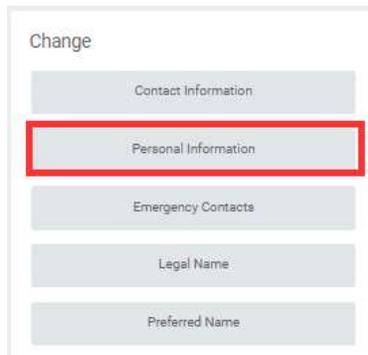
Use this task to change or add your personal information such as birthdate, marital status, gender, gender identity, religion, disability status, race and ethnicity, pronouns, nationality

My Personal Information

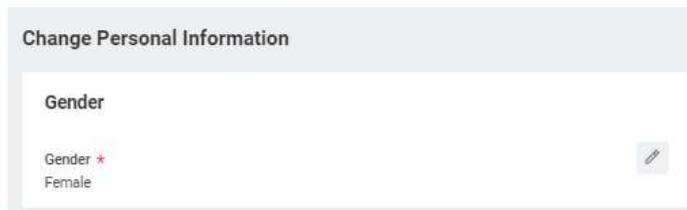
1. On your workday homepage navigate to “Personal Information”



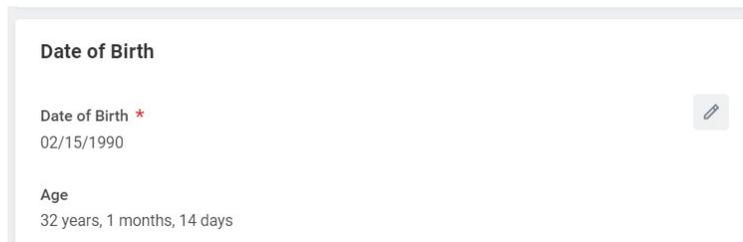
2. SELECT the “Personal Information” button under the “Change” section.



3. REVIEW/UPDATE your gender (required field)



4. REVIEW/UPDATE your date of birth (required field)



Change My Personal Information



5. REVIEW/UPDATE your marital status (optional field)

Marital Status

Marital Status 

- Married (United States of America) added

Marital Status Date

- 03/01/2022 added

6. REVIEW/UPDATE your race/ethnicity (required field)

Use the Race/Ethnicities Details field if you would like to add additional detail to the general race/ethnicity category that you selected. You may select multiple countries under the race/ethnicities details

Race/Ethnicity

Hispanic or Latino  

Race/Ethnicity *

Race Ethnicity Details -
If you feel like the options above don't represent your race/ethnicity, please see the race/ethnicity details category for additional options.

Race/Ethnicity Details

7. REVIEW/UPDATE your religion (optional field)

Religion

Religion  

8. REVIEW/UPDATE your citizenship status (optional field)

Citizenship Status

Citizenship Status  

9. REVIEW/UPDATE your nationality (required field)

Please select your birth country in this field

Nationality

Primary Nationality *  

Change My Personal Information



10. REVIEW/UPDATE your sexual orientation and gender identity (optional field)

This field is for transgender identification

Sexual Orientation & Gender Identity

Sexual Orientation & Gender Identity 

I do not identify as transgender (United States of America) added

11. REVIEW/UPDATE your sexual orientation (optional field)

Sexual Orientation

Sexual Orientation  

Search 

Straight/Heterosexual 

12. REVIEW/UPDATE your gender identity (optional field)

Gender Identity

Gender Identity  

Search 

Female 

13. REVIEW/UPDATE your pronouns (optional field)

Pronoun

Pronoun  

Search 

she/her/hers 

14. REVIEW/UPDATE your disability status (optional field)

Disability

Disability *  

Search 

Disabled (United States of America)

Not Disabled (United States of America)

Change My Personal Information



15. REVIEW/UPDATE your military status (optional field)

Military Service

Military Service -
For active military and veterans, please be sure to select the "details" dropdown after adding your military status to select your military branch under "military service type"

Military Status *
Currently Serving (United States of America)

Military Discharge Date
MM/DD/YYYY

Details

Status Begin Date
MM/DD/YYYY

Military Service Type

Notes
Format: B I U A [List Icon] [Link Icon]

Congratulations!

This completes the Change My Personal Information process.