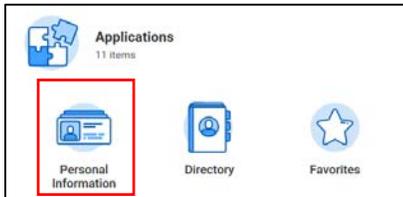


Change Name

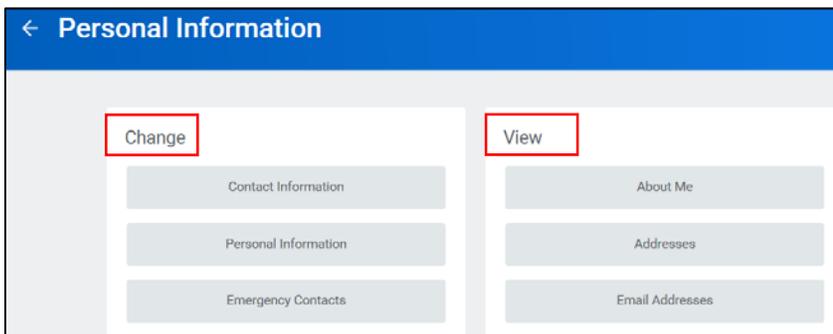
It's important to make sure your Personal Information in the system is accurate. This includes your contact information, emergency contacts, and personal and legal information. Workday has processes in place that ensure the protection of your personal information.

Note that some personal information (such as Date of Birth and Social Security Number) cannot be changed once an employee is onboarded.

To get started, first click **Personal Information** from the Homepage.

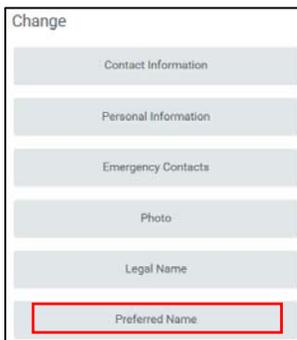


This leads you to the Personal Information page, where you can change and view your personal information using the Change column or the View column.



Change Preferred Name

1. From the Change column, click **Preferred Name**.



2. If your Legal and Preferred names differ, be sure to *uncheck* "Use Legal Name as Preferred Name."



3. Enter the relevant information, including the required fields marked with a red asterisk. In this case, that includes **Country**, **First Name**, and **Last Name**.

A screenshot of a web form for updating personal information. The form includes the following fields:

- Country**: A dropdown menu with a red asterisk, currently showing 'United States of America'.
- Prefix**: An empty text input field with a dropdown arrow.
- First Name**: A text input field with a red asterisk, containing the text 'Sally'.
- Middle Name**: A text input field containing the text 'L'.
- Last Name**: A text input field with a red asterisk, containing the text 'Church'.
- Suffix**: An empty text input field with a dropdown arrow.

4. Once you have completed all sections click **Submit** to finalize or **Save for Later** to complete at a later time.

Change Legal Name

Some changes (such as legal name change) have broader implications and therefore may require approvals. When you submit edits, they route for review and approval before the changed name goes into effect.

5. To initiate this process, from the Change column, click **Legal Name**.

A screenshot of a 'Change' menu. The menu items are:

- Contact Information
- Personal Information
- Emergency Contacts
- Photo
- Legal Name** (highlighted with a red rectangular box)

6. Type the required information within each field. Note that **Effective Date**, **Country**, **First Name**, and **Last Name** are mandatory fields in this case.

A screenshot of a web form for updating personal information. The form includes the following fields:

- Effective Date**: A date picker field with a red asterisk, showing '04 / 04 / 2018'.
- Country**: A dropdown menu with a red asterisk, currently showing 'United States of America'.
- Prefix**: An empty text input field with a dropdown arrow.
- First Name**: A text input field with a red asterisk, containing the text 'Sally'.
- Middle Name**: A text input field containing the text 'L'.
- Last Name**: A text input field with a red asterisk, containing the text 'Christopher'.

7. Enter the appropriate rationale for your Legal Name Change into the **enter your comment** field. For example, in the case of a recent marriage, you might comment that your name has changed due to marriage.



8. In order to process a **Legal Name** change request, appropriate documentation must accompany the name change submission. Per the help text, contact WilliamsWay2Answers or 1-800-WILLIAMS for additional instructions.

Submit your name change request here. Additional documentation is required to complete the change. Contact WilliamsWay2Answers via email or at 1-800-WILLIAMS for instructions.

9. Once you have completed all sections, click **Submit** to finalize or **Save for Later** to complete at a later time.
10. You will receive a Workday notification upon completion of your request.