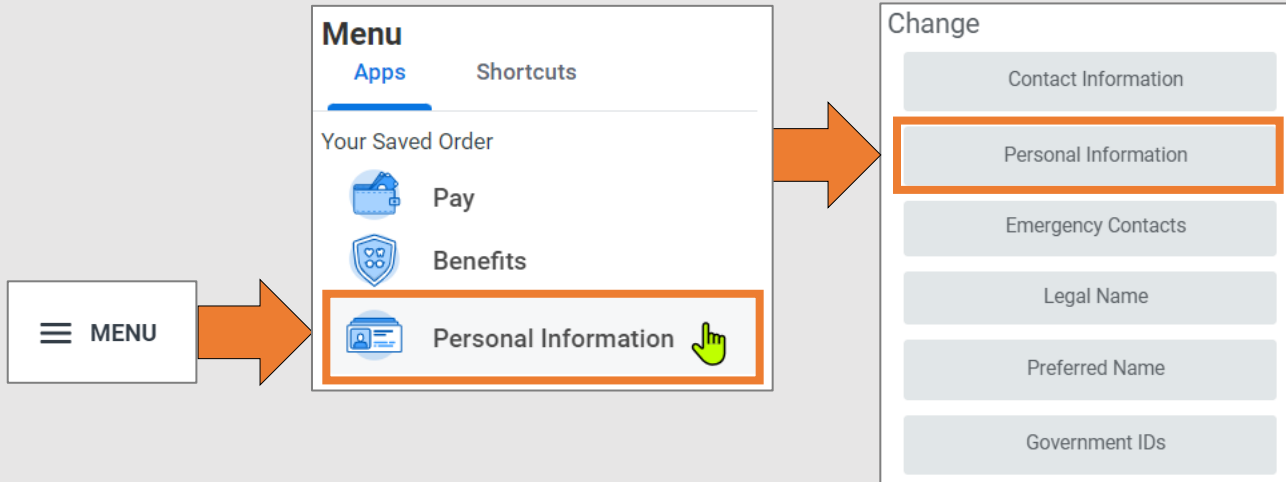**Introduction:** In this guide, you will learn how to change your personal information, including marital status, race/ethnicity, gender and gender identity, and preferred pronouns. You have the ability to update your personal information at any time.
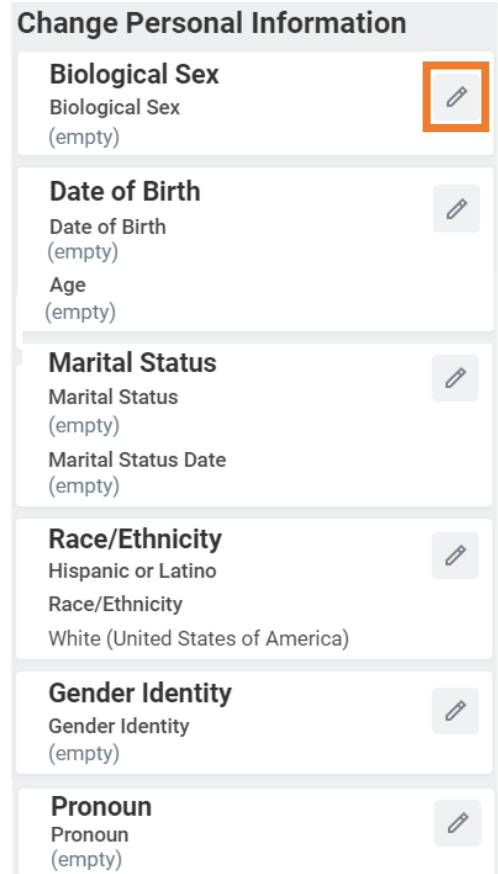
**1.** After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Personal Information,** then click on **Personal Information.**



**2.** You may change the fields shown here by clicking on the pencil icon to edit. (You will likely already have information present as part of your new hire onboarding process).

Some points to be aware of:

- Gender (biological sex) is a required field with only binary options. This is to satisfy statutory reporting requirements.
- Date of Birth is a required field, both for statutory reporting and to generate employee ID numbers for new employees.
- All other fields are optional.
- If a Pronoun is specified, this is visible to all other employees within Workday. All other fields are visible only to those with a business need to view them.



**3.** When finished, click [ Submit ].