Maintaining Contact Information

Workday is the system of record for all Willamette staff and faculty (excluding only students and student employees). You have the ability to maintain your personal information at any time.

Here are a few things you can change using the Personal Information worklet:

- Address
- Phone number
- Emergency contacts
- Legal name
- Preferred name

The process is pretty straight-forward in most cases. First, select the area you want to change:

Change

- Contact Information
- Personal Information
- Emergency Contacts
- Legal Name
- Preferred Name

Second, look for an edit icon, which will allow you to make changes to the information you see.

Edit  OR  Edit
Third, make your adjustments as needed and hit the green “Submit” button to retain them. Most changes will go through immediately and will not require an approval.

One exception: Legal name changes will require a document attachment, ideally a copy of your new social security card that reflects your new name, for verification by the Human Resources department.

Here is an example of how to fill in your phone number under the Contact Information section: