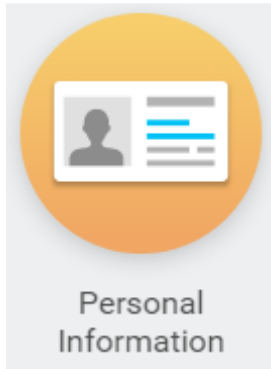


Maintaining Contact Information

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.

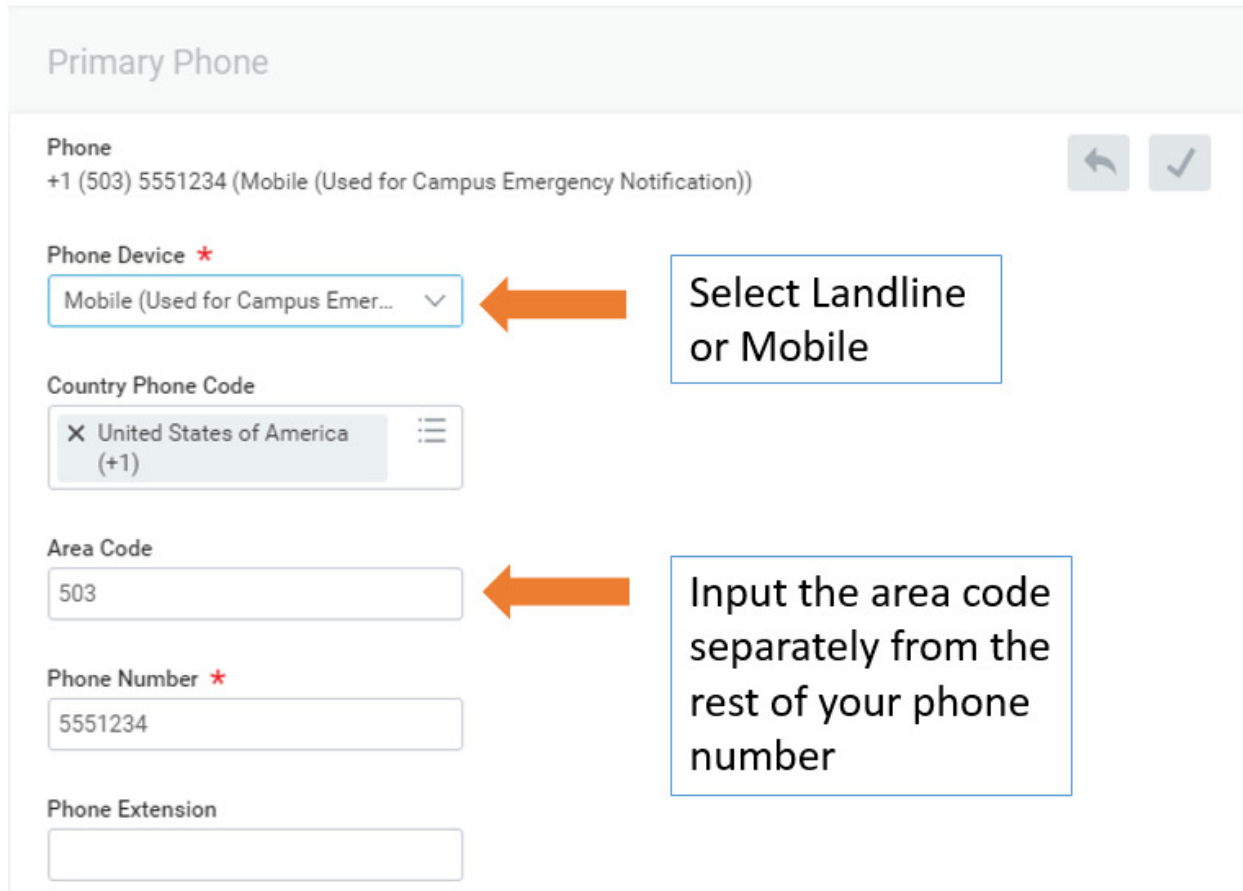


Maintaining Contact Information

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:



The screenshot shows the 'Primary Phone' form in Workday. The form includes the following fields and annotations:

- Phone:** +1 (503) 5551234 (Mobile (Used for Campus Emergency Notification))
- Phone Device:** A dropdown menu currently set to 'Mobile (Used for Campus Emer...'. An orange arrow points to this dropdown from a blue box containing the text 'Select Landline or Mobile'.
- Country Phone Code:** A dropdown menu currently set to 'United States of America (+1)'. An 'X' icon is visible on the left side of the dropdown.
- Area Code:** A text input field containing '503'. An orange arrow points to this field from a blue box containing the text 'Input the area code separately from the rest of your phone number'.
- Phone Number:** A text input field containing '5551234'.
- Phone Extension:** An empty text input field.