

## Workday: Update Personal Information

### Document Information

Department: Office of Human Resources | HR Training Template No.:

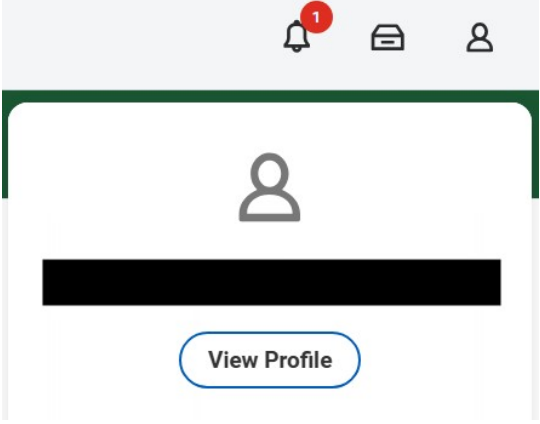
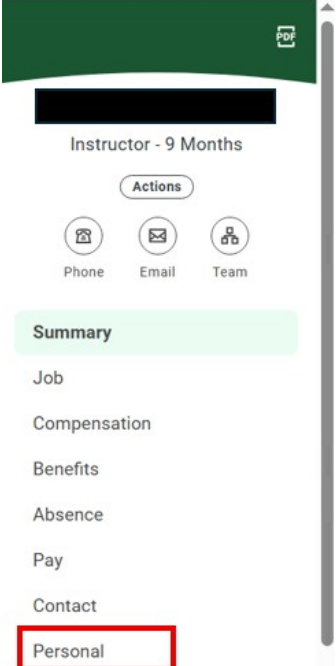
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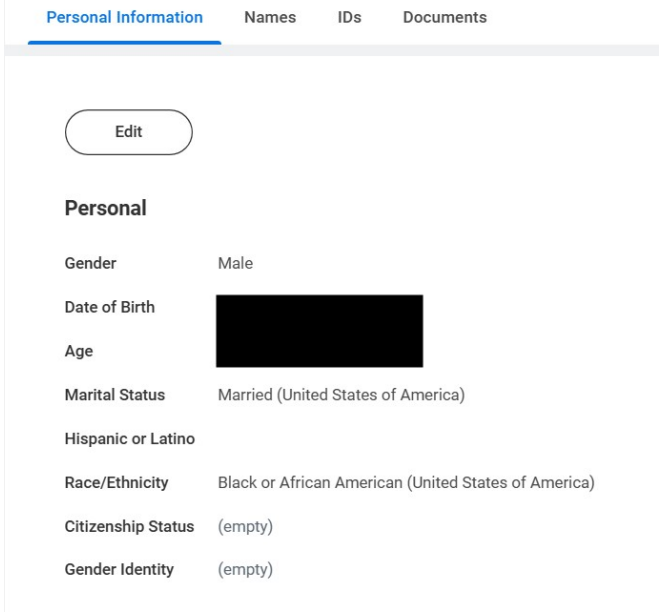
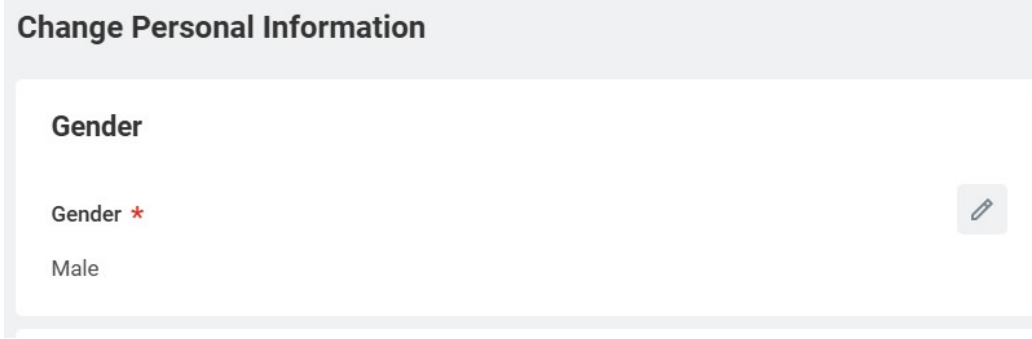
Subject: Update Personal Information

Purpose: This guide will show users how to change personal, contact information, and emergency contacts.

Related References:

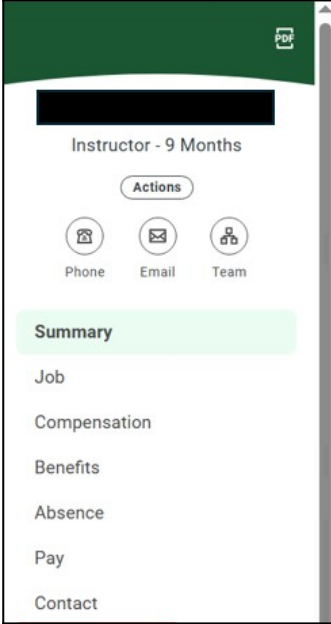
### Personal Information

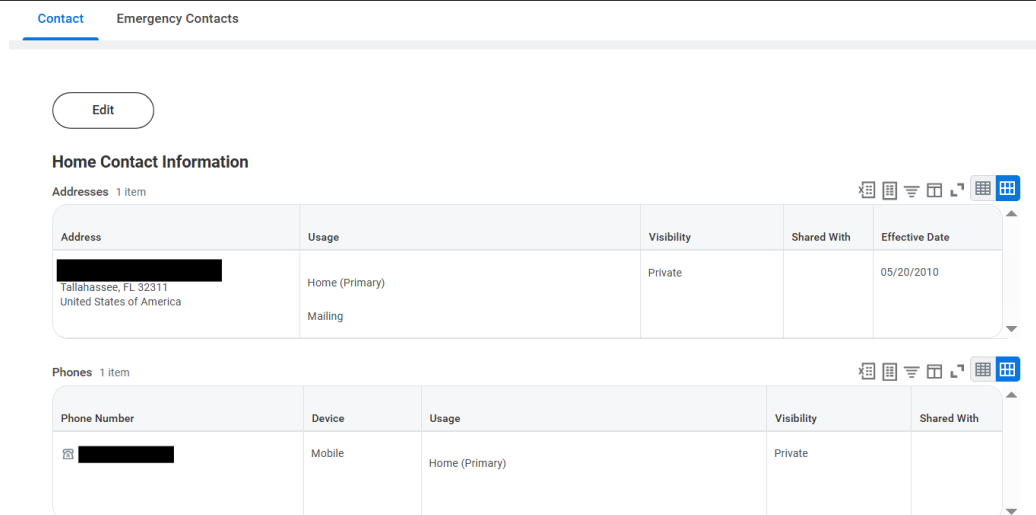
| Step | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | <p>From the Homepage, navigate to your <b>Profile</b>. Select <b>View Profile</b>.</p>  A screenshot of the Workday homepage. At the top, there is a navigation bar with a bell icon (with a red '1' badge), a calendar icon, and a user profile icon. Below the navigation bar is a large white card with a green border. Inside the card is a grey person icon, a black rectangular redaction box, and a blue-outlined button labeled 'View Profile'.                          |
| 2.   | <p>Open the <b>Personal</b> tab on the left side of the screen.</p>  A screenshot of the Workday profile page. The left sidebar is visible, showing a list of tabs: Summary (highlighted in light green), Job, Compensation, Benefits, Absence, Pay, Contact, and Personal (highlighted with a red rectangle). The main content area shows the user's name (redacted), title 'Instructor - 9 Months', and an 'Actions' button. Below these are icons for Phone, Email, and Team. |
| 3.   | <p>Note the various subtabs; <b>Personal Information</b>, <b>Names</b>, <b>IDs</b>, and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Step | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p><b>Documents.</b> Stay on the Personal Information tab and select <b>Edit</b>.</p>                                                                                                                                                                                                                                                                                                                               |
| 4.   | <p>The following Personal Information is editable:</p> <ul style="list-style-type: none"> <li>• Gender</li> <li>• Date of Birth</li> <li>• Marital Status</li> <li>• Race/Ethnicity</li> <li>• Citizenship Status</li> <li>• Gender Identity</li> <li>• Disability</li> <li>• Military Service</li> </ul> <p>You can edit these fields by selecting the <b>Pencil Icon</b>, or simply clicking into the box.</p>  |
| 5.   | <p>Select the checkmark to save. Select <b>Submit</b>.</p> <p>Note that if you do not select the checkmark prior to submitting, the information you populated will still save automatically.</p>                                                                                                                                                                                                                                                                                                      |

| Step | Actions                                                                                                                    |
|------|----------------------------------------------------------------------------------------------------------------------------|
|      |                                           |
| 6.   | Personal information may route to HR for approvals depending on the information that was updated (i.e. legal name change). |

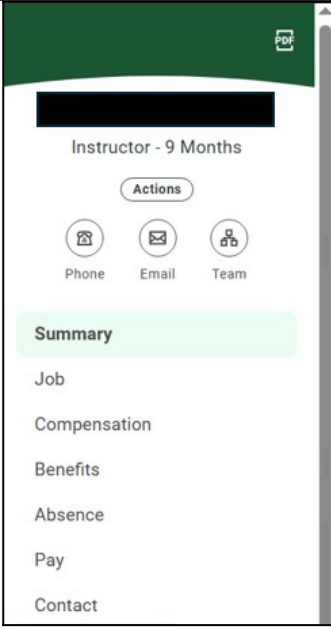
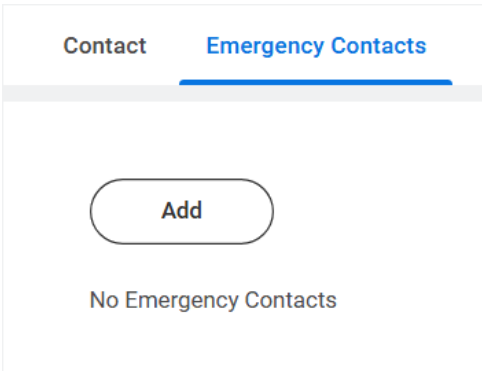
### Contact Information

| Step | Actions                                                                                                                                               |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | From the Homepage, navigate to your <b>Profile</b> . Select <b>View Profile</b> .                                                                     |
| 2.   | <p>Open the <b>Contact</b> tab on the left side of the screen.</p>  |
| 3.   | Note the various subtabs; <b>Contact</b> and <b>Emergency Contacts</b> Stay on the Contact Information tab and select <b>Edit</b> .                   |

| Step | Actions                                                                                                                                                                                                                                                                                                        |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                                                                                                                                                                                                                              |
| 4.   | <p>The following Contact Information is editable:</p> <ul style="list-style-type: none"> <li>• Address</li> <li>• Phone</li> <li>• Email</li> <li>• Instant Messenger</li> <li>• Web Address</li> </ul> <p>You can edit these fields by selecting the <b>Pencil Icon</b>, or simply clicking into the box.</p> |
| 5.   | Select <b>Submit</b> .                                                                                                                                                                                                                                                                                         |
| 6.   | Contact information may route to HR for approvals if your address has been updated depending on tax requirements.                                                                                                                                                                                              |

### *Emergency Contacts*

| Step | Actions                                                                           |
|------|-----------------------------------------------------------------------------------|
| 1.   | From the Homepage, navigate to your <b>Profile</b> . Select <b>View Profile</b> . |
| 2.   | Open the <b>Contact</b> tab on the left side of the screen.                       |

| Step | Actions                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |                                                                                                                                                                                                                                                                                                                                        |
| 3.   | <p>Note the various subtabs; <b>Contact</b> and <b>Emergency Contacts</b>. Select the <b>Emergency Contacts</b> tab and select <b>Add</b> or <b>Edit</b>.</p> <p>Note that you will see Add if you have not yet entered an Emergency Contact. If you already have an Emergency Contact and need to add more, you will see Edit.</p>  |
| 4.   | <p>The following Contact Information is required:</p> <ul style="list-style-type: none"> <li>• Legal Name</li> <li>• Relationship</li> <li>• Phone Number</li> </ul> <p>You can edit these fields by selecting the <b>Pencil Icon</b>, or simply clicking into the box.</p>                                                                                                                                             |
| 5.   | Select <b>Submit</b> .                                                                                                                                                                                                                                                                                                                                                                                                  |

| Step | Actions                                               |
|------|-------------------------------------------------------|
|      |                                                       |
| 6.   | You have successfully updated your emergency contact. |

Please contact [workday@famu.edu](mailto:workday@famu.edu) with additional questions.