Updating Personal Profile Information

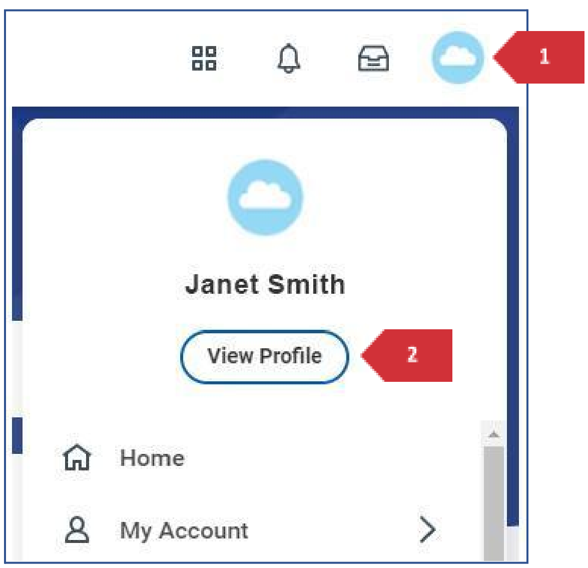
In Workday

Updating Contact Information

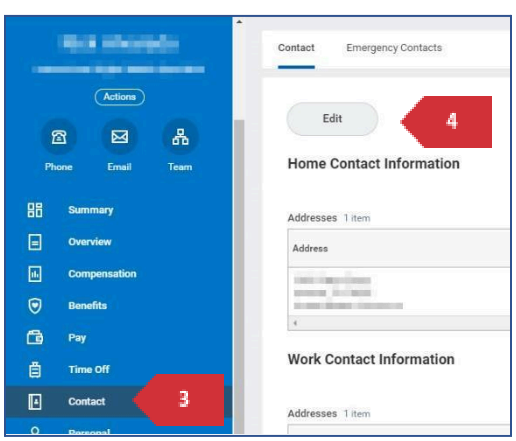
Contact information includes personal information like your primary and alternate email addresses, home and work addresses. This will only change the contact information for TSTC.   Employees will still need to contact ERS and TRS/ORP to change their contact information with those systems.

1. Click on the Profile icon/photo on your Homepage.

2. In the pop-up that appears, click View Profile.



3. Click **Contact** from the menu on the left. You may have to click the **More (#)** link or scroll to see more hidden options.

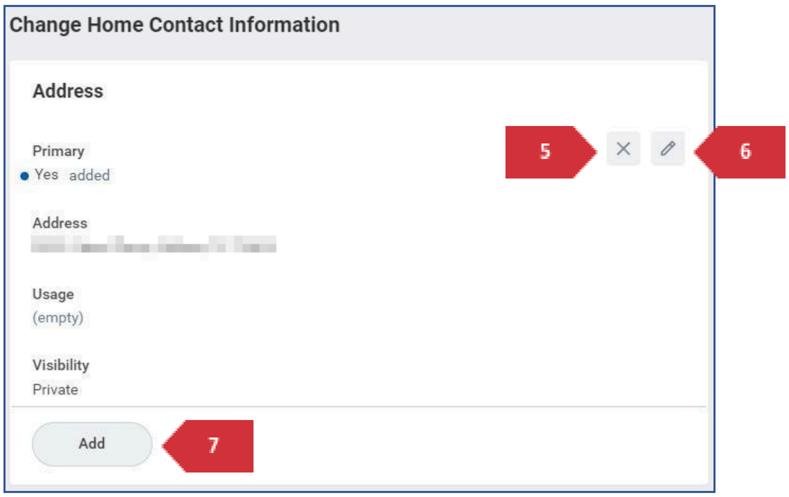


4. Click the **Edit** button to edit your contact information.

5. Click the **X** to delete existing information.

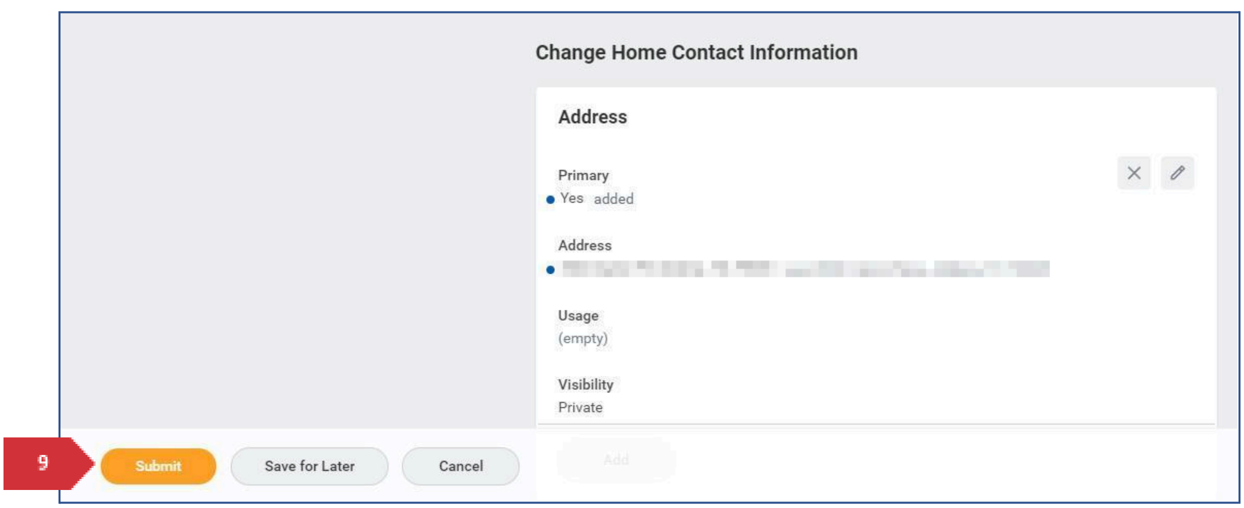
6. Click the **Edit** icon to change existing information.

   A. Click the **Checkmark** icon to save your changes.



7. Click Add to create an additional address if needed.

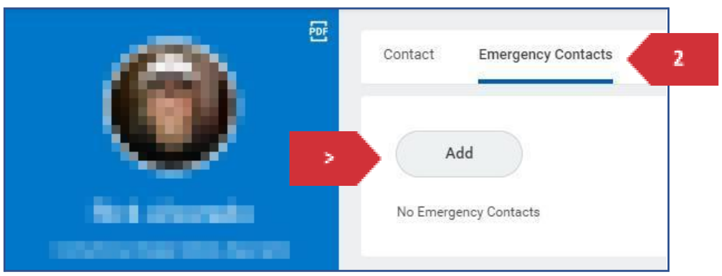
8. After you have updated your contact information, at the bottom of your screen you can submit your changes, Save for Later to continue working on the edits at another time, or Cancel to clear any changes you've made.



Adding Or Changing Emergency Contacts

The Emergency Contacts tab captures information about people who should be contacted in case of an emergency. You can add one primary emergency contact and multiple additional emergency contacts. The emergency contact information includes primary and additional contact information such as their phone numbers and email addresses. Additionally, it includes details of their relationship with you and details of their preferred language for communications.

1. Navigate to the Contact section as you did in the Updating My Contact Information section.
2. Click the **Emergency Contacts** tab. Click **Add (or Edit)** to create or update an emergency contact.

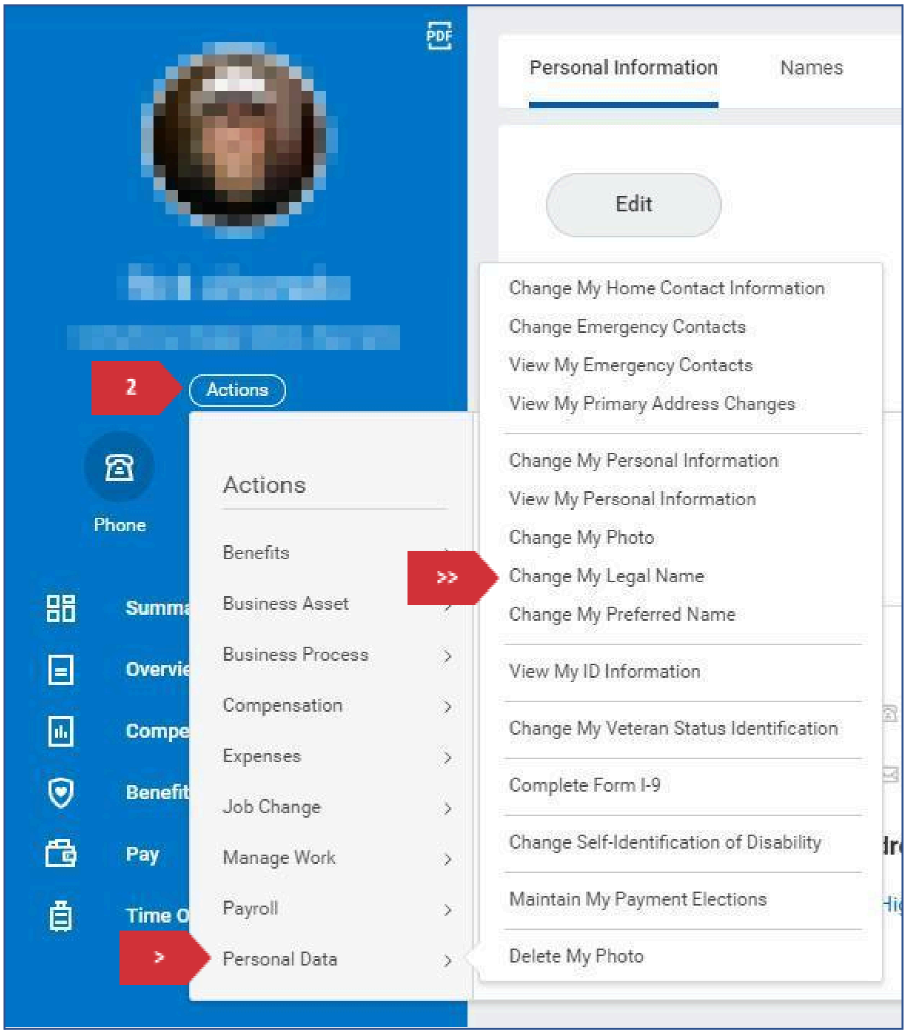


3. Click **Submit** to submit changes.

Changing Your Legal Name

Legal name is your name as listed with the Social Security Administration. If required, you can change your legal name in Workday.

1. Navigate to your profile.
2. Click **Actions** > **Personal Data** >> **Change My Legal Name**. Enter your new information.



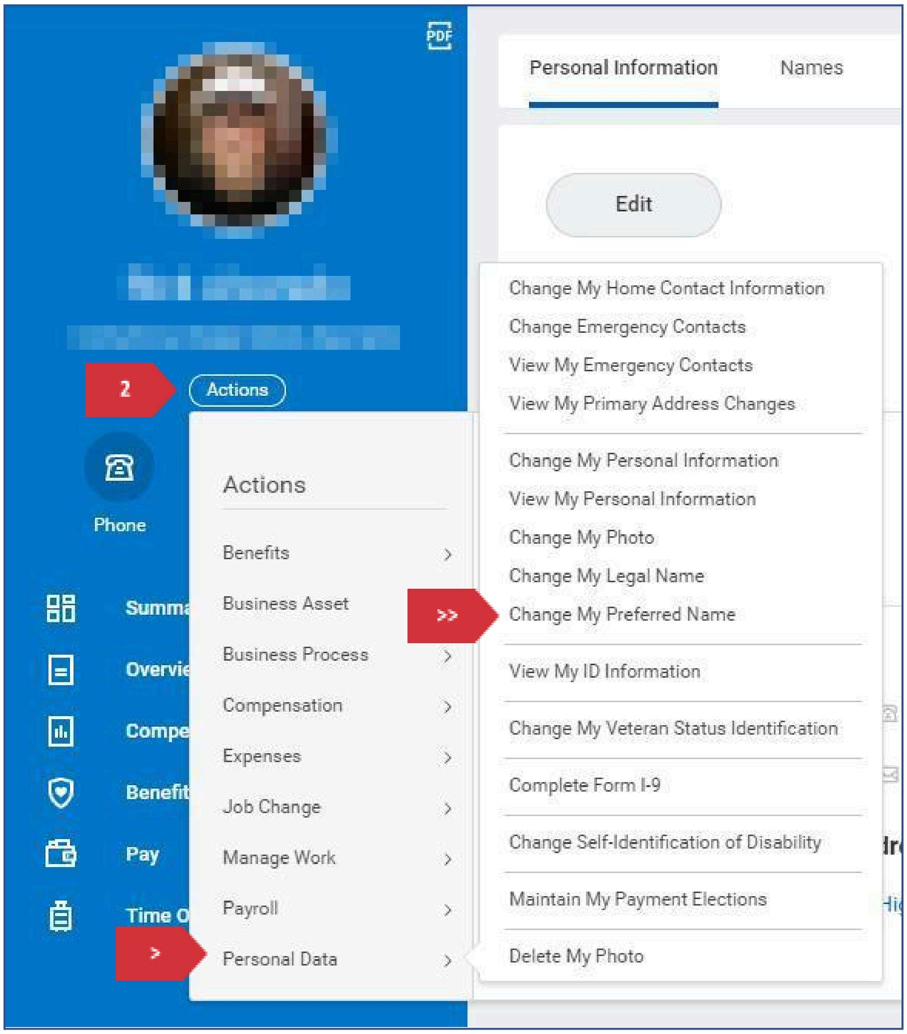
3. Click **Submit.**

   You are required to attach additional documentation/proof during submission. A copy of your updated Social Security Card is required for legal name changes. Once approved by HR, the change(s) will be visible in Workday.

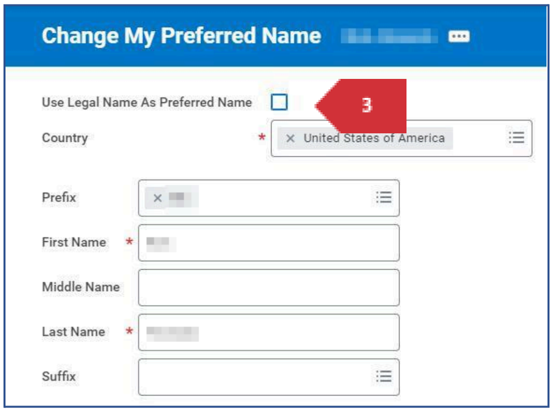
Changing Your Preferred Name

Preferred name is a name that is preferred rather than the legal name listed.

1. Navigate to the Profile section as you did in the Updating My Contact Information section.
2. Click **Actions** > **Personal Data** >> **Change My Preferred Name**.



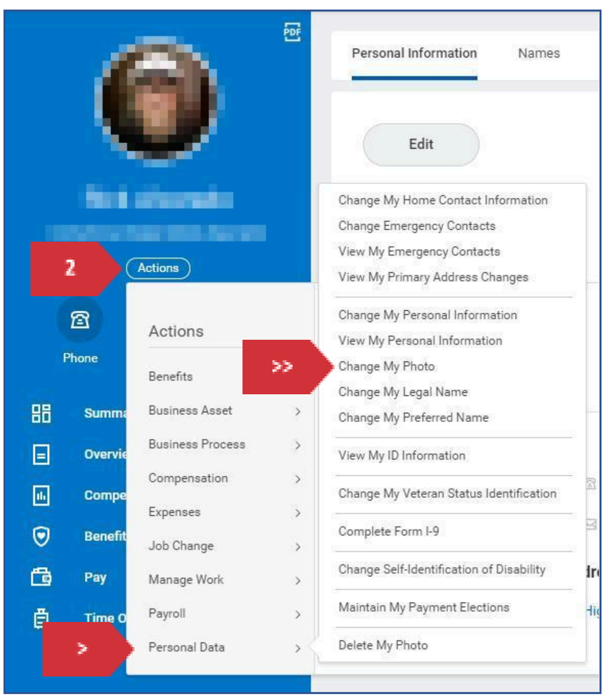
3. Deselect the **Use Legal Name as Preferred Name** checkbox and enter the preferred name information. Click **Submit**.



CHANGING YOUR PROFILE PHOTO

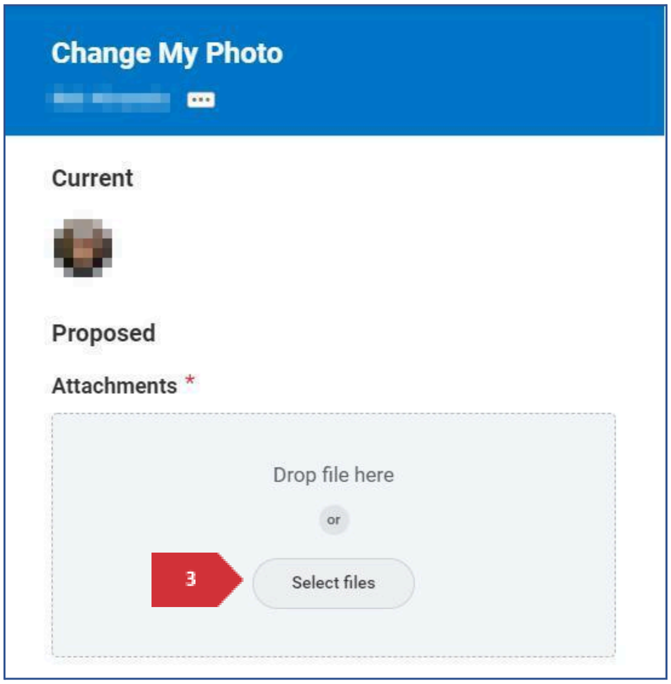
Your profile photo is the image that is visible on your Workday profile. This photo will be visible to you and all other team members in Workday.

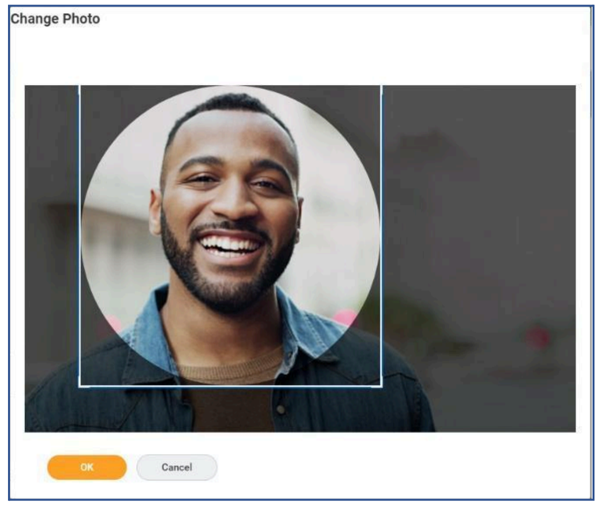
1. Navigate to your Profile.
2. Click Actions > Personal Data >> Change My Photo.



3. Click **Select Files** to locate, upload, and crop your image, or drag and drop your image directly into the Attachments section. Crop and adjust the image by dragging the corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your profile. Click **OK**.

4. Click **Submit** to submit your photo. Once submitted, the request to the HR team for approval. The photo change takes effect upon approval.





Here are some photo guidelines that you can follow for best image results.

- Use recent photos which are preferably professional headshots. Your record in Workday is your professional profile.
- Maximum file size should not exceed 1 MB.
- An image with 200 X 200 pixels produces good results.
- Use a square image as images typically display as circles within Workday, images in any other shape might not properly fit or display.
- Workday supports JPG, PNG and GIF images, although PNG and JPG images produce the best results in terms of quality.
- A transparent background is optimal; however, a solid white background also produces good results.