



Introduction: Employees have the ability to update and change both their personal and work contact information at any time. Take the steps below to modify this information.

Change Home Contact Information

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 **Contact Information**.

2. Select the area you want to change and click the pencil button to modify information previously entered, the Add button to add new information, and the X button to delete information.

- 3.

