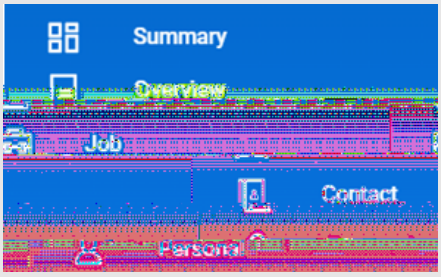
Changing Work Information

Work Phone Number

1.	Click **Contact** from the blue menu on the left.	
2.	Select the button at the top of the page, then scroll down to the Work Contact Information section. Locate the Primary Phone section. Click the **phone number**, or the edit **pencil** icon, to edit the phone number.	
3.	After editing the phone number, click the **Submit** button at the bottom of the screen.	

Work Space Information

1.	To change your work space (building/office), type **Change my work space** into the Workday search bar and select the Change My Work Space task. Use the Work Space menu to select your building and/or office number.
8.	Enter the effective date of the location change, then delete the current work space entry by clicking the X next to the current location. Click **Submit** when done.