

View & Update Personal Information

This guide shows you how to navigate to the Personal section in Workday, view your details, and make updates when needed. Whether you need to check your information, update a phone number, or change your address, this job aid takes you through it step by step.

Who is this for: All Employees

Time to complete: 5 to 10 minutes

Before You Start

- You are using a web browser (e.g., Chrome, Edge, Safari)
- Keep any supporting documents ready if you plan to make a legal name change (e.g., marriage certificate, court order)

After You Submit a Change

- Some changes take effect immediately (e.g., phone number, email, preferred name, photo)
- Some changes require HR review and approval before they are updated (e.g., legal name change)
- You will receive a Workday notification when your change is approved or if further action is needed
- Address changes may impact your benefits eligibility

Navigating to Personal Information

You can get to the Personal section in three ways. All three take you to the same place.

Method A: Using Your Profile Icon

Method B: Using the Homepage App

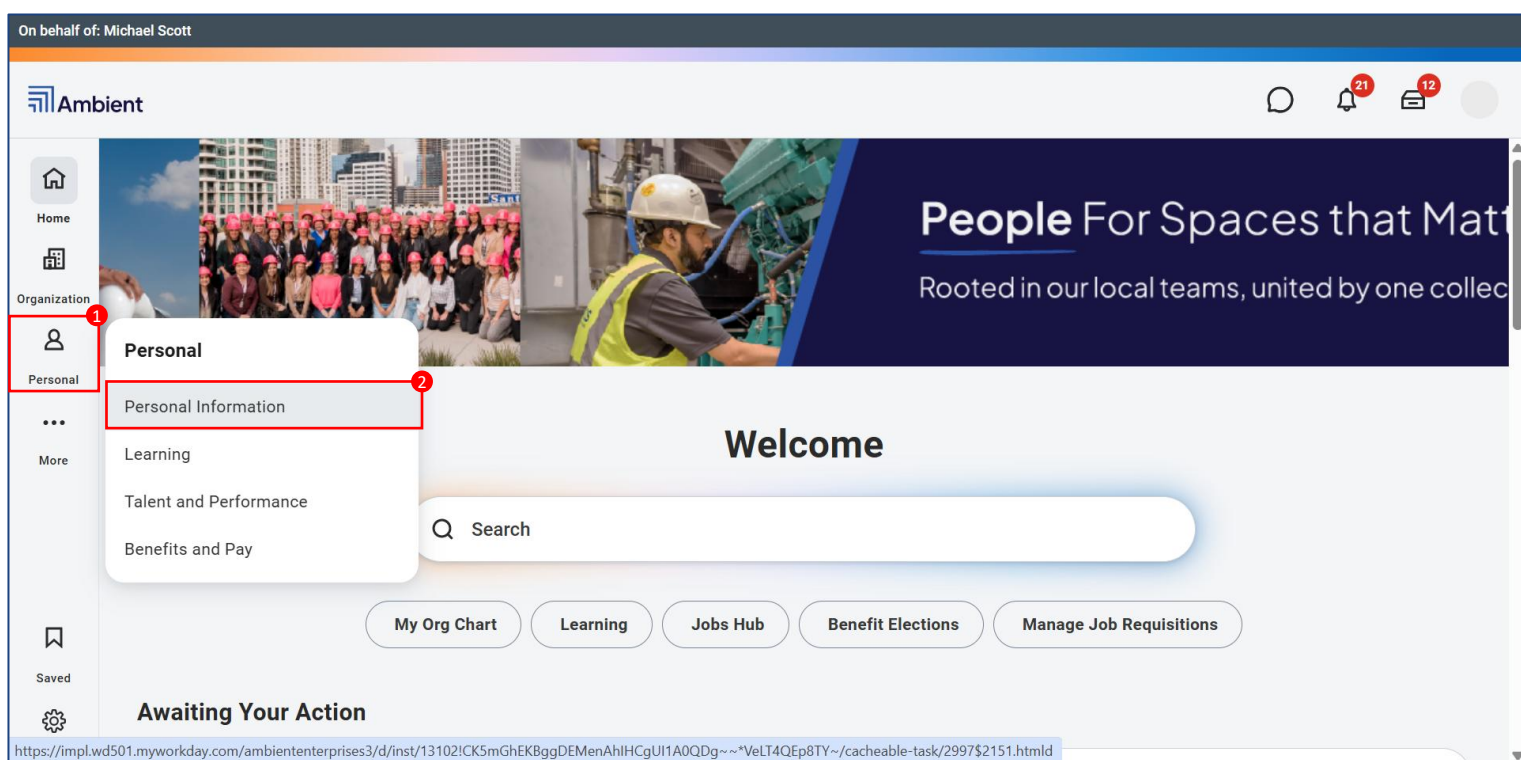
Method C: Using the Search Bar

Navigating to Personal Information

STEP 1:

From the Workday Homepage:

1. Click on the **Personal Icon** in the left-hand side column of the screen
2. Select **Personal Information** from the dropdown to go directly to the page

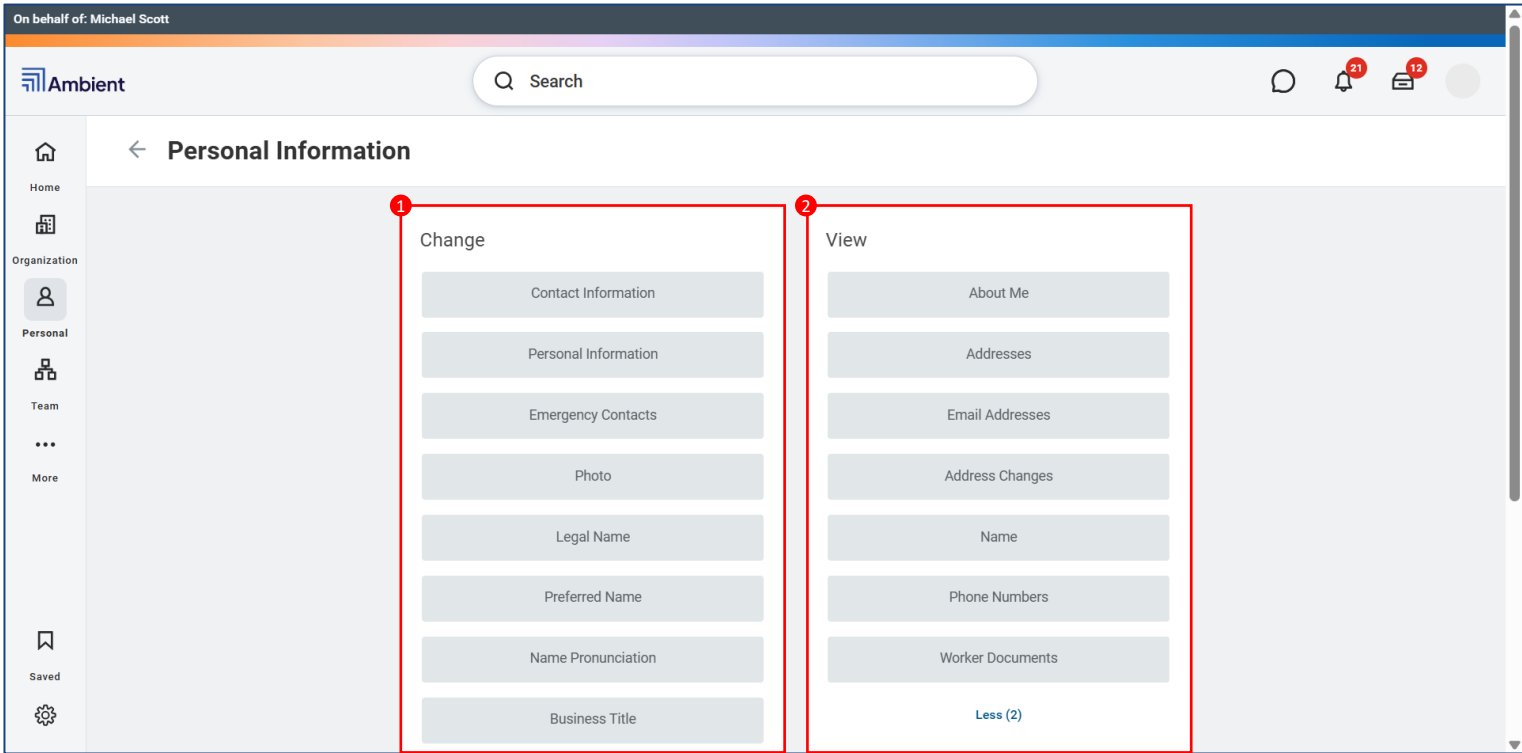


Navigating to Personal Information

STEP 2:

You are now on the Personal Information page. You will see two sections:

- 1. **Change:** Contact Information, Personal Information, Emergency Contacts, Photo, Legal Name, Preferred Name, Name Pronunciation, Social Networks
- 2. **View:** About Me, Addresses, Email Addresses, Address Changes, Name, Phone Numbers, Worker Documents



View Your Personal Information

STEP 3:

The Personal Information page gives you a quick view of your key details. On the right side of the page under **View**, you can access the following:

1. **About Me:** Your job title, manager, location, and worker profile summary
2. **Addresses:** Your current home and mailing addresses on file
3. **Email Addresses:** Your work and personal email addresses
4. **Name:** Your legal name and preferred name as recorded in the system
5. **Phone Numbers:** Your home, mobile, and work phone numbers
6. **Worker Documents:** View and access documents stored in your employee record, such as offer letters, policy acknowledgements, and any other HR-related files

Click on any of the items above to expand and view the full details. These are view-only and do not require any action from you.

Change	View
Contact Information	About Me
Personal Information	Addresses
Emergency Contacts	Email Addresses
Photo	Address Changes
Legal Name	Name
Preferred Name	Phone Numbers
Name Pronunciation	Worker Documents
Business Title	Less (2)

Note: If any of your information looks incorrect or outdated, you can update it using the Change options on the left side of the page. See the next section for how to make changes.

Update Your Personal Information

On the left side of the Personal Information page under Change, you can update your details. Below is an example of how to update your contact information. Example: Updating Contact Information

STEP 4:

On the Personal Information page, click **Contact Information** under the Change section on the left side.

Change

Contact Information

Personal Information

Emergency Contacts

Photo

Legal Name

Preferred Name

Name Pronunciation

Business Title

View

About Me

Addresses

Email Addresses

Address Changes

Name

Phone Numbers

Worker Documents

Less (2)

Update Your Personal Information

STEP 5:

The Contact Information form will open:

Review your current phone numbers, email addresses, Work Contact Information and home address and Click the **Edit** icon to make the changes

My Contact Information

Michael Scott

...

✕

PDF

🔖

Edit

Home Contact Information

Addresses 1 item

✕

📄

🔍

📅

🔍

📄

🔍

Address	Usage	Visibility	Shared With	Effective Date
1234 Maple Street Unit 4A Philadelphia, PA 19103 United States of America	Home (Primary)	Private	ABC XYZ	07/22/2026

📄

📄

🔍

📅

🔍

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🔍

Phones 1 item

✕

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🔍

Phone Number	Device	Usage	Visibility	Shared With
📞 +1 (201) 5550163	Mobile	Home (Primary)	Private	ABC XYZ

📄

📄

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Email Addresses 1 item

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Update Your Personal Information

STEP 6:

In the **Change My Contact Information** page enter your updated information in the relevant field:

- 1. Click the **Edit** icon (pencil) next to the field you want to update the details; For address changes, include the full address with city, state, and zip code
- 2. Add attachments if needed to support the change

Review your changes and click **Submit**

Change Home Contact Information

Address

Primary

Yes

×

1

✎

Address

1234 Maple Street, Unit 4A, Philadelphia, PA 19103

Usage

(empty)

Visibility

Private

Add

Phone

Primary

Yes

×

✎

Phone

+1 (201) 5550163 (Mobile)

Visibility

Private

Add

Email

Primary

Yes

×

✎

Email Address *

scottstots@aol.com

Visibility

Private

Add

 Ambient

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References

Key Things to Know

- Keep your personal information up to date to ensure accurate benefits, and communications
- Address changes may impact your benefits eligibility. Payroll team may follow up if needed
- Legal name changes require supporting documents (e.g., marriage certificate, court order) and HR approval before they take effect
- Your preferred name will appear across Workday (e.g., in the directory and emails) while your legal name stays on official documents
- Most changes like phone number, email, preferred name, and photo take effect immediately. Legal name and some address changes may take 1 to 5 business days
- All changes are tracked in Workday with an audit trail including the change reason, effective date, and timestamp

If A Change Isn't Showing Up

A change you made may not appear right away. This is usually a display issue, not a lost update. Before contacting support, try:

- Refreshing the page
- Logging out and logging back in
- Clearing your browser cache, cookies, and history

These steps fix most display glitches.

If you have questions or need support, here is how to get help

Support Channel	Details
Email Id	workdaysupport@ambient-enterprises.com

Tip: Bookmark the Digital Resource Repository for quick access to all Workday job aids, recorded demos, and FAQs.