

This quick reference guide (QRG) details how to change your home contact information in Workday.

To change your home contact information, complete the following steps.

CHANGE MY CONTACT INFORMATION

From the Workday Home page:



1. Type and select 'Change My Home Contact Information' in the search bar.
2. Click the pencil icon to edit existing contact information or click the **Add** button to enter a new contact method.
3. Edit or enter your contact information.
4. Click the **Check Mark** to save your entry.
5. Click **Submit**.



Note: Previously saved contact information can be deleted by clicking the X icon.

Change Home Contact Information

Address

Address  

New Address

Effective Date

01/04/2024 