



HOME

KNOWLEDGE BASE

HR TOOLS ▾

MANAGER TOOLS ▾

▼ Knowledge Base

- 2020 Benefits Open Enrollment
- ▶ Academic
- ▶ Benefits
- ▶ Compensation & Classification
- ▶ Employee & Family Resources
- Employment Verifications
- ▶ HR Systems/Technology
- ▶ Leaving/Retiring Penn State
- ▶ Miscellaneous
- ▶ Payroll
- Performance Management
- ▶ Recruiting/Hiring/Transferring
- ▶ Talent Management/Workplace
- ▶ Time Off/Leaves of Absence
- ▶ Time Tracking
- ▶ Workers Compensation/Occupa
- WorkLion Manager Tools
- ▶ Workplace Concerns

Was this what you were looking for?

This article answered my question , search ag

No, submit an inquiry

Updating Personal Information in Workday

How to update your personal information in Workday

Employee self-service enables employees to update key information about themselves such as contact information, emergency contacts, preferred name, legal name, citizenship status, gender, ethnicity, etc. Some personal information updates may require supporting documentation and/or approval by HR Shared Services.

Purpose Of Manage Personal Information

This task is used by an Employee to manage and update personal information. The Employee or other roles within HR Shared Services can initiate this process.

Change Personal Information

1. Log into Workday using your credentials. You will land on your **Homepage**.
2. From your Homepage, click on the **Personal Information** Worklet.
3. Under the Change section, click the **Personal Information** button.
4. Edit the sections as needed by clicking on the **Pencil** icon. Sections that can be updated are:
 - Gender
 - Date of Birth
 - Marital Status
 - Race / Ethnicity
 - Citizenship Status
5. Click **Submit**.
6. If changes are made to Citizenship Status, Gender, or Date of Birth, there will be a **Review Document Step** requiring the upload of supporting documents. For these processes, there is an approval step by HR Shared Services.
7. Click the **Done** button to finish the request.



PennState

[Directory](#) | [Human Resources](#) | [IT Help Desk](#) | [Payroll](#)
[Privacy and Legal Statements](#) | [Copyright Information](#) |
[Accessibility](#) | [Hotlines](#)

The Pennsylvania State University ©2020