

CHANGING YOUR PERSONAL INFORMATION WORKDAY

Use this to change your Personal Information in Workday.

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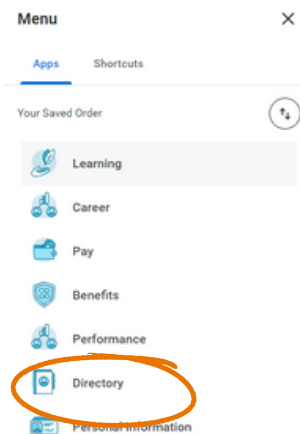
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If you need further assistance, please contact the
[HR Service Center \(HRConnect@bmc.org\)](mailto:HRConnect@bmc.org).

CHANGING YOUR PERSONAL INFORMATION

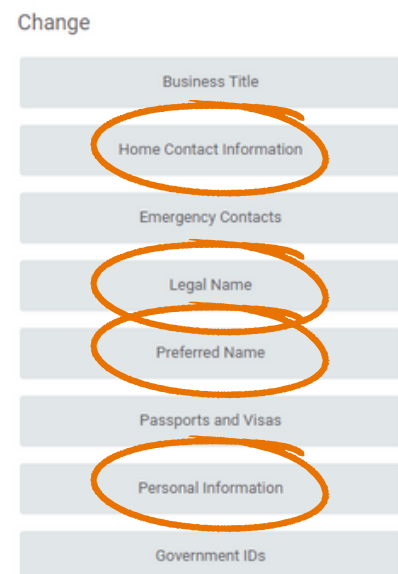
1 Accessing your Personal Information

On the home page of Workday, click the menu on the top left corner and select [Personal Information](#).



Your screen will now show two columns, labeled [Change](#) and [View](#). See below for help navigating the [Change](#) column.

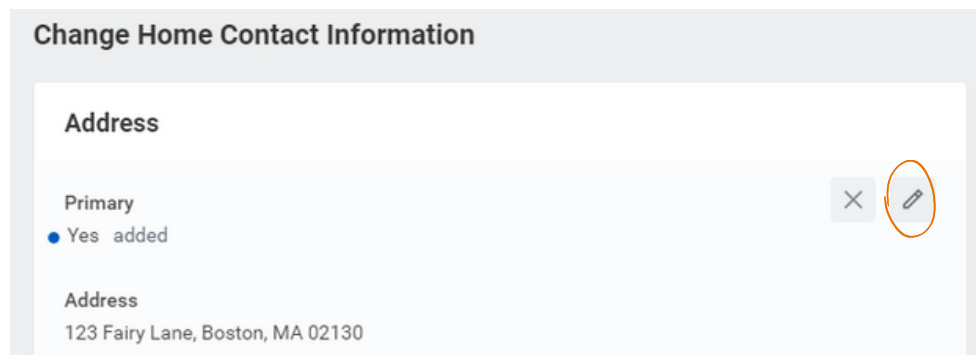
- [Changing your address](#): Select [Home Contact Information](#) and follow the instructions in Step 2.
- [Changing your legal name](#): Select [Legal Name](#) and follow the instructions in Step 3.
- [Changing your preferred name](#): Select [Preferred Name](#) and follow the instructions in Step 4.
- [Changing your Gender, Pronouns, Date of Birth, Marital Status, Race, Citizenship, Disability Status, and Military Service status](#): Select [Personal Information](#) and follow the instructions in Step 3.



CHANGING YOUR PERSONAL INFORMATION

2 Changing your Address

In the [Home Contact Information](#) section, select the pencil icon to edit your [Address](#).



Change Home Contact Information

Address

Primary
● Yes added

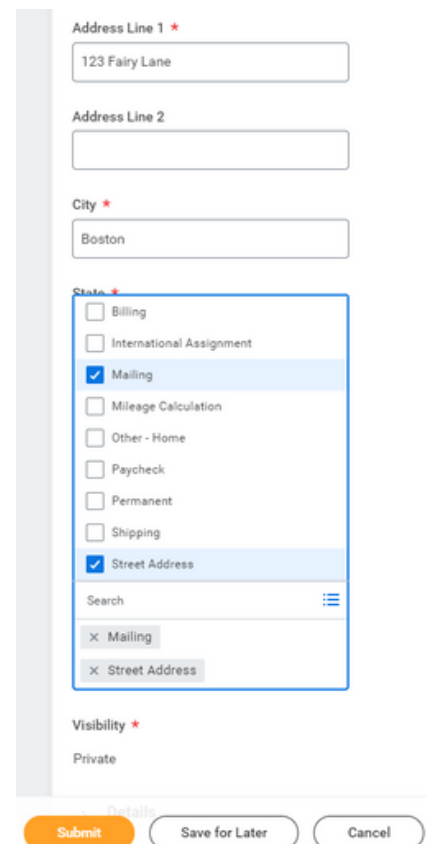
Address
123 Fairy Lane, Boston, MA 02130

Enter the date you will be located at your new address into the [Effective Date](#) box.

Enter your new address into the fields marked with the red stars.

Click the [Usage](#) field to see a list of address types. Select all that apply.

Click the check box icon at the top of the window to finish editing your address and then click [Submit](#).



Address Line 1 *
123 Fairy Lane

Address Line 2

City *
Boston

State *
 Billing
 International Assignment
 Mailing
 Mileage Calculation
 Other - Home
 Paycheck
 Permanent
 Shipping
 Street Address

Search
× Mailing
× Street Address

Visibility *
Private

Submit Save for Later Cancel

CHANGING YOUR PERSONAL INFORMATION

3 Changing your Legal Name

Your legal name on record must match what is listed on any professional license.

In the [Legal Name](#) section, enter the date your name change became legal as the [Effective Date](#). Make sure [United States of America](#) as the [Country](#). Enter your new [First Name](#) and/or [Last Name](#) into the corresponding fields.

A screenshot of a form for changing legal name. The fields are: Effective Date (03/07/2007), Country (United States of America), Prefix, First Name (Jonathan), Middle Name, Last Name (Appleseed), and Suffix. The 'Country' dropdown menu is circled in orange.

In the [Attachments](#) section, click [Select files](#). When you've selected your document, be sure to enter [Legal Name Change](#) as the [Category](#).

A screenshot of the 'Attachments' section showing a 'Drop files here' area with a 'Select files' button.

A screenshot of the 'Attachments' section showing a PDF file 'Legal Name Change.pdf' successfully uploaded. The 'Category' dropdown menu is set to 'Legal Name Change' and is circled in orange. Below the dropdown are 'Upload', 'Submit', 'Save for Later', and 'Cancel' buttons.

Examples of supporting documents: driver's license, passport, court decree of name change, marriage certificate, Judgement of Divorce

Click [Submit](#) to save your changes. HR will review the request and approve it if all information has been correctly entered. Please allow 1-2 business days.

- If your request is not approved, it will be sent back to you in Workday with further instruction.
- Workday will update Kronos & all HR-related vendors, including health insurance companies, within 3 days of approval.

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Updating other accounts after HR has approved your name change:

To update your email address, BMC username, and Skype/Lync for Business names: Call the ITS Service Desk at 617-414-4500

To update the Directory: Send an email requesting the change to DG-Directory-Update@bmc.org

To update your badge: Visit the ID Office, a \$25 processing fee will apply. Your badge will not expire due to your name change.

4 Changing your Preferred Name

To change your display name to reflect a nickname, select the Preferred Name Change button in the Change column from the [Personal Information](#) section. Uncheck the box next to Use Legal Name as Preferred Name at the top of the screen to edit your name and submit.

Change My Preferred Name

Use Legal Name As Preferred Name



Your manager will review and approve the change.

CHANGING YOUR PERSONAL INFORMATION







5 Changing your Personal Information

You can update your Gender, Pronouns, Date of Birth, Marital Status, Race/Ethnicity, Citizen Status, Last Medical Exam, Disability-related information and Military Service Status in the Personal Information section.

Click the pencil icon next to any of these category titles to edit the information.

Click [Submit](#) to save your changes. HR will review your submission and follow up with you if any additional information is required.

The image shows a screenshot of a personal information form. The form is divided into several sections, each with a title and a pencil icon circled in orange. The sections are: Gender, Date of Birth, Marital Status, Race/Ethnicity, Citizenship Status, and Pronoun. Each section has a label and a value in parentheses indicating it is empty. The pencil icons are located to the right of each section title.

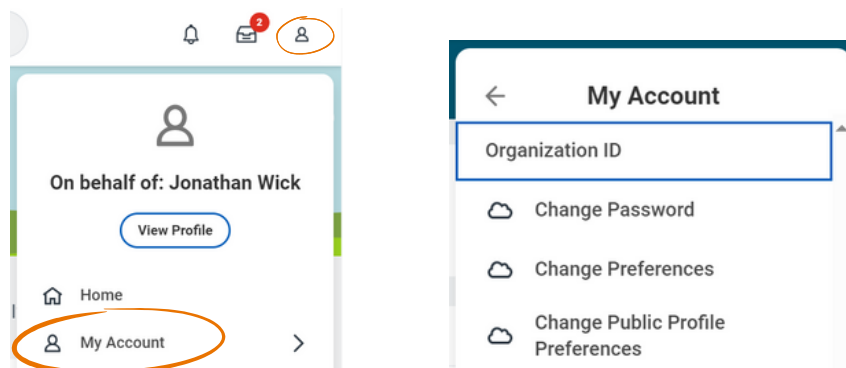
Gender	<input type="text" value="Gender (empty)"/>	
Date of Birth	<input type="text" value="Date of Birth (empty)"/>	
Marital Status	<input type="text" value="Marital Status (empty)"/> <input type="text" value="Marital Status Date (empty)"/>	
Race/Ethnicity	<input type="text" value="Hispanic or Latino"/> <input type="text" value="Race/Ethnicity (empty)"/>	
Citizenship Status	<input type="text" value="Citizenship Status (empty)"/>	
Pronoun	<input type="text" value="Pronoun (empty)"/>	

**Marital Status changes require you to attach supporting documentation. Be sure to select "[Marital Status Change](#)" under attachment category.*

CHANGING YOUR PERSONAL INFORMATION

6 Changing Your Public Profile Preferences

Select the person icon in the top right corner of your Workday home screen. Hover over [My Account](#) menu and select [Change Public Profile Preferences](#).



Selecting your preferences

Select [Show to All](#) to allow your personal pronoun to show up on your [Worker's Profile](#) underneath your name when another worker searches your name in Workday.

Select [Hide from Public](#) to keep your pronouns private only to you, along with any HR professionals who may work with your Workday profile as needed.

