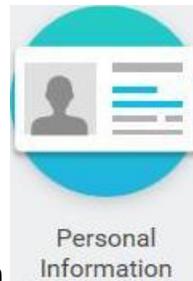


## Update Your Personal Information

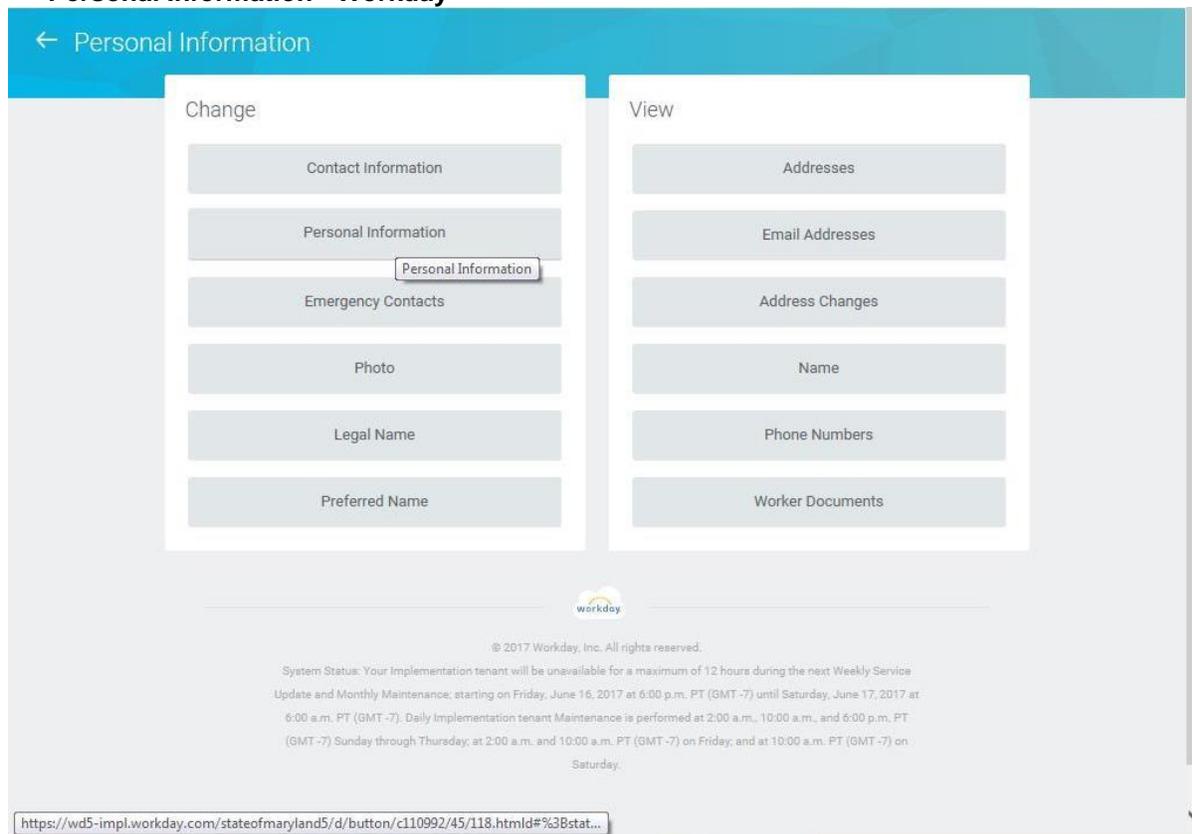
Use this procedure to update your personal information. This includes gender, date of birth, marital status, ethnicity, and citizenship status.

### Procedure:



1. Click the **Personal Information** worklet.

### Personal Information - Workday



2. On the Personal Information page, click the **Personal Information** button.

### Change My Personal Information - Workday

**Employee Self-Service Users:** If you are a State Health Benefits participant, Gender, Date of Birth and Marital Status Changes entered on this page are **NOI** shared with DBM Employee Benefits Division. You **MUST** submit any changes directly to DBM Employee Benefits Division using the Personal Information Change Form found under Health Benefits on the DBM.Maryland.Gov website for State Employees. You will be required to submit legal proof of marital status changes to your Agency HR Office.

#### Change Personal Information

**Gender**

Gender  
Female 

**Date of Birth**

Date of Birth  
05/09/1971 

Age  
46 years, 1 months, 7 days

**Marital Status**

Marital Status  
Divorced (United States of America) 

Marital Status Date

[Edit Marital Status](#)

- On the Change Personal Information page, identify the row which requires an update of information and perform one or more of the actions below:

Task	Procedure
To edit personal information...	Click the <b>Edit</b>  icon in the applicable row and make the changes.
To add personal information...	Click the <b>Add</b>  button in the applicable row and make the changes.

## Change My Personal Information - Workday

### Change Personal Information

<b>Gender</b> Gender Female	
<b>Date of Birth</b> Date of Birth 05/09/1971  Age 46 years, 1 months, 10 days	
<b>Marital Status</b> Marital Status Married (United States of America)	
<b>Race/Ethnicity</b> Hispanic or Latino No	

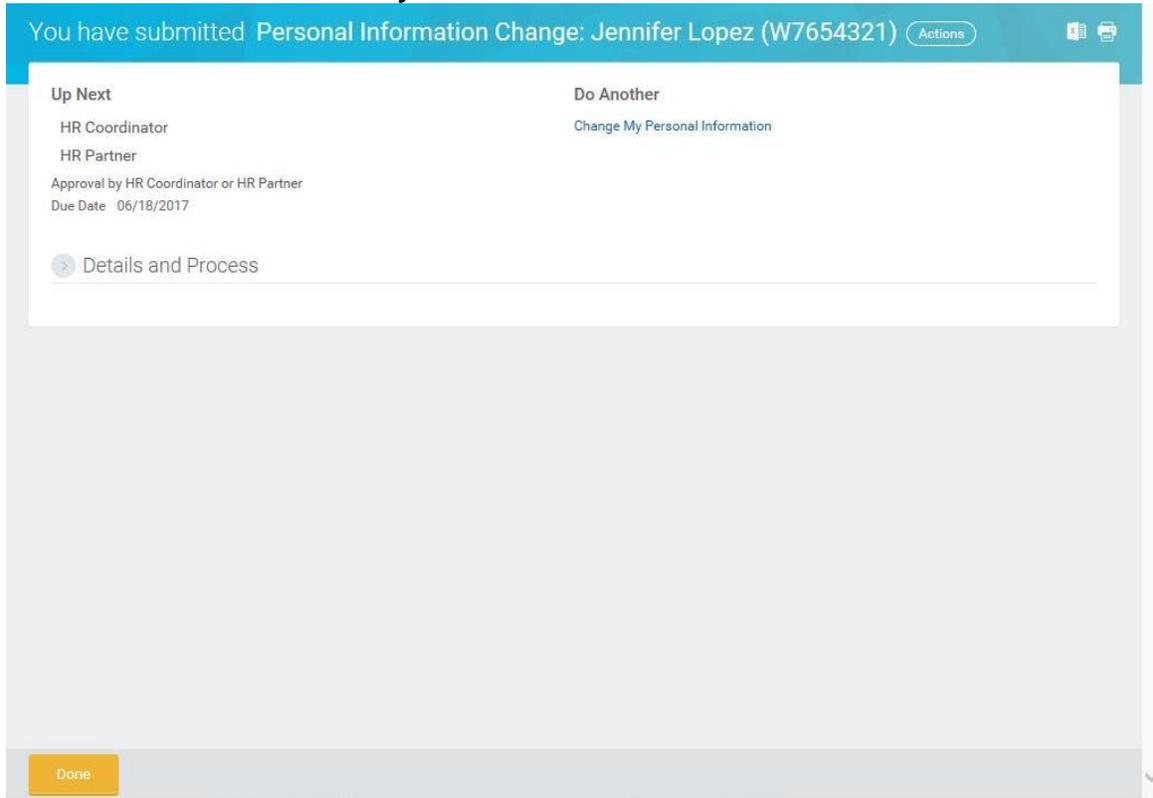
4. Click the **Submit**  button.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click the **Save for Later**  button to save your changes but not submit.
- Click the **Cancel**  button to cancel the process and start at another time.

### You have submitted - Workday

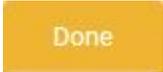


The screenshot shows a notification titled "You have submitted Personal Information Change: Jennifer Lopez (W7654321)". It includes an "Actions" button and icons for a calendar and printer. The notification content is divided into two columns: "Up Next" and "Do Another".

Up Next	Do Another
HR Coordinator	Change My Personal Information
HR Partner	
Approval by HR Coordinator or HR Partner	
Due Date 06/18/2017	

Below the table is a link: > Details and Process

At the bottom left of the notification is a yellow "Done" button.

5. Click the **Done**  button.



Note: The update to your personal information will need to be approved before it takes effect. The change will need to be approved by either your agency's HR Coordinator or HR Partner.

6. The System Task is complete.