



Change Personal Information on Workday HTML Accessible Site

Select Personal Items to Change

From the Home page select Link **Personal Information**.

Select Link **Personal Information** under the heading Change category, this will display:

Change My Personal Information

Employee Self-Service Users: If you are a State Health Benefits participant, Gender, Date of Birth and Marital Status Changes entered on this page will be shared with DBM Employee Benefits Division. You DO NOT need to submit your changes directly to DBM Employee Benefits Division, but you must submit legal proof of marital status changes to your Agency HR Office.

Link **Jane Smith (W2005499)[C]** link **Related Actions for Jane Smith (W2005499)[C]** link **Preview for Jane Smith (W2005499)[C]**

Change Personal Information

Gender link **View Gender**
Date of Birth link **Edit Date of Birth**
Marital Status link **Edit Marital Status**
Race/Ethnicity link **View Race/Ethnicity**
Citizenship Status link **View Citizenship Status**
Disability link **Edit Disability**
Military Service link **View Military Service**
Button **Proceed To Submit Changes**

To edit personal information category select the link, in this example we will select the link **Marital Status**, the will display:

Edit Marital Status Active View (table)
Link **Edit Row for Item 1**
Marital Status (blank)
Marital Status Date (blank)
Button **Done**

Select the link **Edit Row for Item 1**, this will display:

Edit Row for Edit Marital Status Active View page

Marital Status: Button **List Select Marital Status**
Marital Status Date:
Text input **Year:** Text input **Month:** Text input **Day:** button **Validate**
Details
Buttons **OK, Cancel**

Select the button **Marital Status**, this will display:
Select value for Marital Status

Text Input Search Button Search

Marital Statuses
Radio buttons
Divorced (United States of America)
Legally Separated (United States of America)
Married (United States of America)
Single (United States of America)



Unknown (United States of America)

Widowed (United States of America)

Buttons **Add, Cancel**

For this example the radio button **Married** was selected. Once a selection is made, select the button **Add**. This will return to the Edit Row for Edit Marital Status Active View page, and add to the display: Married (United States of America) link **Remove**

Enter the Marital Status Date, for example:

Year: 1999 **Month:** 12 **Day:** 25

You must next select the button **Validate** or you will get a message:

Button **close**

The change you made to the field 'Marital Status Date' requires validation. Please click the 'validate' button.

Button **OK**

Once validation is complete, select the button **OK**, this will display:

Edit Marital Status Active View

Link **Edit Row for Item 1**

Marital Status Married (United States of America) link **Related Actions for Married (United States of America)**

Marital Status Date 12/25/1999

Button **Done**

Select the button **Done**.

Complete Entering Personal Information and Submit

This will return to the Change My Personal Information page.

Complete all the other items with your Personal Information

If there are no other items to edit, select the button **Proceed to Submit Changes**, This will display:

Review This Task

Review This Task

Employee's Photo (Jane Smith (W2005499)[C])

Text input **Comment:** button **Validate**

Buttons **Submit, Save for Later Cancel**

Select the button **Submit**, if you have no comment to add, this will display:

Event saved. Awaiting submission: link **Personal Information Change: Jane Smith (W2005499)[C]** link **Related Actions for Personal Information Change: Jane Smith (W2005499)[C]** link **Preview for Personal Information Change: Jane Smith (W2005499)[C]**

Note: If there are any issues with any information you entered or you missed an item to fill out in any of the Personal Information, the following statement will appear: Your attention is required. (This will contain a level of severity, the problem and a solution. You will also have Next Steps with the button **Revise**.)

If there are no issues, the display will be:

Personal Information Event Completed Page

Success! Event submitted: link **Personal Information Change: Jane Smith (W2005499)[C]** link **Related Actions for Personal Information Change: Jane Smith (W2005499)[C]** link **Preview for Personal Information Change: Jane Smith (W2005499)[C]**

Page was saved successfully

Do Another: link **Change My Personal Information**

Next Steps

Last Updated: 9/9/2015



Title: Change Personal Information on Workday HTML Accessible Site

Functional Area: Self Service

Event:

Approval by HR Coordinator or HR Partner link **Related Actions for Approval by HR Coordinator or HR Partner**

Security Group:

HR Coordinator link **Related Actions for HR Coordinator**

HR Partner link **Related Actions for HR Partner**

Due Date: 09/11/2015

Details and Process

For: link **Jane Smith (W2005499)[C]** link **Related Actions for Jane Smith (W2005499)[C]** link **Preview for Jane Smith (W2005499)[C]**

Overall Process: link **Personal Information Change: Jane Smith (W2005499)[C]** link **Related Actions for Personal Information Change: Jane Smith (W2005499)[C]** link **Preview for Personal Information Change: Jane Smith (W2005499)[C]**

Overall Status: In Progress

Due Date: 09/11/2015

Details

Button **View Details**

Process

Link **Export 'Process History' items to Excel**

Process History (table)

Process: link **Personal Information Change** link **Related Actions for Personal Information Change** link **Preview for Personal Information Change**

Step: Personal Information Change link **Related Actions for Personal Information Change**

Status: Submitted

Completed On: 09/10/2015 08:21:54 AM

Due Date: 09/11/2105

Person: link **Jane Smith (W2005499)[C]** link **Related Actions for Jane Smith (W2005499)[C]** link **Preview for Jane Smith (W2005499)[C]**

Comment: (blank)

Process: link **Personal Information Change** link **Related Actions for Personal Information Change** link **Preview for Personal Information Change**

Step: Approval by HR Coordinator or HR Partner link **Related Actions for Approval by HR Coordinator or HR Partner Awaiting Action**

Status: Awaiting Action

Completed On: (blank)

Due Date: (blank)

Person: link **Alfred Harrow Gibson (W1052740) (HR Coordinator)** link **Related Actions for Alfred Harrow Gibson (W1052740) (HR Coordinator)** link **Preview for Alfred Harrow Gibson (W10512740) (HR Coordinator)**

link **Joli Munson (W2134333) (HR Coordinator)** link **Related Actions for Joli Munson (W2134333) (HR Coordinator)**

link **Preview for Joli Munson (W2134333) (HR Coordinator)**

Remaining Process

Remaining Process 1

Click on the button below to review remaining process details.

Button **Remaining Process**

Button **Done**

Select the button **Done**, this will return you to the Workday Home page.

Return to the Inbox to see status and any actions that may be required.

Updated 9/9/2015