Change Preferred Name on the Workday HTML Accessible Site

Access the Change My Preferred Name Page

From the Home page select link **Personal Information.**
Select link **Preferred Name** under the heading Change, this will display:

Change My Preferred Name: Jane S. Smith (W2005499)[C] link **Preview for Jane S. Smith (W2005499)[C]**

Checkbox **Use Legal Name As Preferred Name** (checked) button **Validate**
Country (required): United States of America
Preferred Name
Prefix: (blank)
First Name (required): Jane
Middle Name: S
Last Name (required): Smith
Suffix:

Review this Task
Employee's Photo (Jane S. Smith (W2005499)[C])
Text Input Comment:
Buttons **Submit, Save for Late**r, **Cancel**

Fill Out the Form to Use A Preferred Name

Uncheck the checkbox **Use Legal Name As Preferred Name**.
Select the Button **Validate.**
When **Use Legal Name As Preferred Name** is unchecked, the fields can be edited.

The **Country** field is pre-filled with United States of America link **Remove United States of America**
If you need to change the **Country**, Select the button **Country**.
A list of all countries will be displayed along with a Search box.
Select your Country with a radio button, for example: **United States of America**

Select Button **Prefix**, screen will display:

Select Value for Select
Text input **Search** button **Search**

All

Radio buttons:
Dr.
Fr.
H.
Miss
Mr.
Mrs.
Ms.
Prof.

In this example radio button **Prof.** was selected.

Select text input **First Name (required)**, enter name, "Janie".
Select text input **Middle Name** (if applicable) text input field, enter name no middle name was entered

Select text input **Last Name**, enter name "Smith".

Select button **Suffix**, this will display:

Select Value for Select
Text Input **Search** Button **Search**

All

Radio buttons:
I
II
III
IV
Jr.
Sr.
V
VI

In this example, Radio Button **Sr.** was selected.

There is a textbox input **Comment** field (not required), if you do enter a **Comment** this text field must use the button **Validate**

Submit the Preferred Name Change

Select button **Submit**. If you select button **Save for Later**, you will see a status display and a new task to complete will be added to your Inbox.

You have submitted: link **Preferred Name Change: Jane S. Smith (W2005499)[C]** link **Related Actions for Preferred Name Change: Jane S. Smith (W2005499)[C]** link **Preview for Preferred Name Change: Jane S. Smith (W2005499)[C]**
Page was saved successfully

Next Steps
Event:
Approval by HR Coordinator link **Related Actions for Approval by HR Coordinator**
Security Group: HR Coordinator link **Related Actions for HR Coordinator**
Do Another: link **Change My Preferred Name**

Details and Process
For: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**
Overall Process: link **Preferred Name Change: Jane S. Smith (W2005499)[C]** link **Related Actions for Preferred Name Change: Jane S. Smith (W2005499)[C]** link **Preview for Preferred Name Change: Jane S. Smith (W2005499)[C]**
Overall Status: In Progress
Due Date: 09/15/2015

Details
Worker: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**
Change From
Country: United States of America link **Related Actions for United States of America**

Prefix: (blank)
First Name (required): Jane
Middle Name: S.

Last Name (required): Smith
Suffix: (blank)

Change To
Country: United States of America Link Related Actions for United States of America

Prefix: Prof. link **Related Actions for Prefx.**
First Name (required): Janie
Middle Name: (blank)
Last Name (required): Smith
Suffix: Sr. link **Related Actions for Sr.**

Process
Button **Sort** button **Export 'Process History' items to Excel**

Process History - 2 items

(row 1)
Process: link **Preferred Name Change** link **Related Actions for Preferred Name Change** link **Preview for Preferred Name Change**
Step: Preferred Name Change link **Related Actions for Preferred Name Change**
Status: Step Completed
Completed On: 09/14/2015 10:53:53 AM
Due Date: 09/15/2015
Person: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**
Comment: (blank)

(row 2)
Link **Preferred Name Change** link **Related Actions for Preferred Name Change** link **Preview for Preferred Name Change**
Step: Approval by HR Coordinator link **Related Actions for Approval by HR Coordinator**
Status: Awaiting Action
Completed On: (blank)
Due Date: (blank)
Person: link **Altbert Garrson (W7777740) (HR Coordinator)** link **Related Actions for Altbert Garrson (W7777740) (HR Coordinator)** link **Preview for Altbert Garrson (W7777740) (HR Coordinator)**
link **Barton Mctagg (W1055555) (HR Coordinator)** link **Related Actions for Mctagg (W1055555) (HR Coordinator)** link **Preview for Mctagg (W1055555) (HR Coordinator)**
Button **Done**

Select button **Done**

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

For this task example, the Inbox would display:

Business Process: link **Preferred Name Change: Jane S. Smith (W2005499)[C]** link **Related Actions for Preferred Name Change: Jane S. Smith (W2005499)[C]** link **Preview for Preferred Name Change: Jane S. Smith (W2005499)[C]**
Status: In Progress
Due Date: 09/15/2015
Initiated On: 09/14/2015 10:53:53 AM
Button **Cancel** (this will delete your request for the preferred name)

Last Updated 9/14/2015