

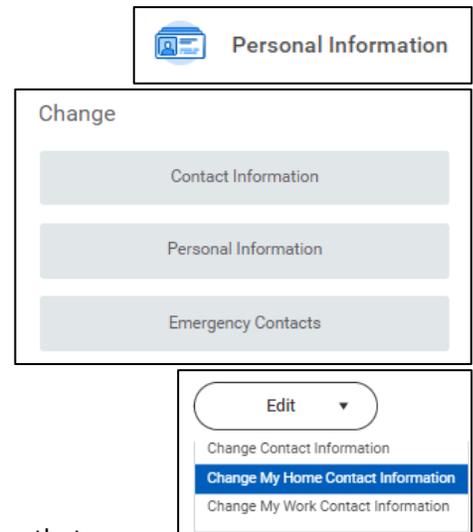
Update Contact Information – Home Address, Phone, Email

Overview

Employees can update their home address through their Workday Profile. This will allow employees to easily keep their current address up to date.

Initiation Process

1. Select the **Personal Information** Application
2. Under the Change column, click **Contact Information**
 - a. You may also select **Addresses** under the View column.
3. Click the **Edit** drop-down button, select **Change My Home Contact Information**
 - a. Click Pencil  icon to update
 - b. Update address, phone, and/or email information
 - i. Make sure you complete all required fields represented by (*)
 - c. Primary = Yes (Should be only one address, can have multiple phones but only one can be primary)
 - d. Visibility = Private for home contact information
 - e. Click check mark when complete
4. Optional – Enter a comment to assist approver with reviewing the change that was made, i.e. *Updated home phone number*
5. Click **Submit** once complete



Approval Business Process

1. Employee As Self – If state taxes apply for the location, employee will be triggered with an Action for State and Local Withholding Elections
2. HR Administrator – Review if employee is remote