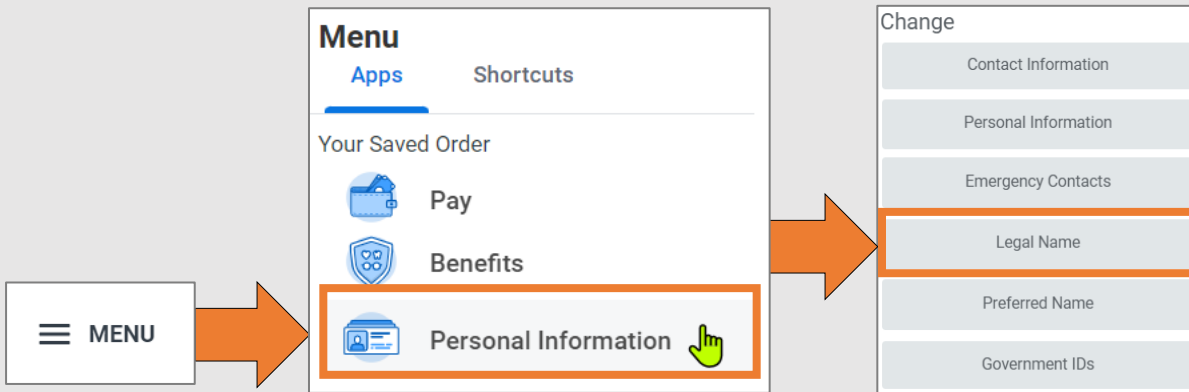


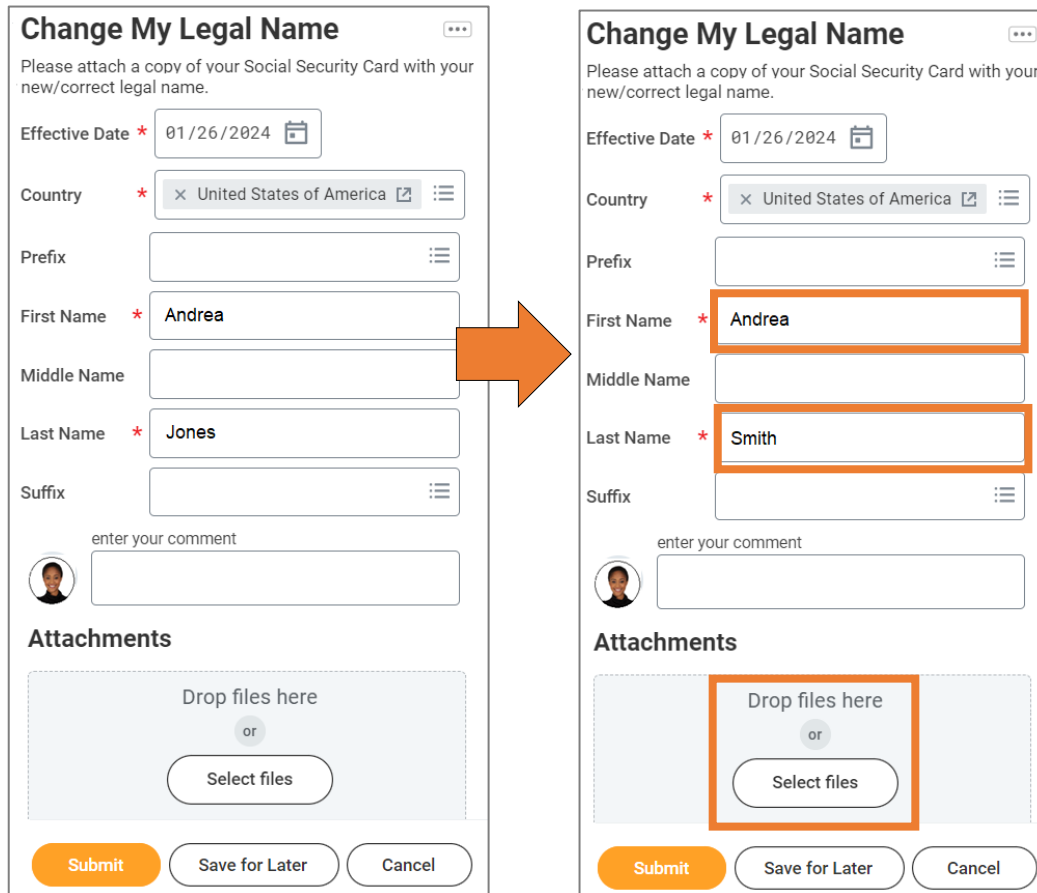
Follow the steps below in order to change your name in Workday. You can change your legal name, and also change the preferred name you wish to have used in Workday separate from needing to change it legally.

Changing Legal Name

1. After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Personal Information**, then click **Legal Name**.



2. The resulting form will contain your current legal name. Modify your first and/or last name to reflect the change. Go to the Attachment section and upload your new social security card as proof of your legal name change.



- Upon uploading documentation, you will be prompted to enter a description of the document. After doing so, click in the Category field and select **Legal Name Change** from the list.

- Click **Submit**. The request will go to Payroll for final approval.

Changing Preferred Name

- After logging into Workday, click **Menu** in the upper left corner of the home page. From the resulting menu, select **Personal Information**, then click **Preferred Name**.

- Click on the blue check box next to Use Legal Name as Preferred Name. Fields will open up for you to change your first and/or last name and also to add a prefix or suffix to your name.

3. Click **Submit**. You will receive a confirmation that the change was successful and your name will now be changed throughout Workday.

5. Your legal name will be preserved within Workday, but not visible unless you go to Personal Information and then Name in the View section.

- View
 - About Me
 - Addresses
 - Email Addresses
 - Address Changes
 - Name**



Name Alex Jones ...

Add

Legal Name 1 item

| Name | |
|-----------------|------|
| Alexander Jones | Edit |

Preferred Name 1 item

| Name | |
|------------|------|
| Alex Jones | Edit |

Name Change History 1 item

| Name Type | Change From | Change To | Effective Date | When Initiated | Status |
|-----------|-------------|------------|----------------|------------------------|------------------------|
| Preferred | | Alex Jones | | 01/26/2024 05:17:33 PM | Successfully Completed |