

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 resulting menu, se	Vorkday, click Menu in the upper left corn lect Personal Information, then click Leg	er of the home page. From the gal Name.
	Menu Apps Shortcuts	Change Contact Information
	Your Saved Order	Personal Information
	Pay	Emergency Contacts
	Benefits	Legal Name
	Rersonal Information	Preferred Name
		Government IDs

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.

	7		
Change My Legal Name		Change N	ly Legal Name
Please attach a copy of your Social Security Card with your new/correct legal name.		Please attach a c new/correct lega	copy of your Social Security Card with your I name.
Effective Date * 01/26/2024		Effective Date *	01/26/2024
Country ★ × United States of America 🗵 📰		Country *	\times United States of America 🖪 🗄
Prefix		Prefix	:=
First Name * Andrea		First Name 🔺	Andrea
Middle Name		Middle Name	
Last Name * Jones		Last Name 🔺	Smith
Suffix		Suffix	
enter your comment		enter yo	ur comment
Attachments		Attachmen	ts
Drop files here or Select files			Drop files here or Select files
Submit Save for Later Cancel		Submit	Save for Later Cancel



to enter a description of the document. gal Name Change from the list. Name change document.pdf Successfully Uploaded!		

Changing Preferred Name

1. After logging into W resulting menu, sel	/orkday, click Menu in the u ect Personal Information,	pper left corner of the home page. From the then click Preferred Name.
	Menu	Change
	Apps Shortcuts	Contact Information
	Your Saved Order	Personal Information
	Pay Pay	Emergency Contacts
	Benefits	Legal Name
		Preferred Name
	Personal Information	Government IDs
 Click on the blue ch for you to change y 	neck box next to Use Legal our first and/or last name ar	Name as Preferred Name. Fields will open up nd also to add a prefix or suffix to your name. Change My Preferred Name Alexander Jones •••• Use Legal Name As Preferred Name
		Country * × United States of America
Change My Preferr	ed Name Alexander Jones …	Prefix 📃
Use Legal Name As Preferred Na	ame 🔽	
Country	* United States of America	First Name * Alex
Prefix (empty)		Middle Name
First Name Alexander		
Last Name Jones		Last Name A Jones
Suffix (empty)		Suffix 🗮
enter your comment		enter your comment

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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.									
		Name Alex Jones •••								
	Add									
	Legal Name 1 item									
	View	Name								
	About Me	Alexander Jones	Edit							
		Preferred Name 1 item				×	≣ ╤ ╦ ┎ ː ▦ ⊞			
	Addresses	Name								
	Email Addresses	Alex Jones	Edit							
	Address Changes	Name Change History 1 item								
		Name Type	Change From	Change To	Effective Date	When Initiated	Status			
	Name	Preferred		Alex Jones		01/26/2024 05:17:33 PM	Successfully Completed			