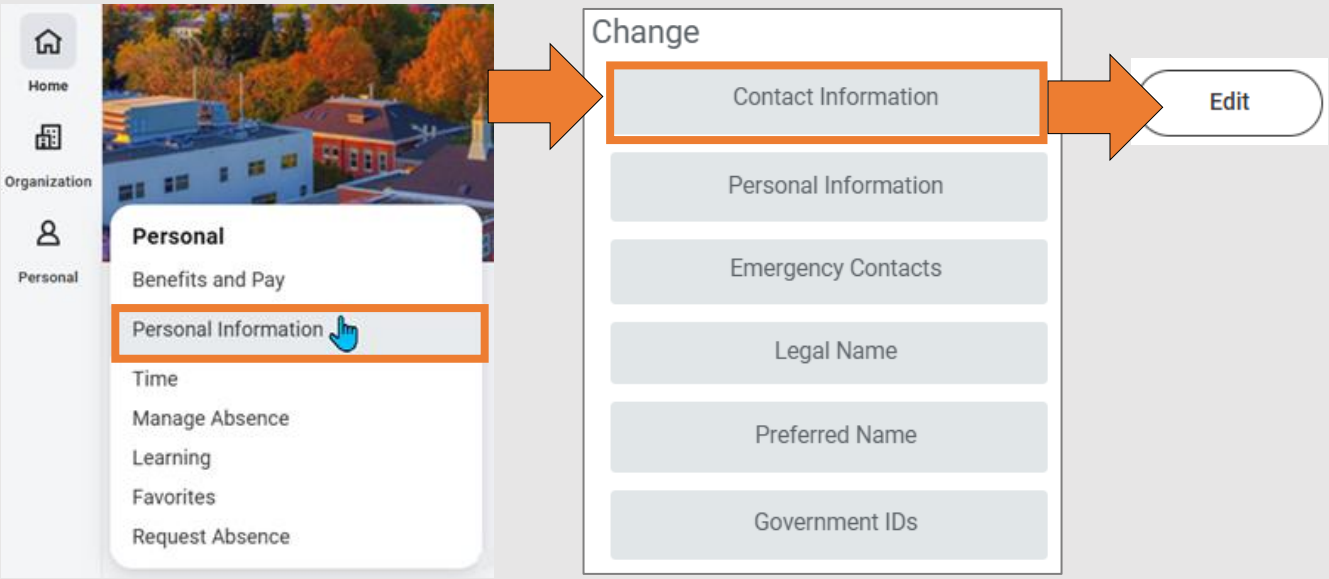
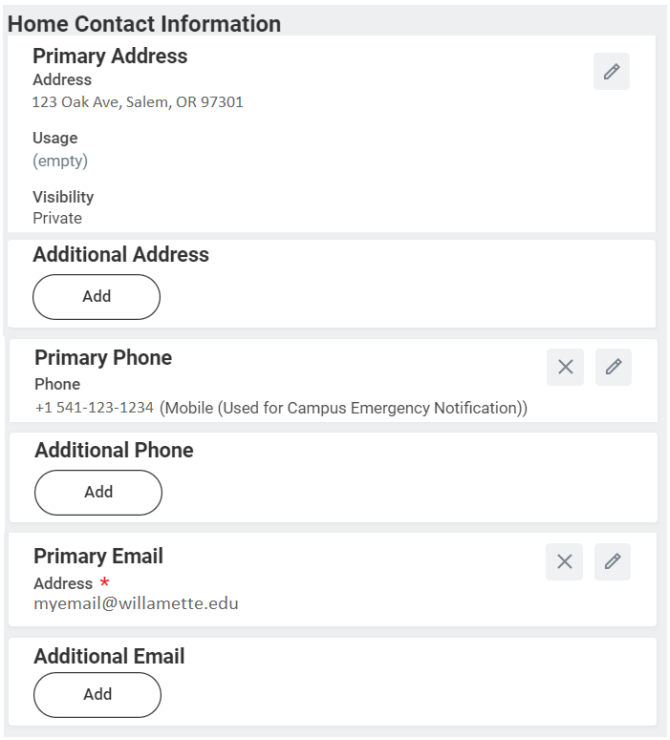
Introduction: Employees have the ability to update and change both their personal and work contact information at any time. Take the steps below to modify this information.

Change Home Contact Information

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 on **Contact Information**. On the resulting screen, click the **Edit** button.



2. Select the area you want to change and click the pencil button to modify information previously entered, the Add button to add new information, and the X button to delete information.



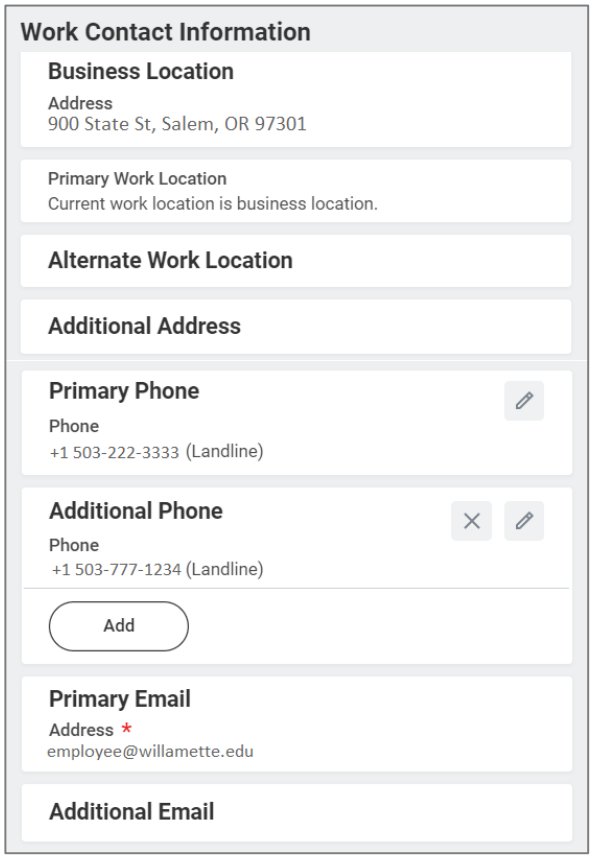
3. Click Submit to save your changes.

Change Work Contact Information

1. Follow the same navigation described above in the Home Contact Information section.

2. Scroll down to the Work Contact Information section. The fields to the right will be available to modify. Click on the pencil button or **Add** button to modify and add information. The X button will allow you to delete information.

Note that Willamette does not allow entry into the Alternate Work Location and Additional Address fields



3. Click Submit to save your changes.