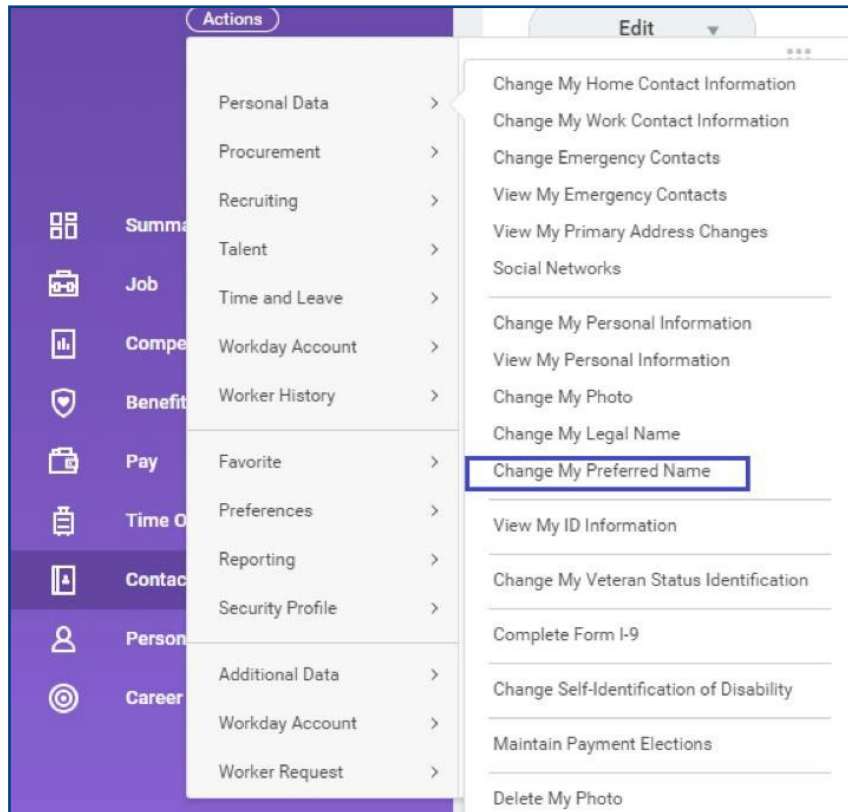


Employees can change their preferred name in Workday. An employee's preferred name will display in Workday but will not replace an employee's legal name that is stored in Workday.

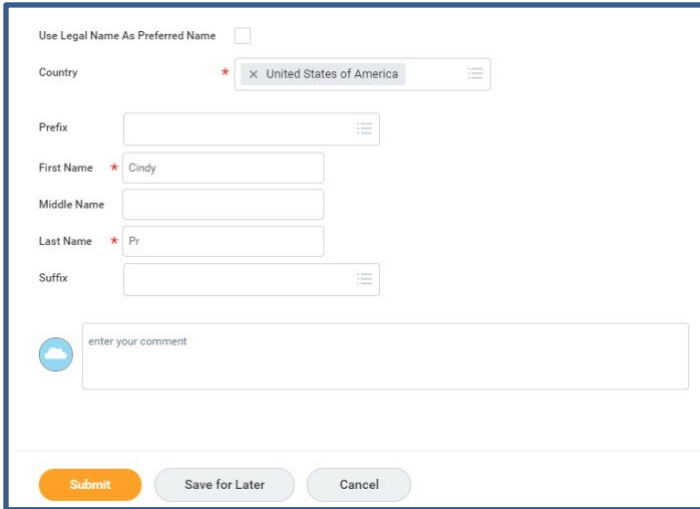
CHANGE PREFERRED NAME

From the home page:

1. Click on the cloud icon in the upper right-hand corner of the home page.
2. Click on View Profile under your name.
3. Click on Actions under your name.
4. Click on Personal Data.
5. Click on Change My Preferred Name.



6. The Preferred Name Change Page displays.
7. Uncheck Use Legal Name as a Preferred Name.
8. Update the First Name and Last Name fields.
9. Click the Submit button to complete the task, Save for Later if you do not want to submit the changes and the Cancel button to start over.



10. Click Done.



Note: To modify change or remove your preferred name follow the same steps to remove or make changes to your preferred name. If you want to remove your preferred name make sure to check the box next to Use Legal Name as a Preferred Name.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.