Workday: Adding Military Service to your Profile

ACCESS YOUR PERSONAL INFORMATION

Select the personal information applet. In the Change panel, select the Personal Information button.

- Navigate to the Workday homepage. 1.
- Select 2.
- Click F 3.

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Information	View
Personal Information	About Me
Emergency Contacts	Worker Documents
Preferred Name	Unions
Legal Name	
Home Contact Information	

Your Top Apps

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CHANGE PERSONAL INFORMATION

- 1. From the **Change** panel, click the **Personal Information** button.
- 2. Scroll to the bottom and select "Add" under Military Service

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- 3. Select your Military Status (Reserves, National Guard or Separated/Retired).
- 4. Click the ">" to expand the **Details** section.
- 5. Enter your Military Service Type and Rank using the drop-down selections.
- 6. Add dates of service to Notes.
- 7. Click Submit to save your changes.

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Change