

Getting Started: Name Changes

REASONS FOR NAME CHANGES

MARRIAGE / DIVORCE

If you are changing your legal name as a result of a recent marriage or divorce, the best starting point is to change your [Personal Information](#). This process will give you the opportunity to change your **marital status**, and then provide inbox tasks so you can:

- Change your Legal Name
- Update your Home Contact Information
- Update your Emergency Contact Information
- Update your Federal Withholdings
- Manage your Payment Elections (Direct Deposit)
- Change your Benefit Elections (if you are eligible)

GENDER

If you are changing your name as a result of updating your gender, the best starting point is to change your [Personal Information](#). This process will give you the opportunity to change your **gender** and **pronouns**, and then provide an inbox task so you can **Change Your Preferred Name**.

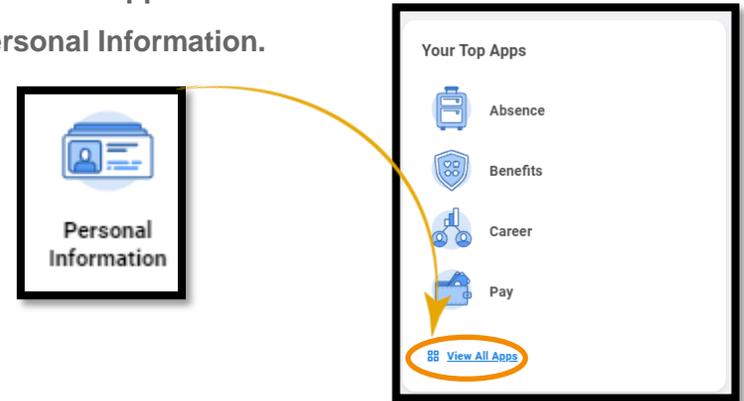
If you also need to update your legal name, please see page two.

AD HOC NAME CHANGES

If your name needs to be corrected in some way, or you'd like to identify a **preferred name** or **name pronunciation** to display in Workday, please follow the next steps.

AD HOC NAME CHANGES

1. Navigate to the Workday homepage.
2. Select **View All Apps**.
3. Click **Personal Information**.



CHANGE YOUR PREFERRED NAME

1. Click **Preferred Name**.
2. Clear the **Use Legal Name as Preferred Name** checkbox.
3. Enter your new information.
4. Click **Submit** and **Done**.
5. This will route to your manager to approve.

Once approved, your preferred name will display within Workday instead of your legal name. It may not display in all downstream systems.

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CHANGE YOUR LEGAL NAME

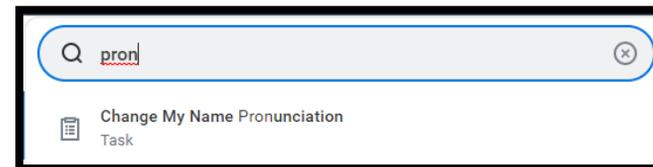
Your legal name should match what appears on your **social security card**. When updating your name, you must attach appropriate documentation.

1. Click **Legal Name**.
2. Enter your new information, including any required documentation.
3. Click **Submit**.
4. This will route to Human Resources to review and approve.
5. After that, you may be contacted by IT to coordinate the update to your email address.

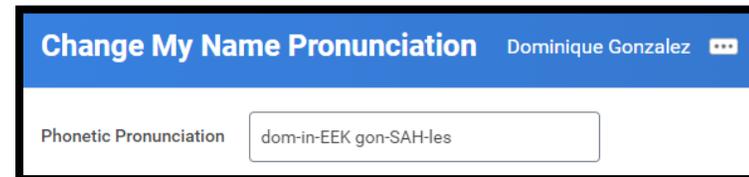
UPDATE YOUR NAME PRONUNCIATION

Phonetic pronunciation of your first and last names is saying them as they sound, not as they are written. Being able to pronounce someone's name correctly is important in creating an inclusive environment. Entering your phonetic name in Workday will help colleagues, managers, and HR/Payroll staff pronounce your name correctly when speaking with you.

1. Search for **Change My Name Pronunciation** in the Workday search bar and select the Task.



2. **Type** in your name pronunciation.



3. Click **Submit** to save your changes.
4. It will now display on your **Worker Profile**. (To access your Worker Profile page, click your **Personal Information** on the homepage then select **About Me**.)

