

# Getting Started: Government ID & Visa Information

## WHAT ARE GOVERNMENT IDS AND VISAS?

**Government IDs** is the terminology used in Workday for **Social Security Numbers** and **Employment Authorization Documents (EADs)**. This information is used for payroll, benefits, and compliance purposes.

**Passports & Visas** is the section in Workday for employees who hold **Visas** to enter your Visa information. This allows Human Resources to track work authorization expirations and ensure compliance. **Please do not enter Passport information on this screen; it is not tracked or required.**

**If you update your EAD or Visa, you may be contacted by Human Resources so you can recertify your Form I-9.**

## REASONS TO UPDATE YOUR INFORMATION

### CHANGE IN CITIZENSHIP STATUS

If you have become a Permanent Resident or a Naturalized Citizen, the best place to start is to change your [Personal Information](#). This process will give you the opportunity to change your **citizenship status**, and then provide inbox tasks so you can:

- Change Passports & Visas
- Edit Government IDs

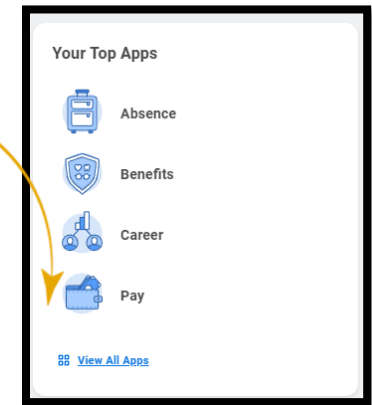
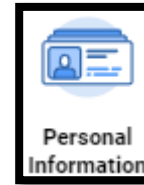
### EXPIRATION DATE CHANGES

If your Government ID or Visa is approaching expiration and you have updated information, you will need to input this information into Workday using the following steps.

## MAKING UPDATES

Navigate to the Workday homepage.

1. Select **View All Apps**.
2. Click **Personal Information**.



## GOVERNMENT IDS

1. Click **Government IDs**.
2. Enter your Social Security Number under **National IDs** by clicking on the plus sign (+).
3. If you have an **Unexpired Employment Authorization Document**, please enter it under **Government IDs** by clicking on the plus sign (+).
4. You must attach documentation prior to clicking **Submit**.
5. This will route for Human Resources to review and approve.

## PASSPORTS AND VISAS

1. Click **Passports and Visas**.
1. Enter your Country, Visa ID Type, Identification # (I-94/Admission #), Issued Date and Expiration Date.
2. You must attach documentation prior to clicking **Submit**.
3. This will route for Human Resources to review and approve.