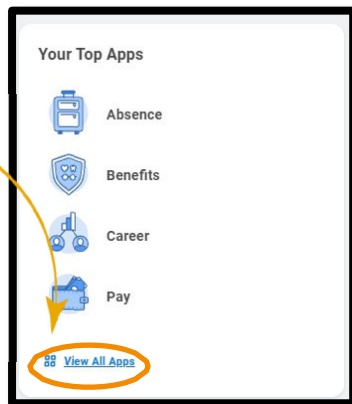


# Getting Started: Contact Information Changes

## ACCESS YOUR PERSONAL INFORMATION

The Personal Information application provides options to change data elements that are unique to you and also the ability to view other aspects of your record.

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



## WORK CONTACT INFORMATION

1. Click **Work Contact Information**.
2. You can update your **phone number** by clicking on pencil and entering the correct information
3. Click **Submit**.
4. You will get instructions in your inbox how to update your **Internal Mail Code**.
5. Be sure to return to your inbox and click **Submit** when you are finished.

**Note:** Your work address represents your primary work location. If it is incorrect, work with your manager to get it updated.  
If you **Work From Home**, please review [this job aid](#).

**Note:** Your work email address is automatically updated by IT. If you have questions, please call the Employee Contact Center.

## HOME CONTACT INFORMATION

If you need to update your **personal phone number**, **email address**, or your **physical home and/or mailing address** follow these steps:

1. Click **Home Contact Information**.
2. You can update your address, phone number or personal email address by selecting the appropriate section.

A screenshot of the "Address" form in the Workday interface. The form has a "Primary" section with a "Yes" radio button and an "added" status. Below this is the "Address" field with the text "Street Rd, Danville, PA 17821". There is a "Usage" section with three options: "Mailing", "Payroll Tax Form", and "Street Address". The "Usage" section is highlighted with a red box. At the bottom, there is a "Visibility" section with a "Private" radio button and an "Add" button.

## ADDRESS USAGES

When updating your home address, be sure you list your Street Address as your **primary address**. This should have **Street Address** as the Usage.

If you have a secondary address such as a PO Box, you may **Add** it and mark it as both **Mailing** and **Payroll Tax Form** Usages.

If you only have one address, be sure to select **Mailing, Payroll Tax Form, and Street Address usages for your primary**.

**NOTE:** For employees with more than one address, your primary address is what determines your network for medical coverage.

3. When updating your Home Contact Information, be sure to mark each item as **Private** to ensure this information is only visible to appropriate HR and Payroll staff.
4. Click **Submit** to save your changes.
5. You may be prompted (immediately, or in a few days) to review and confirm your **tax elections**. Be sure to check your Workday inbox regularly to ensure you don't miss these important steps.