Changing Home and Work Contact Information

1) From the **Home** page, click on the **Personal Data** icon 🔄 and then click **Change Contact Information**. Your current information will appear.

2) **Click Edit** to begin.

3) **Click on the pencil icon 🏷** to update the specific contact information you wish to change.

4) Enter the date the change should take effect in the **effective date** field (often the current date).

5) When changing **Home Contact Information**, please take note:

   - Type the full address, avoiding all abbreviations, including the **State** (ex. New York).
   - You must always have a **Primary Home Address**, used for a variety of mailings and for tax purposes.
   - Home contact information is always private and not displayed in other systems.
   - There are several optional fields (email, instant messenger and website).

6) When changing **Work Contact Information**, please take note:

   - **Business Location** is not your work address but rather is a system default address associated with the job profile. This data is not changeable by you.
   - You may update **Alternate Work Location** which is your Cornell University primary work location. This address is used for various mailings and for tax purposes.

7) If you make a mistake at any time, click on the button to revert to the original data.

8) **Important**: Once you are finished, remember to click **Submit**, otherwise your will not take effect.
Changing Your Emergency Contact Information

1) Click on the Personal Data icon and then click Change Emergency Contacts. Your current information will appear.

   **Important:** This data is only accessible by Cornell University Police, designated Environmental Health & Safety staff, and your local Human Resources representative. It is not viewable by your manager.

2) Click the Edit to change your current data or click Add Emergency Contact to add a new contact. You must have at least one contact listed.

Changing Your Legal or Preferred Name

1) Click on the Personal Data icon and then click either Change Legal Name or Preferred Name, as applicable.

2) When changing your Legal Name, please take note:
   - Your Legal Name must match exactly how your name is listed on your Social Security card.
   - Once you submit the change, it will route to your local Human Resources representative who will ask for supporting documentation.

3) When changing your Preferred Name, please take note:
   - Workday will always list your Legal Name.
   - Other employees will be able to use the search option to find you by your Preferred Name, if given.

4) **Important:** Once you are finished, remember to click Submit, otherwise your will not take effect.