

This quick reference guide (QRG) provides instructions on how to change your legal or preferred name in Workday.

To change your legal or preferred name, complete the following steps.

CHANGE LEGAL NAME

From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Click the **Actions** button on the left menu.
4. Hover over the **Personal Data** tab.
5. Click **Change My Legal Name**.

6. Enter the appropriate **Effective Date**.
7. Edit your name as needed.
8. In the attachments section, upload government approved document showing your legal name change.
9. Select **Legal Name Change** from the **Category** dropdown list.
10. Click **Submit**.



Note: A legal name change requires proof the name has been legally changed by the government.

CHANGE PREFERRED NAME

From your Workday Profile:

1. Select the **Actions** button from the left menu.
2. Hover over the **Personal Data** tab.
3. Click **Change My Preferred Name**.
4. Edit your name as needed.
5. Click **Submit**.



Note: A preferred name change does not require any additional documentation.

