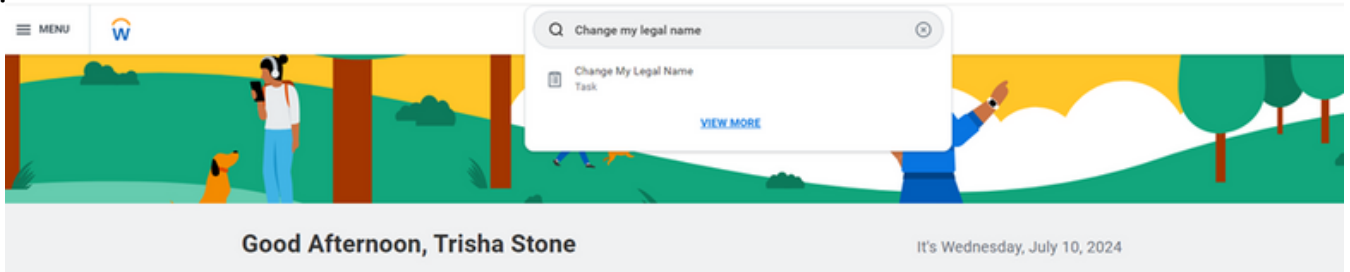


If you have a legal name change you will need to submit an update in Workday. This can be completed on a desktop device or on the Workday mobile app. Both methods are shown in the processes outlined below.

DESKTOP

1. Log into Workday on a desktop device, type in **Change My Legal Name** into the Workday search bar.



2. Enter Legal Name

Attach appropriate documentation showing the name change.

Important: You must upload one of the official documentation showing the name change or the request will be denied.

Official Documentation Include:

- Drivers License
- Passport
- Social Security Card
- Marriage certification
- Divorce Decree

Click **Submit**

A screenshot of the "Change My Legal Name" form in Workday. The form is titled "Change My Legal Name" and is for user "Trisha Stone". It contains several fields: "Effective Date" (07/10/2024), "Country" (United States of America), "Prefix", "First Name" (Trisha), "Middle Name" (M), "Last Name" (Stone), and "Suffix". There is also a "enter your comment" field with a profile picture icon. Below the form is an "Attachments" section with a "Drop files here" area and a "Select files" button.

Attachments

A screenshot of the "Attachments" section in Workday. It shows a file named "Test Doc Workday.docx" with a "DOC" icon and a "Successfully Uploaded!" status. Below the file name is a "Description" field containing "State Issued Driver's License" and a "Category" dropdown menu set to "Personal Information".

Upload

Submit

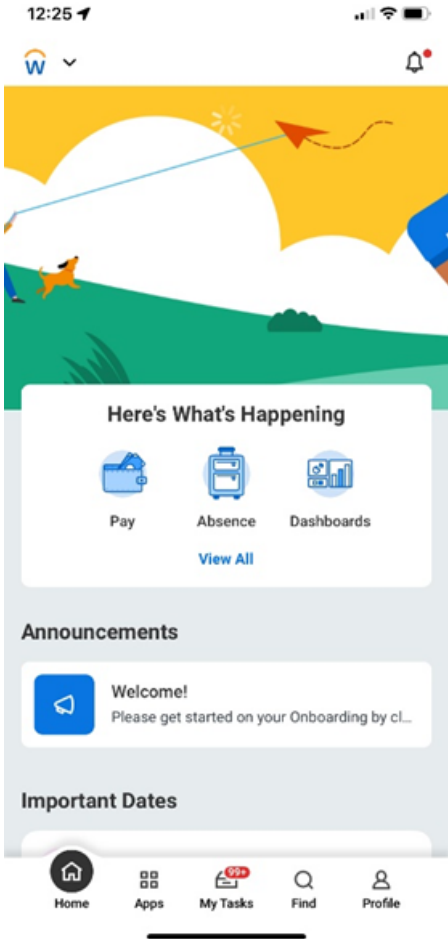
Save for Later

Cancel

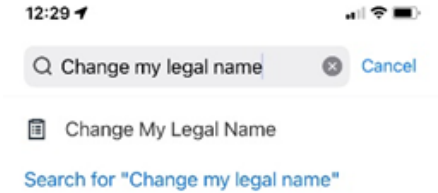


MOBILE APP

1. In your Workday mobile app, click **Find** at the bottom of the screen.



2. Type in **Change My Legal Name** and click on the task when it appears.



3. Enter your Legal Name

12:32

Change My Legal Name
Trisha Stone

Effective Date *
07/10/2024

Country *
United States of America

Prefix

First Name *
Trisha

Middle Name
M

Last Name *
Stone

Save for Later Submit

Attach appropriate documentation showing the name change.

Important: You must upload official documentation showing the name change or the request will be denied.

Enter a description of the document and select the appropriate category for the document.

12:32

Middle Name
M

Last Name *
Stone

Suffix

Attachments

Add Attachments

Submission Comments

Take Photo

Choose Photo

Import Attachment

Close

12:33

IMAGE.jpeg Done

IMAGE.jpeg

Description
State Issued Driver's License

Category *
Personal Information

Delete



4. Click **submit** and the task will go to Human Resources for review.

12:34

Home icon

Last Name *
Stone

Suffix

Attachments

IMAGE.jpeg
Personal Information

Add Attachments

Submission Comments

Comment

Save for Later Submit

