

Workday Legal Name Change Process

Important: Employees requesting a legal name change in Workday must provide official documentation that establishes their current legal name and is consistent with employment verification (Form I-9) records and other employment-related records.

Desktop Instructions

- Log in to Workday on a desktop device.
- Type "Change My Legal Name" in the Workday search bar and select the task.
- Enter your updated legal name.
- Attach supporting documentation showing the legal name change.
- Click Submit. The request will be routed to Human Resources for review.

Mobile App Instructions

- Open the Workday mobile app and select Find at the bottom of the screen.
- Search for "Change My Legal Name" and select the task.
- Enter your updated legal name.
- Upload supporting documentation and provide a document description and category.
- Click Submit. The request will be routed to Human Resources for review.

Acceptable Supporting Documentation

- Social Security Card
- U.S. Passport

Documents should establish the employee's current legal name and be consistent with records used for employment verification and payroll processing. Employees should update applicable government records, such as Social Security Administration records, before submitting a Workday legal name change.