

From: [WorkDay, DOT \[DOT\]](#)
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Subject: Workday Update – Modifying Your Personal Information
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Attachments: [image003.png](#)

Modifying Your Personal Information

Is your legal name different than the name most people use to find you? When we implemented Workday, we imported information that included everyone's legal name. If that's not the name you choose to use and would like to change it in Workday, you can do that.

Here's a link to the job aid that will help you change your name and other personal profile information including your photo –

<https://iowadot.gov/workday/docs/Employee/Modifying%20Personal%20Information.pdf?ver=2019-06-11-070318-043>

Remember, if you decide to change your profile picture, it needs to be a reasonably current image of your face. Use professional judgement when choosing a profile picture.

FYI – If you want to change your legal name, the request is routed to your work location's designated human resources partner in the Employee Services Bureau for approval.

Here's the process to find the name of your HR partner on Workday.

- Go to your personal profile.
- Click on your picture in the top right corner of your home screen.
- Select the top, "View Profile" option.
- Go to your job tab on the left side of the screen.
- Select the "Support Roles" tab from the top of the screen.
- Scroll through the list to get to the "HR Partner" in the "Assignable Role Column."
- Your HR Partner is listed by name in the "Worker" column.

The Workday Team

