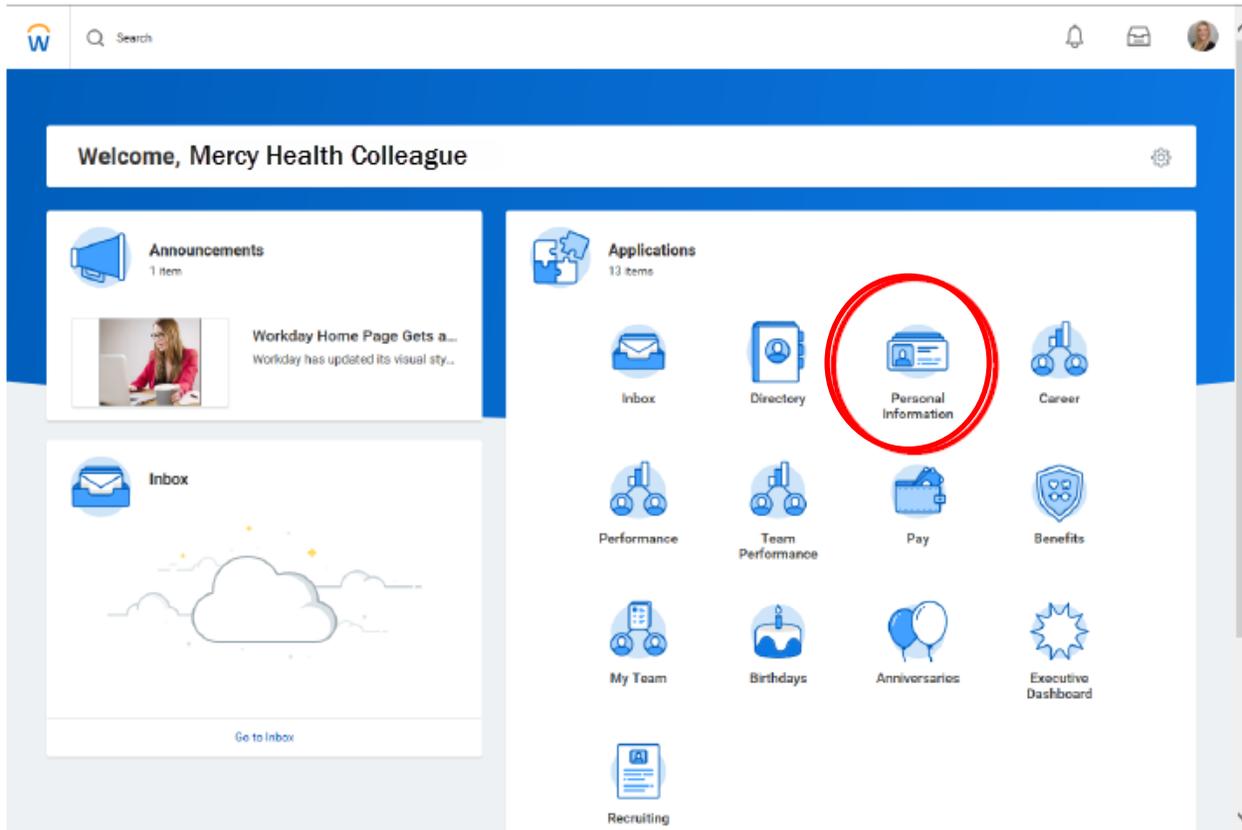
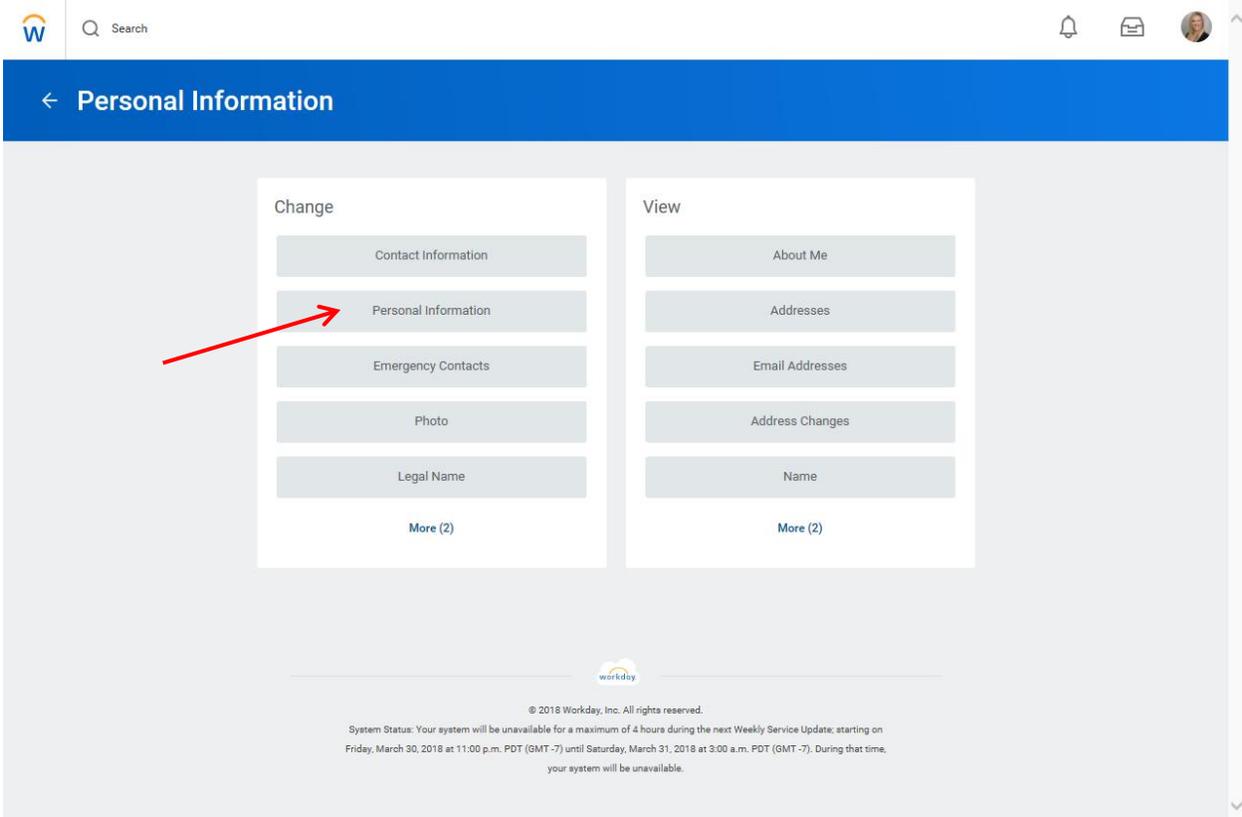


Log on to Workday. From the home page, click on the "Personal Information" widget.



Under the "Change" section, click on "Personal Information"



This is your personal information page for editing.

W Search

Change My Personal Information

Use this section when you need to update a worker's personal information including gender, date of birth, disabilities, marital status, citizenship status, ethnicity, religion, and military service. This may include SSNs, birth certificates, marriage licenses, worker immigration documents. Please note: employees must provide proof of requested change. Changing your marital status on this page WILL NOT initiate a benefits change. To do that you need to click on the Benefits Worklet and under the Change section pick what you need to update.

### Change Personal Information

Gender

Gender  
Female

Date of Birth

Date of Birth

Age

Medical Status

Submit Save for Later Cancel

Scroll down until you get to the Military Service section and click "Add".

Hispanic or Latino

No

Race/Ethnicity

White (Not Hispanic or Latino) (United States of America)

Citizenship Status

Citizenship Status

Disability

Add

Military Service

Add

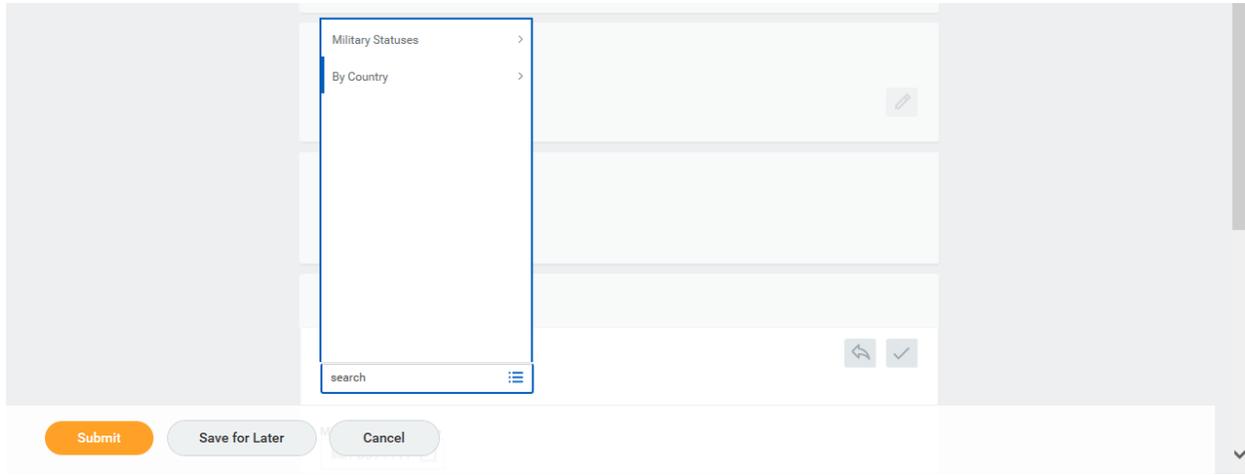
enter your comment

Attachments

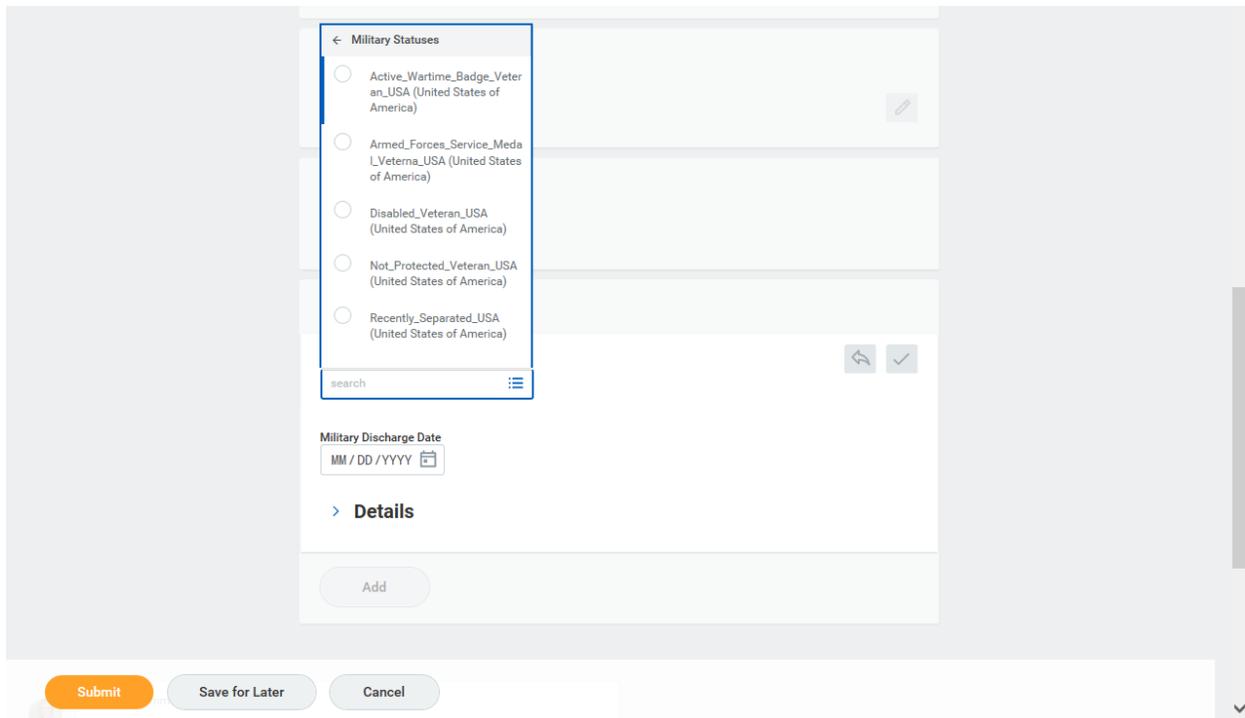
Drop files here

Submit Save for Later Cancel

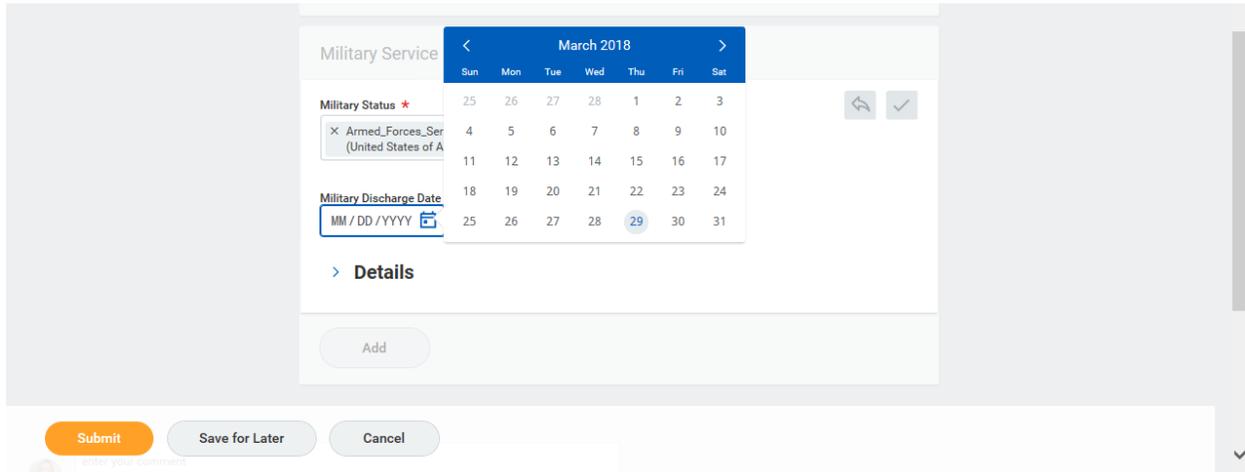
You can add Military Status by selecting from the list under "Military Statuses" or "By Country"



Select your Military Status, per the available list.



If you are a Veteran, add your Military Discharge Date



Click on the arrow next to "Details" to add your "Status Begin Date" and any notes.

Military Service

Military Status \*  
Disabled\_Veteran\_USA  
(United States of America)

Military Discharge Date  
MM / DD / YYYY

Details

Status Begin Date  
MM / DD / YYYY

Notes  
Format B I U A | : |  
Add notes content here.

Add

Submit Save for Later Cancel

Hit Submit to save.

Military Service

Military Status \*  
Disabled\_Veteran\_USA  
(United States of America)

Military Discharge Date  
03 / 29 / 2018

Details

Status Begin Date  
02 / 29 / 2008

Notes  
Normal B I U A | : |  
Add notes content here.

Submit Save for Later Cancel

Thank you for recording your veteran status.