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

ŵ	Q. Search				Û	Ð	۹	^
	Welcome, Mercy Health Colleague					٥		
	Announcements 1 Hem	Applications 13 items		\frown				
	Workday Home Page Gets a Workday has updated its visual sty	Inbox	Directory	Personal Information	Career			
		Performance	Team Performance	Pay	Benefits			
		My Team	Birthdays	Anniversaries	Executive Dashboard			
	Ge to Inbox	Recruiting						,

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

ŵ	Q Search	¢	Ð	()
÷	Personal Information			
	Change View			
	Contact Information About Me			
	Personal Information Addresses			
	Emergency Contacts Email Addresses			
	Photo Address Changes			
	Legal Name Name			
	More (2) More (2)			
	winkteday © 2018 Workday, Inc. All rights reserved. Souton Strategy Vary meteors will be used lights for a maximum of it beyond using the served Washington to the			
	system status: Your system will be unavailable for a maximum of a hours ouring the next weekly Service Update; starting on Friday, March 30, 2018 at 11:00 p.m. PDT (GMT-7) until Saturday, March 31, 2018 at 3:00 a.m. PDT (GMT-7). During that time, your system will be unavailable.			

This is your personal information page for editing.

Q Search				¢	£		î
Change My P	ersonal Information					ø	
Use this section when you need to update a worke This may include SSNs, birth certificate, marriage <u>change. To do that you need to click on the Benef</u>	's personal information including gender, date of birth, disabilities, marital status, otilizenship status, ethnioity, reli cense, worker immigration documenta. Please note: employee must provide proof of requested change. <u>Diamo</u> to Worklet and under the Change section pick what you need to undate.	gion, and milits ing your marita	ny service. I status on this pr	ge WILL NOT	'initiate a be	mefita_	
	Change Personal Information						Ē
	Gender						
	Gender Female	0					
	Date of Birth						
	Date of Birth	0					
	Age						
Submit Save for Later	Cancel	1					v

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

	Hispanic or Latino No	I	^
	Race/Ethnicity White (Not Hispanic or Latino) (United States of America)		
	Citizenship Status		
	Citizenship Status	I	
	Disability		
	Add		
	Military Service		
enter your comment			
Attachments			
Dro	o files here		
Submit Save for Later	Cancel		~

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

	Military Statuses	
	By Country >	U
		4
	search	
Submit Save for Later	Cancel	

Select your Military Status, per the available list.

	← Military Statuses	
	Active_Wartime_Badge_Veter an_USA (United States of America)	
	Armed_Forces_Service_Meda L_Veterna_USA (United States of America)	
	Disabled_Veteran_USA (United States of America)	
	Not_Protected_Veteran_USA (United States of America)	
	Recently_Separated_USA (United States of America)	
	search :≣	
	Military Discharge Date MM / DD / YYYY	
	> Details	
	Add	
Submit Save for Later	Cancel	~

If you are a Veteran, add your Military Discharge Date

Military Service < March 2018 >
Sun Mon Tue Wed Thu Fri Sat
Military Status * 25 26 27 28 1 2 3
× Armed_Forces_Ser 4 5 6 7 8 9 10
11 12 13 14 15 16 17
Military Discharge Date 18 19 20 21 22 23 24
MM / DD / YYYY 💼 25 26 27 28 29 30 31
> Details
Add
Save for Later Cancel

	Military Service	
	Military Status * I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	\checkmark
	Military Discharge Date MM / DD / YYYY	
	Status Begin Date	
	Format ∨ B I U A ∨ !≡ % e ^x	
	bbA	
Submit Save for Later	Cancel	

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

Hit Submit to save.

	Military Service		
	Military Status ★ × Disabled_Veteran_USA (United States of America)	\checkmark	
	Military Discharge Date 03 / 29 / 2018		
	✓ Details		
	Status Begin Date 02 / 29 / 2008		
	Notes Normal ∨ B I U A ∨ :■ %		
	Add notes content here.		ľ
Submit Save for Later	Cancel		~

Thank you for recording your veteran status.