# Table of contents

Overview .......................................................................................................................................................................................................................... 3  
Managing your Workday Inbox................................................................................................................................................................................................................. 3  
  Viewing and managing your Workday Inbox ........................................................................................................................................................................... 3  
  Creating and adding filters in your Workday Inbox .................................................................................................................................................. 4  
Managing your personal data on Workday.............................................................................................................................................................................. 4  
  Accessing your personal data on Workday................................................................................................................................................................. 4  
  Changing your legal name ................................................................................................................................................................................................. 5  
  Changing your preferred name ............................................................................................................................................................................................ 6  
  Changing your photo ......................................................................................................................................................................................................... 7  
  Changing your home address, personal phone number, or personal email address ................................................................................................... 8  
  Changing emergency contacts ....................................................................................................................................................................................... 9
Overview
This document takes you through managing your personal inbox and data in Workday.

Managing your Workday Inbox
Employees can access the Workday Inbox from the Workday homepage. The Workday Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part everyday business processes.

Viewing and managing your Workday Inbox
The Workday Inbox contains information about your tasks, due dates, and approvals. For example, managers receive tasks to approve their employee’s time away requests. All Workday Inbox items require action. You will receive an email when you have a new task in your Workday Inbox. Follow the steps below to access and act on tasks in your Workday Inbox:

1. Select the Workday Inbox icon from the top right corner of the Workday homepage.

2. The Actions tab shows the tasks that are pending an action.

3. The Archive tab includes all the actions completed by you in the past 30 days.

4. You can also use the Sort By drop-down list to further sort your Inbox.

5. Select the relevant filter to sort your inbox from the Newest on Top, Oldest on Top, or Due Soonest on Top options.
Creating and adding filters in your Workday Inbox

Filters help organize your tasks with preset options to help manage across task or report types. Follow the steps below to create filters for your Workday Inbox:

1. Select the Workday Inbox icon from the top right corner of the homepage.

2. Select the Actions tab and select the Viewing drop-down list.
3. Select Edit Filters from the drop-down list.

4. The My Inbox Filters page appears. Select Create Inbox Filter.
5. Enter the filter description, definition, and add your desired tasks or reports to the filter.
6. Select OK to create the filter.

Managing your personal data on Workday

Workday allows employees to add or update their personal information through Employee Self-Service (ESS) options. Certain employee personal data elements are mandatory, while others are optional.

Accessing your personal data on Workday

Workday enables you to access, view, and update most of your personal data. Some updates are visible immediately, for example, preferred name. Some updates may require internal review prior to becoming visible, for example, legal name. Follow these steps to access your personal data:

1. On the Workday homepage, select View All Apps.

2. Select the Personal Information app.

3. On the Personal Information landing page, you can access personal information under the Change and View sections.
Changing your legal name

Workday enables you to initiate a legal name change, for example, after you get married. Follow these steps to initiate this change:

1. On the Workday homepage, select View All Apps.

2. Select the Personal Information app.

3. Select the Legal Name option under the Change section.

4. The Change My Legal Name page opens. Complete the required fields indicated with a red asterisk (*). Required fields vary by country.
5. Attach supporting documentation to verify your new legal name, such as a social security card or other government ID.
6. Select Submit.

Changing your preferred name

Workday allows you to change your preferred name. Follow these steps to initiate this change:

1. On the Workday homepage, select View All Apps.

2. Select the Personal Information app.

3. Select the Preferred Name option under the Change section.
4. On the Change My Preferred Name page, deselect the Use Legal Name as Preferred Name checkbox.
5. Enter your new information including **First Name** and **Last Name**.

6. Select **Submit**. Once you have submitted your preferred name change, this will display throughout Workday.

**Changing your photo**

Your chosen photo is the image that is visible on your Workday Profile. You can select and upload a professional photo that is work appropriate. Photos should clearly show your face and should not include other people or pets. The photo will be visible to employees in Workday and Teamworks. Follow these steps to initiate this change:

1. On the Workday homepage, select **View All Apps**.
2. Select the **Personal Information** app.

3. Select the **Photo** option under the **Change** section.
4. Choose **Select Files** to locate, upload, and crop your image in the **Attachments** section.
5. Select **Submit**.

### Changing your home address, personal phone number, or personal email address

Workday enables you to initiate a change of home address. Follow these steps to initiate this change:

1. On the Workday homepage, select **View All Apps**.
2. Select the **Personal Information** app.
3. Select the **Contact Information** option under the **Change** section.
4. On the **My Contact Information** page, select **Edit** above the **Home Contact Information** section.
5. Select **Change My Home Contact Information** from the drop-down list.
6. Select the **pencil** icon to edit your information under the **Address**, **Phone**, and **Email** sections. For address changes, you must also enter the desired effective date. If you are adding a second address, you must check the **Primary** box if this is your new primary address.
Changing emergency contacts

Workday enables you to add or edit your emergency contacts. Follow these steps to add or edit an emergency contact:

1. On the Workday homepage, select View All Apps.
2. Select the Personal Information app.
3. Select the Emergency Contacts option under the Change section.
4. On the Change My Emergency Contacts page, select Add to add a new emergency contact.
   
   **Note:** Select Edit on this page if you already have an emergency contact added. The first emergency contact you add defaults as your primary emergency contact. If you want to update your primary emergency contact, check the Mark as Primary box when adding the contact information of another emergency contact.

5. Enter the required fields including Legal Name and Relationship, along with any other relevant details.

7. Select **Submit** to save the changes.
6. **Select Submit** to save the changes.

**Note:** Required fields are marked by a red asterisk (*).