

Concept: Name Changes for Staff

Last updated June 3, 2020

Overview

By default, Workday displays your **legal first and last name** on most in-system screens, including your home screen welcome banner, your profile, and in directory listings. Additional legal name components (such as **middle name**) are excluded from most system displays, though your full legal name will appear in any official document available or generated from Workday.

Workday supports the use of a **preferred name**, a name of your choice that can be entirely distinct from your legal name. Once designated, a preferred name will replace your legal name in most Workday displays (other than official documents that require your full legal name).

Your preferred name defaults to your legal name in Workday until changed. You are able to initiate changes to one or both names, but they are maintained by separate tasks:

- [Change My Legal Name](#)
- [Change My Preferred Name](#)

Find [instructions on making these changes here](#).

Access Options

There are several ways you can access name information in Workday:

From the Personal Information worklet:

1) From the Workday homepage, select the *View All* button from the “Most Used Apps” section of the sidebar.

2) Click *Personal Information* from the application list.

From your Worker profile:

1) Click your thumbnail image in the upper right corner of the screen (a generic icon will appear if no image has been loaded).

2) Click **View Profile** from the resulting mini-menu.

3) Click **Personal** in the teal sidebar.

4) Click **Names** from the floating header near the top of the page.

- Name data appears in the tables provided, including name change history at the bottom of the screen.

5) Click the **Edit** button corresponding to the name you wish to update.

From Workday search:

- Type the task name into the search bar, then click the task in the typeahead results dropdown.