

Manage Your Personal Information on File (Citizenship, DOB, Gender)

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Your personal information, such as your date of birth, gender, gender identity, preferred pronouns, citizenship, and race/ethnicity, are all managed through the [Change My Personal Information](#) task.

Change Your Personal Information on File

1) Start the [Change My Personal Information](#) task.

- You can also initiate this task from the **Personal Information** worklet or from Workday search.

2) Read the instructions/requirements at the top of the page, then scroll down to see editable fields.

3) Click the **pencil icon** to enable editing on any field.

4) Click the **checkmark icon** to save changes to a field or the **back arrow** to revert changes.

5) Upload any necessary documentation by clicking the **Attachments** field.

- Select a file from your computer.
- Select a **Category** for the uploaded file.
- Repeat as necessary for additional documents using the **Upload** button.

6) Click **Submit** when ready. Changes to your gender, date of birth, or citizenship route to HR for approval.

Cancel a Personal Information Change Submission

You cannot make further changes to your personal information when you already have changes in progress. If you need to cancel a pending submission, follow the steps below.

- 1) Start the [Change My Personal Information](#) task.

- 2) Hover over the link in the **Action** table column.

- 3) Click the **Related Actions** button next to the link (a rectangle with three dots).

- 4) Hover over the **Business Process** tab in the popup menu.

- 5) Click **Cancel** or **Delete**.

- 6) In the **Comment** field at the bottom of the screen, explain (briefly) why you want to cancel your request.

- 7) Click **Submit** to confirm cancelation.

8) Click **Done** to exit the task.