

Update Your Home Contact Information

Last updated December 9, 2020

Steps

- 1) Start the [Change My Home Contact Information](#) task.
 - You can also initiate this task from the **Personal Information** worklet, from Workday search, or from your **Worker** profile.
- 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 existing field.
- 4) Click the **checkmark icon** to save changes to a field or the **back arrow** to discard changes.

- To delete an existing entry, click the “**X**” to the right of the entry you would like to delete.

5) To add an entirely new entry, click the **Add** button.

6) Click **Submit** once you have entered all necessary info.

- Your HR representative will receive a Workday inbox task to review and approve the requested change. They will contact you if additional information or changes are needed.

Key Things to Remember

- All employees must have a valid California address on file as their primary address.
- To indicate your primary address, check the **Primary** box.
- Leave the **Primary** box unchecked for any secondary or non-California address.
- To indicate mailing preferences for your paycheck or W-2 (select *Payroll Tax Form*), for example, select one or more options from the **Usage** menu.