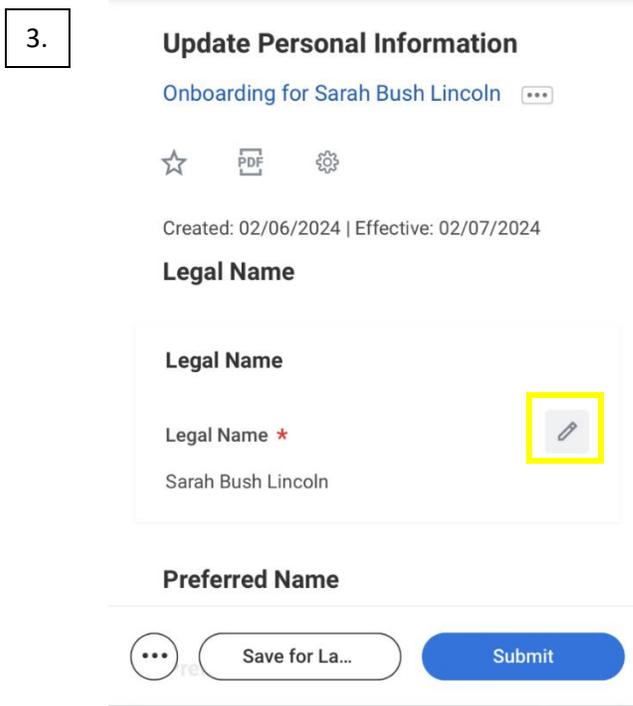
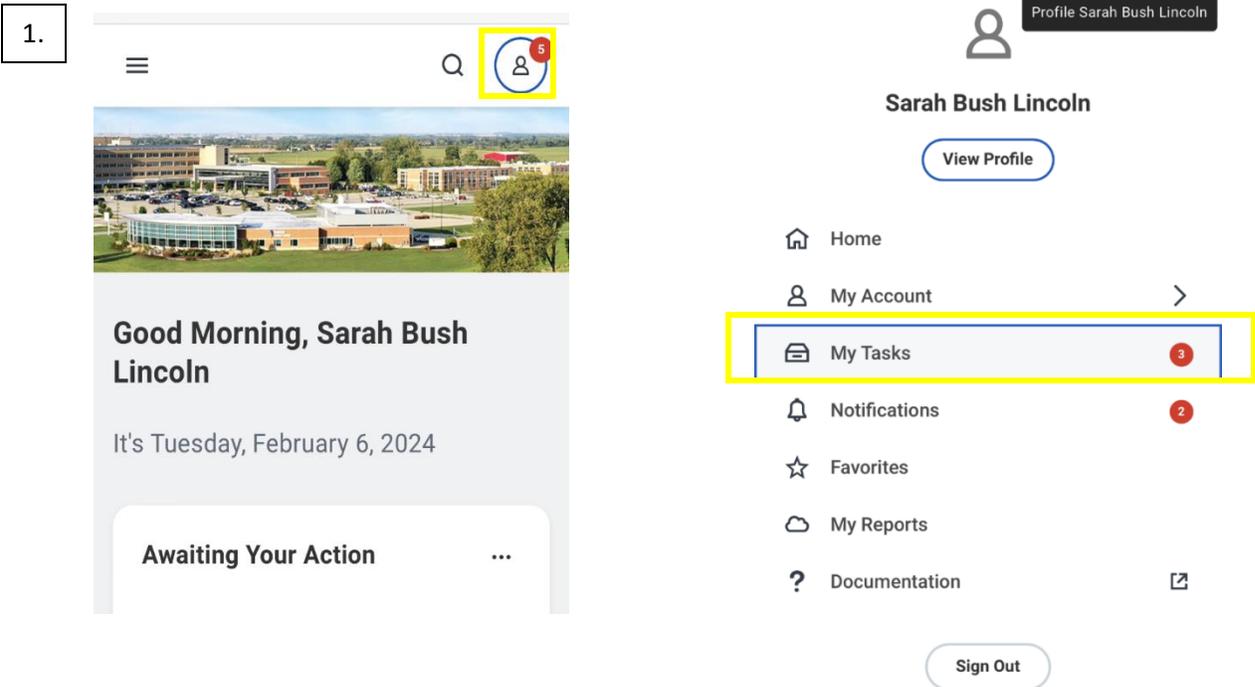


## Update Personal Information

### Pre-Hire User Guide – Mobile

1. Once logged in to Workday, navigate to the person icon in the top right corner. Click “My Tasks”
2. Find task titled Update Personal Information
3. Update Legal Name, Sex at Birth, Date of Birth, and Marital Status
4. Hit Submit



benefits vendor if you select "not declared" due to processing claims.

Sex at Birth \*  
Female

Date of Birth

Date of Birth \*  
01/01/1900

Marital Status

Marital Status \*

Marital Status Date

Save for La... Submit

4.

Marital Status

Marital Status \*  
Single (United States of America)

Marital Status Date  
MM/DD/YYYY

Race/Ethnicity

Save for La... Submit