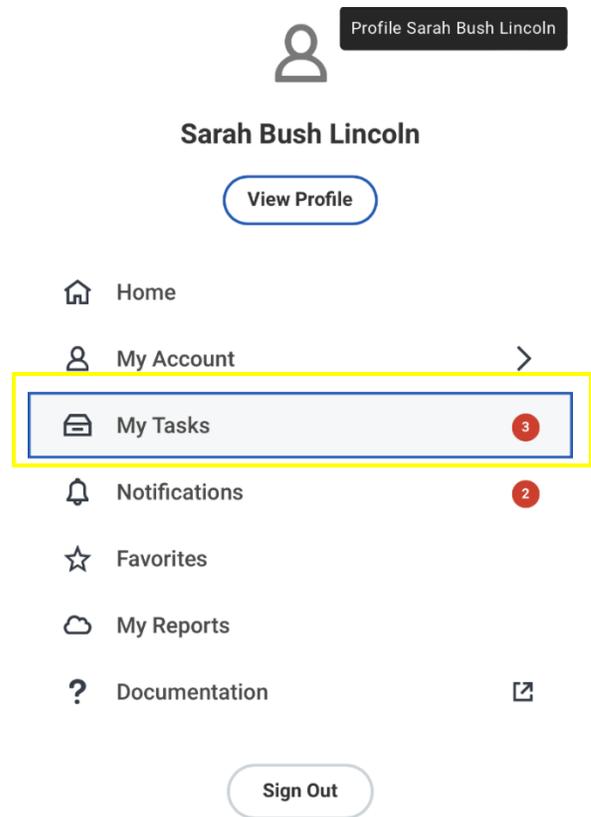
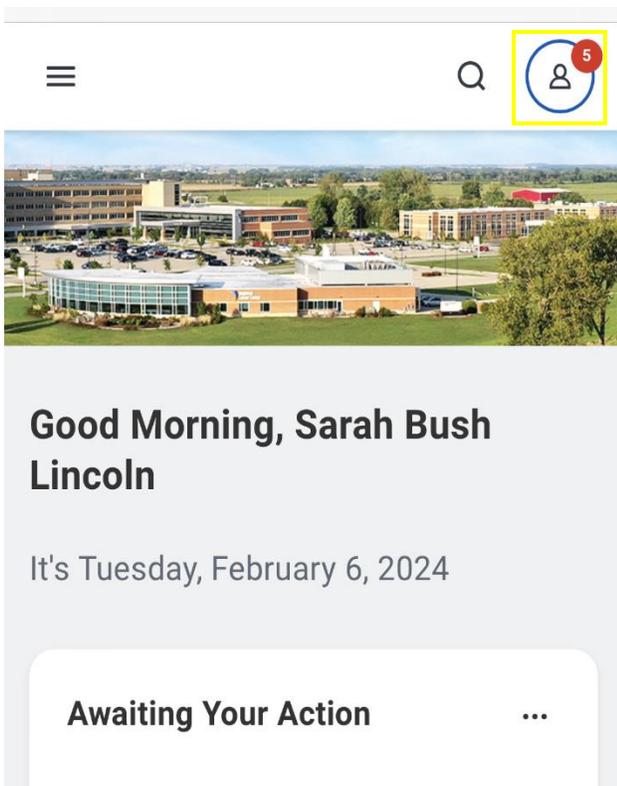


Update Contact Information

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 Contact Information
3. Update Address
4. Hit Submit.

1.



2/3/4.



Item 2 of 2



Update Contact Information

Onboarding for Sarah Bush Lincoln 



Created: 02/06/2024 | Effective: 02/07/2024

Change Home Contact Information

Address

Primary
Yes



Address

1000 Health Center Dr, Mattoon,
IL 61938



Save for La...

Submit