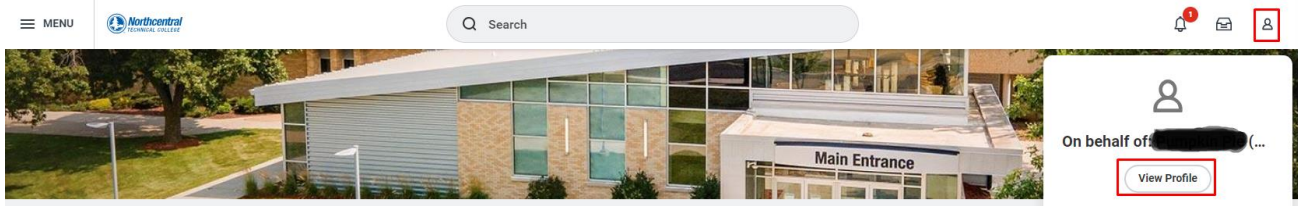


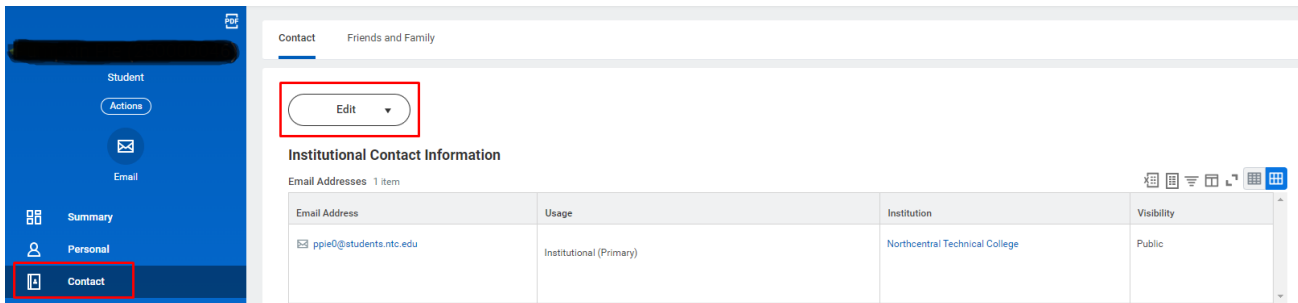
UPDATE MY HOME CONTACT INFORMATION IN WORKDAY

Update your home address, personal email address, and primary phone number.

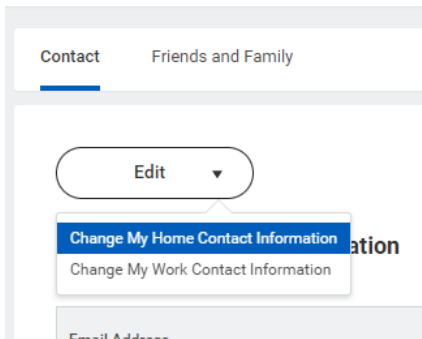
TO COMPLETE ONBOARDING USING A DESKTOP BROWSER: From your Workday homepage select your **photo** or **figure icon (upper right)**, then **“View Profile.”**



To update your home contact information, select **“Contact”** (left), then **“Edit.”**




Select **Change My Home Contact Information**



Select the **Pencil** to update your Address or Phone.

Change Home Contact Information

Address

Primary 


Yes

Address
1000 West Campus Drive, Wausau, WI 54401

Usage
Mailing
Street Address

Visibility
Private

Phone

Primary 

Yes



Phone
+1 (715) 6753331 (Mobile)

Visibility
Private


Set a **Primary** address and a **Primary Phone Number**. Then, select the **checkmark**.

Change Home Contact Information


Address

Address  

1000 West Campus Drive, Wausau, WI 54401

Effective Date
 


Primary

Country *
 

Address Line 1 *

Address Line 2

City *

State *
 

Phone

Phone
+1 (715) 6753331 (Mobile)

Primary

Phone Type *
Mobile

Country Phone Code *
x United States of America (+1)

Phone Number *
(715) 675-3331

Phone Extension

Visibility *
Private

> Details

When you are finished editing, select the **“Submit”** button.

Change Home Contact Information

Address

Primary

Yes

Address
1000 West Campus Drive, Wausau, WI 54401

Usage
Mailing
Street Address

Visibility
Private

Add

Phone

Primary

Yes

Phone
+1 (715) 6753331 (Mobile)

Visibility
Private

Add

Submit Save for Later Cancel



Note: Your home contact information is not the same as your Emergency Contact.