HOW DO I ... Change My Personal Information?  

AUDIENCE: All UBC Staff and Faculty.

ABOUT THIS TASK: Describes how to change date of birth, citizenship, gender identity and pronoun.

DETAILS JOB AID: Change Personal Information

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On Workday’s home page, under Applications, click Personal Information.

2. From the Change tab, select Personal Information.

3. On the Change Personal Information page, click and edit the information you want to change. You can change your:
   - Date of Birth
   - Citizenship
   - Gender Identify
   - Pronoun

4. In the Comment field, enter a comment (optional).

5. Upload supporting documents (e.g., birth certificate) by dragging the document onto the designated area on the screen or by selecting and uploading files on to the system.
   TIP: Required only for Date of Birth or Citizenship Status changes.

6. Enter the document description and select the category (e.g., ID Verification).

7. Click Submit.
   Note: Date of Birth and Citizenship Changes are forwarded to HR for approval.

8. Click Done.