Updating Primary Address in Workday

Menu

1.	Log into Workday at	Apps Shortcuts
	workday.uchicago.edu.	My Performance
		Personal Information
2.	Go to 'Menu' in the top left corner.	Pay Pay
3.	Click the 'Personal Information' app.	Change
		Contact Information
4.	Under the Change box, click on	Personal Information
	Contact mormation .	Emergency Contacts
		Preferred Name
5.	Click Edit; click the pencil icon 🖉 to Edit.	
6.	Enter the Effective Date.	• State •
7.	Update vour primarv address to	Caunty
-	where you are currently living.	
		Submit Save for Later Cancel
8.	Click Submit.	8 Q. See
9.	Click Done.	totarge:

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