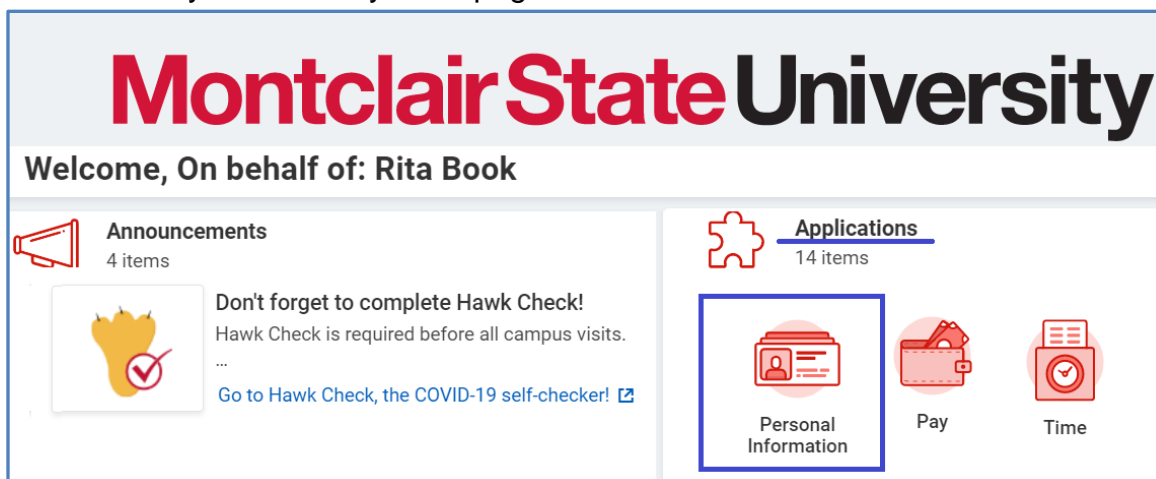


## Personal Information Changes in Workday

The Personal Information Change process is initiated by the employee in Workday. By providing your EEO information, you acknowledge and agree to our [Montclair State University Division of Human Resources Privacy Notice](#).

### Employee Initiates the Personal Information Change process in Workday

1. Login to Workday and **click** the **Personal Information** icon under the **Applications** section of your Workday homepage.



**Montclair State University**

Welcome, On behalf of: Rita Book

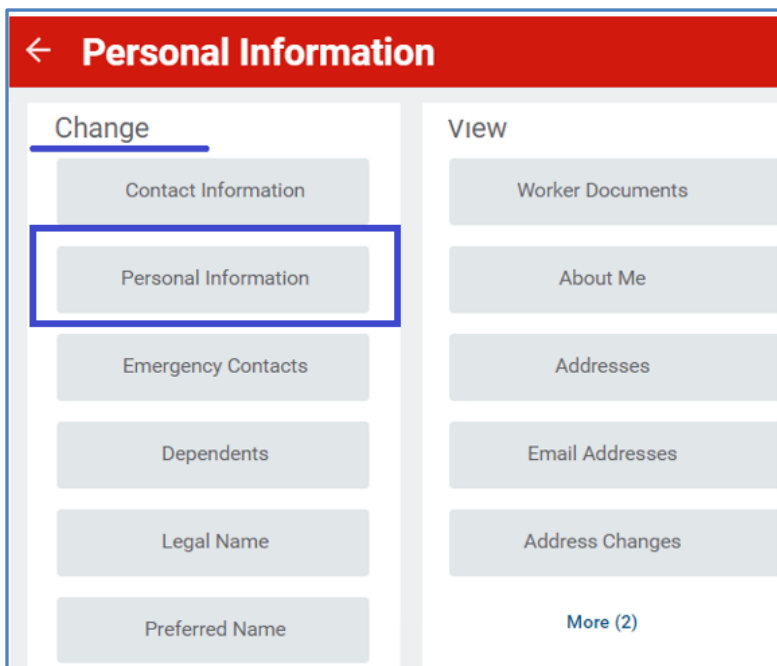
**Announcements**  
4 items

Don't forget to complete Hawk Check!  
Hawk Check is required before all campus visits.  
...  
[Go to Hawk Check, the COVID-19 self-checker!](#)

**Applications**  
14 items

**Personal Information**   **Pay**   **Time**

2. **Click** the **Personal Information** button under the **Change** section.



← **Personal Information**

**Change**

Contact Information

**Personal Information**

Emergency Contacts

Dependents

Legal Name

Preferred Name

**View**

Worker Documents

About Me

Addresses

Email Addresses

Address Changes


More (2)

- 3. The following fields under Change Personal Information are available to modify: Gender, Date of Birth, Marital Status, Race/Ethnicity, Citizenship Status, and Nationality.


Please note that employees have their date of birth entered in Workday at the time of hire. If you submit a Date of Birth Change, Human Resources may require you to provide documentation showing the correct date of birth.

### Change Personal Information

**Gender**


Gender  
(empty) 

**Date of Birth**

Date of Birth  
08/18/1989 


Age  
31 years, 8 months, 29 days

**Marital Status**

Marital Status  
(empty) 


Marital Status Date  
(empty)

**Race/Ethnicity**


Hispanic or Latino 

Race/Ethnicity  
(empty)

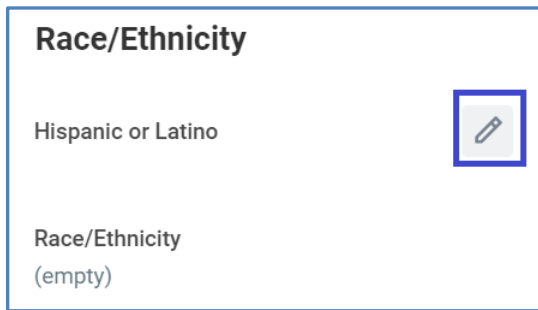
**Citizenship Status**

Citizenship Status  
(empty) 

**Nationality**

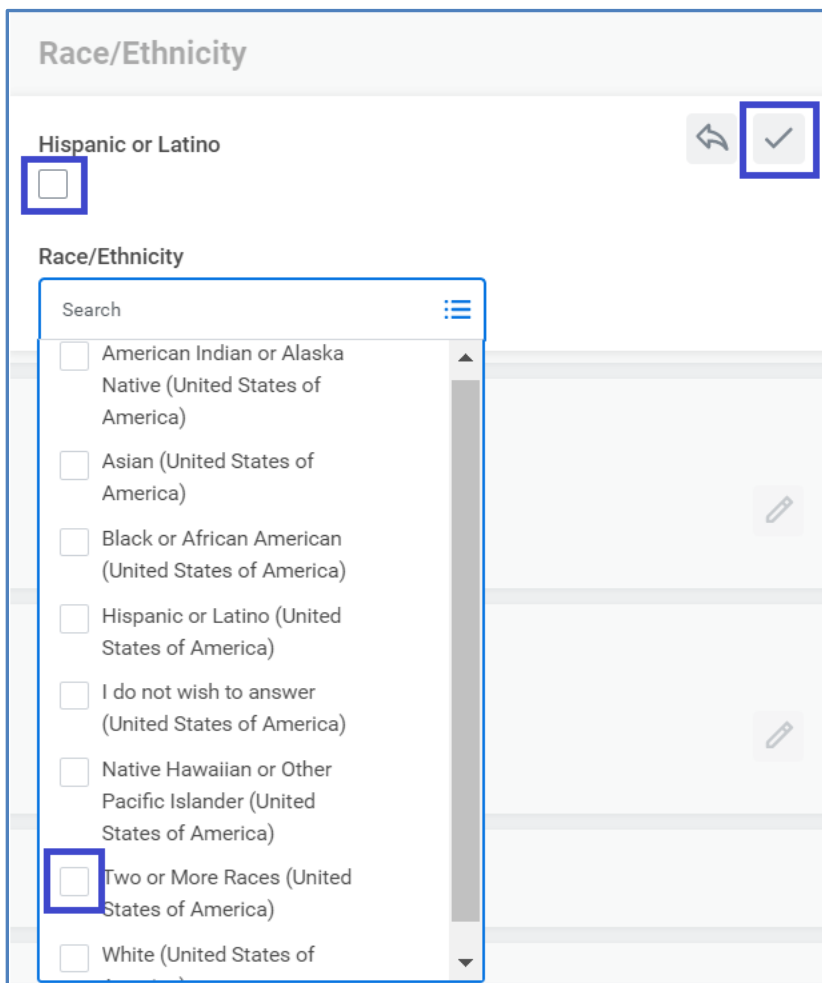
Primary Nationality  
(empty) 

4. **Click** the **pencil icon** next to the field you would like to update.



A screenshot of a form field titled "Race/Ethnicity". The field contains the text "Hispanic or Latino" and "Race/Ethnicity (empty)". A small pencil icon is located to the right of the text, and it is highlighted with a blue square.

5. **Click** any of the applicable boxes under the field you would like to update. Once you make your selection, **click** the **check mark icon** on the upper right side of the field.



A screenshot of a form field titled "Race/Ethnicity". The field contains the text "Hispanic or Latino" and "Race/Ethnicity". A small pencil icon is located to the right of the text, and it is highlighted with a blue square. Below the field, a dropdown menu is open, showing a list of race and ethnicity options. The "Two or More Races (United States of America)" option is highlighted with a blue square. To the right of the dropdown menu, a checkmark icon is highlighted with a blue square.

6. To submit your changes, **click** the **Submit** button at the bottom of the screen.

The screenshot shows a form with two main sections: 'Race/Ethnicity' and 'Citizenship Status'. In the 'Race/Ethnicity' section, there are two items: 'Hispanic or Latino' with a radio button selected for 'Yes' and the word 'added' to its right; and 'Race/Ethnicity' with a radio button selected for 'Two or More Races (United States of America)' and the word 'added' to its right. Below these sections are three buttons: 'Submit' (highlighted with a blue box), 'Save for Later', and 'Cancel'. At the bottom right, there is a label 'Citizenship Status' with '(empty)' below it.

7. After submitting your Personal Information Change, your updated personal information will appear in Workday. Repeat step 2 to view your updated personal information. The only personal information field that routes to Human Resources for approval is Date of Birth.

The screenshot shows the updated 'Race/Ethnicity' section. It contains two items: 'Hispanic or Latino' with the text 'Yes' below it; and 'Race/Ethnicity' with the text 'Two or More Races (United States of America)' below it.

### Need Help?

For assistance, please contact Workday Customer Care by emailing [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu), or by calling 973-655-5000, option 3.