

Overview

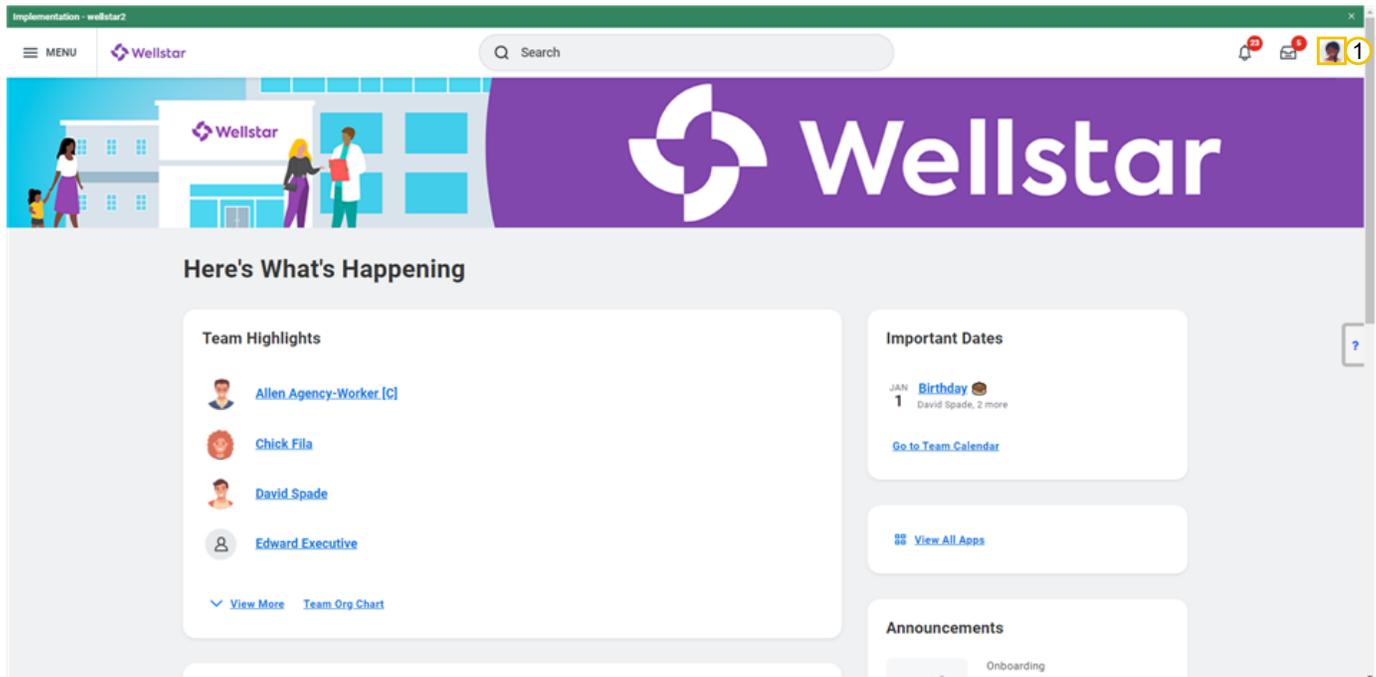
In this guide, you will learn how to **edit your home contact information** in Workday.

Step By Step Instructions

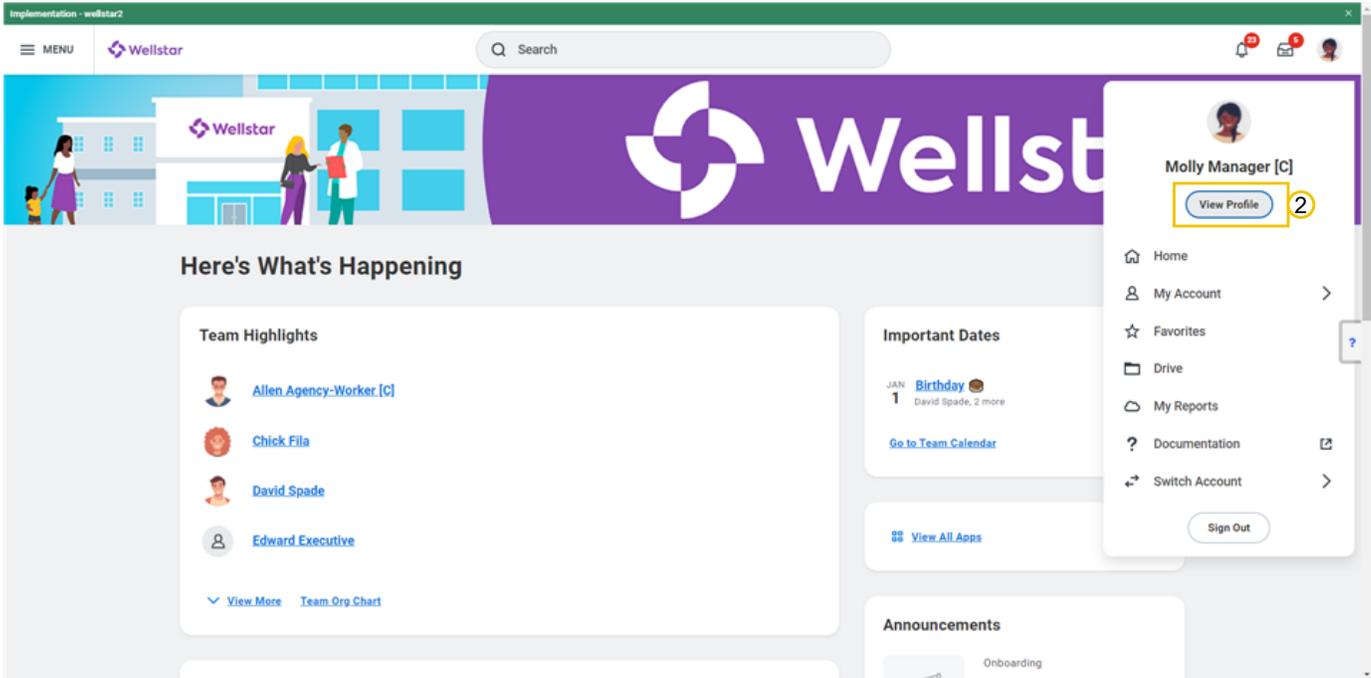
1. To begin, click your **Profile icon** in the upper right corner.



In this video, you will learn how to **edit your home contact information** in Workday.

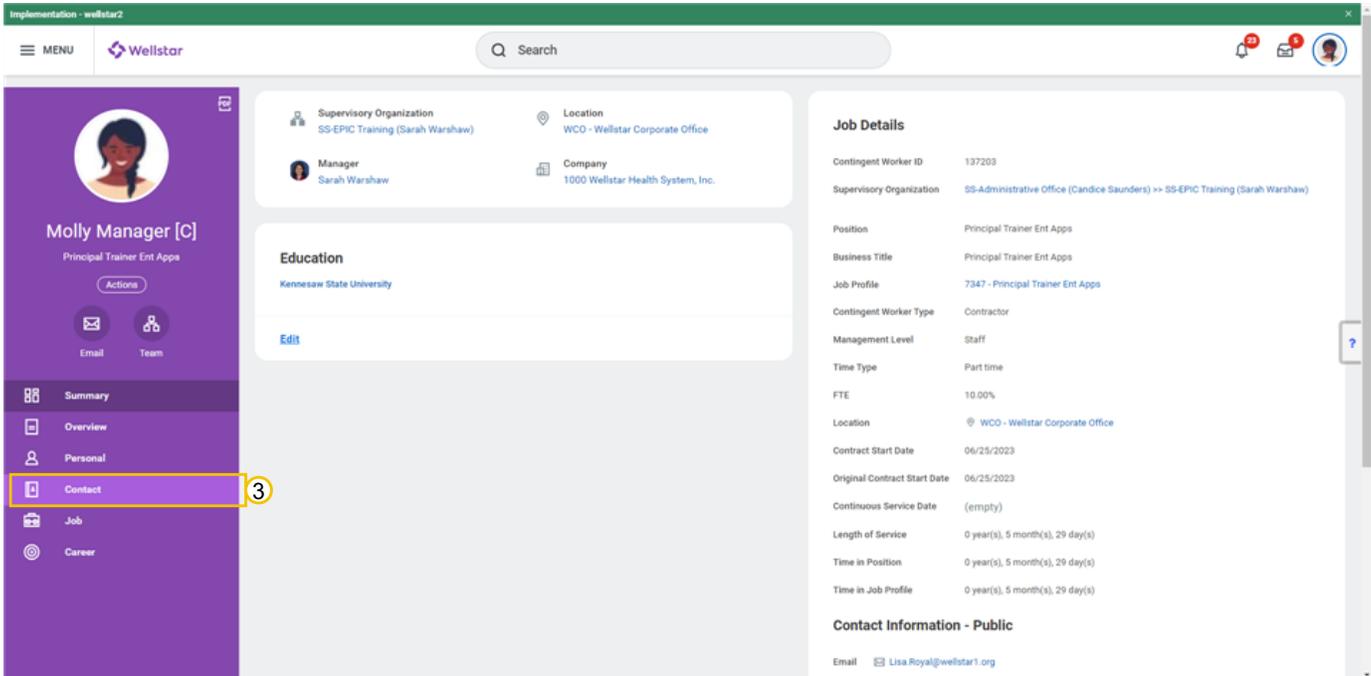


2. Select **View Profile**.



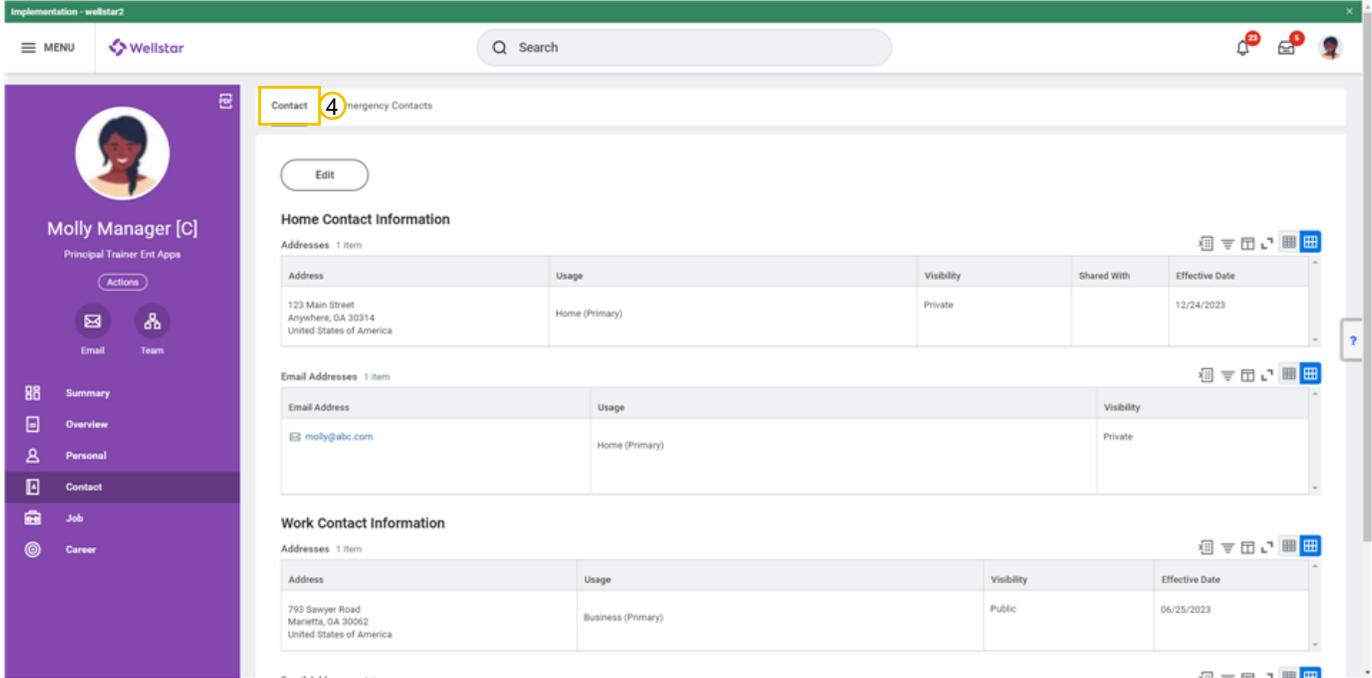
The screenshot shows the Wellstar dashboard interface. At the top, there is a navigation bar with the Wellstar logo, a search bar, and user notification icons. Below the navigation bar is a large banner with the Wellstar logo and the text 'Wellst'. A user profile dropdown menu is open on the right side, showing the user's name 'Molly Manager [C]' and a 'View Profile' button highlighted with a yellow box and a circled '2'. Other menu items include Home, My Account, Favorites, Drive, My Reports, Documentation, and Switch Account. The main content area is titled 'Here's What's Happening' and contains sections for Team Highlights, Important Dates, and Announcements.

3. Your Worker Profile displays. Click **Contact** from the left navigation pane.

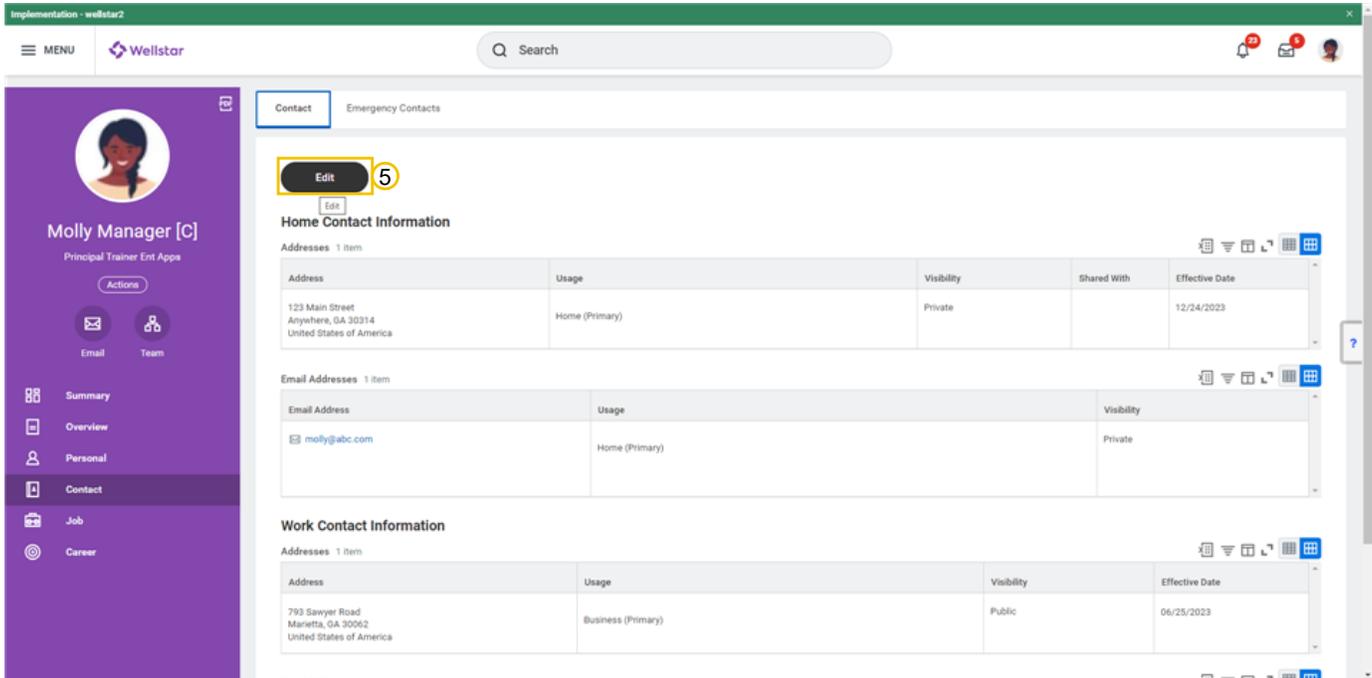


The screenshot shows the Wellstar Worker Profile page. The left navigation pane is visible, with the 'Contact' option highlighted in a purple box and a circled '3'. The main content area displays the worker's profile information, including a profile picture, name 'Molly Manager [C]', and title 'Principal Trainer Ent Apps'. The profile is divided into sections: Supervisory Organization, Location, Manager, Company, Education, and Job Details. The Job Details section lists various attributes such as Contingent Worker ID, Supervisory Organization, Position, Business Title, Job Profile, Contingent Worker Type, Management Level, Time Type, FTE, Location, Contract Start Date, Original Contract Start Date, Continuous Service Date, Length of Service, Time in Position, and Time in Job Profile. The Contact Information - Public section shows the email address 'Lisa.Royal@wellstar1.org'.

4. The screen defaults to the **Contact** tab on the right pane.



5. Click the **Edit** button to edit your home contact information.



6. Click the **pencil icon** to Edit. (In this example, we will edit primary home address.)

Implementation - wellstar2

MENU Wellstar Search

Change My Home Contact Information Molly Manager

Change Home Contact Information

Address

Primary Yes ✕  6 Edit

Address
123 Main Street, Anywhere, GA 30314

Usage
(empty)

Visibility
Private

Phone

7. Click in the address field, and make your edits.

Change Home Contact Information

Address

Address  

123 Main Street, Anywhere, GA 30314

Effective Date
12/24/2023 

Primary

Country *
 

Address Line 1 *

Address Line 2
 7

City *

State *
 

8. Click the **checkmark** to **save** the entry.

The screenshot shows a form titled "Change Home Contact Information". The "Address" section is active, with a checkmark icon and a circled "8" next to it, indicating the save step. The form contains the following fields:

- Address:** 12345 Main Street, Anywhere, GA 30314
- Effective Date:** 12/24/2023
- Primary:**
- Country:** United States of America
- Address Line 1:** 12345 Main Street
- Address Line 2:** Apt B
- City:** Anywhere
- State:** Georgia

At the bottom, there are three buttons: "Submit", "Save for Later", and "Cancel".

9. When done, click **Submit**.

The screenshot shows the same form, but now in a summary view. The "Address" section is highlighted with a blue dot and contains the following information:

- Primary:** Yes
- Address:** 12345 Main Street, Apt B, Anywhere, GA 30314
was 123 Main Street, Anywhere, GA 30314
- Usage:** (empty)
- Visibility:** Private

Below the address section are two "Add" buttons for "Phone" and "Email". The "Email" section is also visible, showing "Primary: Yes" and "Email Address: molly@abc.com".

At the bottom, the "Submit" button is highlighted with a blue border and a circled "9", indicating the final step.

10. Your home contact information has been updated.

The screenshot shows the Wellstar user profile page for Molly Manager [C], Principal Trainer Ent Apps. The page is divided into sections for Home Contact Information and Work Contact Information. A notification banner at the top says "You have submitted" with a "View Details" link and a circled number "10".

Home Contact Information

Address	Usage	Visibility	Shared With	Effective Date
12345 Main Street Apt 9 Anywhere, GA 30314 United States of America	Home (Primary)	Private		12/24/2023

Email Addresses

Email Address	Usage	Visibility
molly@abc.com	Home (Primary)	Private

Work Contact Information

Address	Usage	Visibility	Effective Date
793 Sawyer Road Marietta, GA 30062 United States of America	Business (Primary)	Public	06/25/2023

11. The process is complete. No further approvals are required. Click **Done**.

 Congratulations, you have learned how to **change your home contact** information!

The screenshot shows the Wellstar user profile page with a purple banner at the top that says "You have submitted" and "Home Contact Change: Molly Manager [C]". Below the banner, there is a green checkmark icon and the text "Process Successfully Completed". A "Do Another" link is visible, labeled "Change My Home Contact Information". A "Details and Process" link is also present. At the bottom left, there is a "Done" button and a circled number "11".