
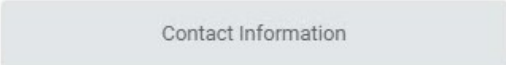
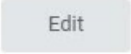
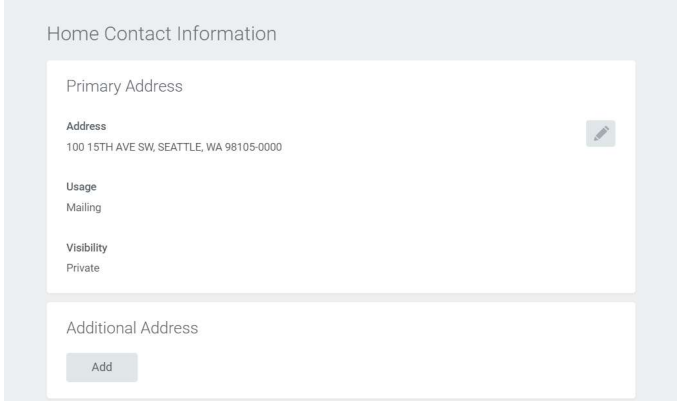

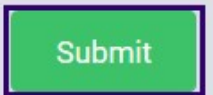



# WORKDAY QUICK GUIDE

## UPDATE CONTACT INFORMATION FOR TERMINEES

<p>1. Log into Workday, and select the <b>Personal Information</b> Worklet</p>	 <p>Personal Information</p>
<p>2. Select Contact Information.</p>	
<p>3. Select the <b>Edit</b> button.</p>	
<p>4. The following information can be updated:</p> <ul style="list-style-type: none"> <li>• Primary Address</li> <li>• Additional Address</li> <li>• Primary Phone</li> <li>• Additional Phone</li> <li>• Primary Email</li> <li>• Additional Email</li> <li>• Primary Web Address</li> <li>• Additional Web Address</li> </ul>	
<p>5. Select the pencil icon to edit the information you wish to update, or the <b>Add</b> button to enter additional contact information.</p> <p><b>IMPORTANT: If specifying Additional Address(es)</b> Ensure the <b>Usage</b> field is set to “Mailing” only for the address you want tax forms and other UW communication sent.</p>	
<p>6. Select <b>Submit</b>.</p>	
<p>7. Your updates have been successfully completed.</p>	 <p>Process Successfully Completed</p>