


Change Your Personal Information

These instructions will help you update employee personal information, including:

- Ethnicity
- Disability (optional)
- Military Service (optional)

Note: It is very important to keep up-to-date records of personal information in PeopleSync as Gender, Date of Birth and Ethnicity are required for NY employees. To make updates to the following personal information fields, please contact your HR representative or PeopleLink and provide supporting documentation:

- Gender
- Date of Birth
- Citizenship Status

Steps
1. From the Workday Home page, locate and click the Personal Information icon.
2. On the Personal Information page, under the Change, select the Personal Information link.
3. The <i>Change My Personal Information</i> page will display. From this page, you can update the following information: <ul style="list-style-type: none"> • Ethnicity* • Disability • Military Service <p>Note: Those marked with an asterisk are required for NY employees. Contact your HR representative or PeopleLink if you need to update your Gender, Date of Birth or Citizenship Status.</p> <p>To edit existing information, click the edit icon. </p> <p>To add Disability and Military Service information, click the “add” button.</p>
4. Complete the necessary fields with information. <p>Note: More than one ethnicity can be selected from the drop down menu.</p>
5. Click the [Submit] button at the bottom of the <i>Change My Personal Information</i> page.
6. You will receive a confirmation message that the changes have been successfully completed.
7. Click the [Done] button to return to the <i>Workday Home</i> page.

For additional information please contact PeopleLink at (212) 992-LINK [5465] or AskPeopleLink@nyu.edu.