

Manage Your Contact Information

These instructions will help you update your contact information including the following:

- Home Address
- Mailing Address
- Home Phone
- Personal Email

Note: It is very important to keep up-to-date records of your contact information in PeopleSync as the information stored is the primary record of all employee contact information. Your NYU.edu email is the default email used for work contact information. Work location defaults to a generic NYU address and is not what appears in NYU Directory.

Student employees use SIS as the system of record for all personal and work contact information and **cannot** make updates to contact information in PeopleSync.

Steps
1. From the Workday home page, locate and click the Personal Information icon.
2. Under the <i>Change</i> menu, select Contact Information link.
3. The <i>My Contact Information</i> page will display. You can view your most current contact information here, including: <ul style="list-style-type: none"> • Home Address • Mailing Address • Phone Number • Email Address <p>Note: Your NYU.edu email is the default email used for work contact information. Work location defaults to generic NYU address, and is not what appears in NYU Directory.</p>
4. To make changes to your existing information, click the [Edit] button.
5. On the <i>Change Contact Information</i> page make changes to existing information using the pencil icon and the add button to add new information. <p>Note: Changes to primary home address may have tax implications. Work contact information will be visible to the public. Home contact information defaults to private; however, you may change it to public if desired with the icon next to Details.</p>
6. Click [Submit] button once the changes are complete.
7. You will receive a conformation message once the changes have been successfully completed.
8. Click [Done] button to return to the My Contact Information page.

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