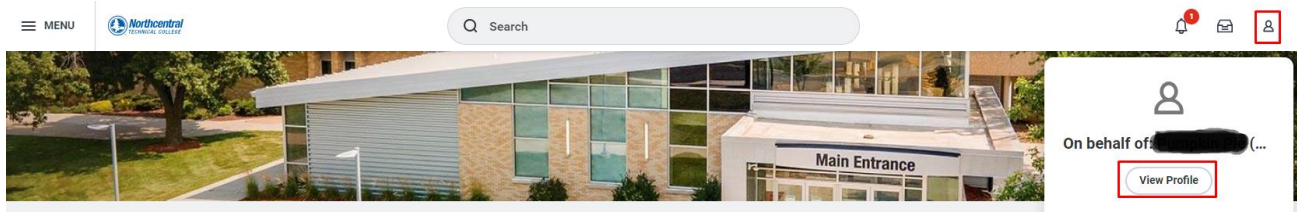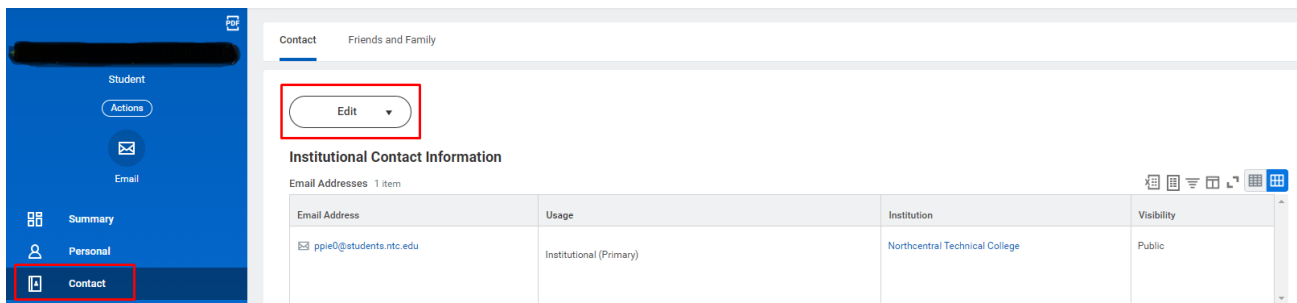# UPDATE MY HOME CONTACT INFORMATION IN WORKDAY

Update your home address, personal email address, and primary phone number.
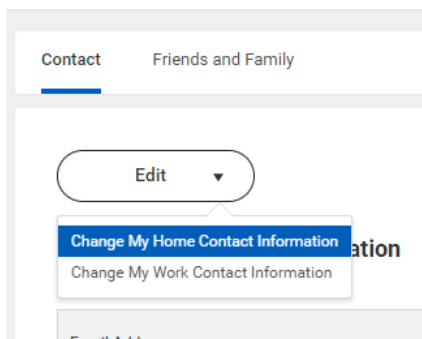
TO COMPLETE ONBOARDING USING A DESKTOP BROWSER: From your Workday homepage select your **photo** or **figure icon (upper right),** then "**View Profile."**

To update your home contact information, select "**Contact" (**left), then "**Edit."**

Select **Change My Home Contact Information**

Select the **Pencil** to update your Address or Phone.

Change Home Contact Information

Address

Primary
Yes

Address
1000 West Campus Drive, Wausau, WI 54401

Usage
Mailing
Street Address

Visibility
Private

(Add)

Phone

Primary
Yes

Phone
+1 (715) 6753331 (Mobile)

Visibility
Private

(Add)

Set a **Primary** address and a **Primary Phone Number.** Then, select the **checkmark.**

Change Home Contact Information

Address

Address
1000 West Campus Drive, Wausau, WI 54401

Effective Date
02 / 21 / 2024 📅

Primary
☑

Country *
✕ United States of America ☰

Address Line 1 *
1000 West Campus Drive

Address Line 2

City *
Wausau

State *
✕ Wisconsin ☰

When you are finished editing, select the "**Submit**" button.

Note: Your home contact information is not the same as your Emergency Contact.