# Workday Tips & Tricks
Updating your personal profile

workday.

This guide walks you through the process of updating your profile picture, legal or preferred names, and personal information like gender, race/ethnicity, gender identity, and preferred pronouns in Workday. It provides step-by-step instructions to help you navigate the Workday interface, from selecting and resizing your profile picture to editing your personal details, ensuring that all updates comply with company guidelines.
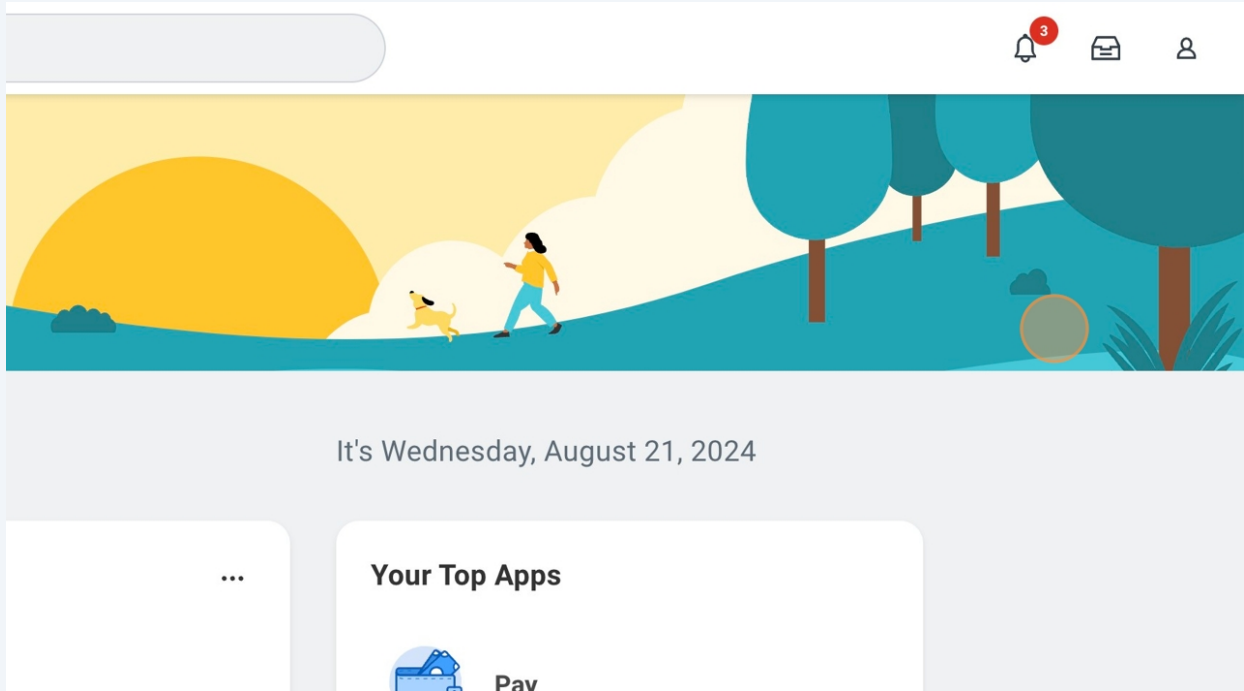
Adding or Changing your picture in Workday
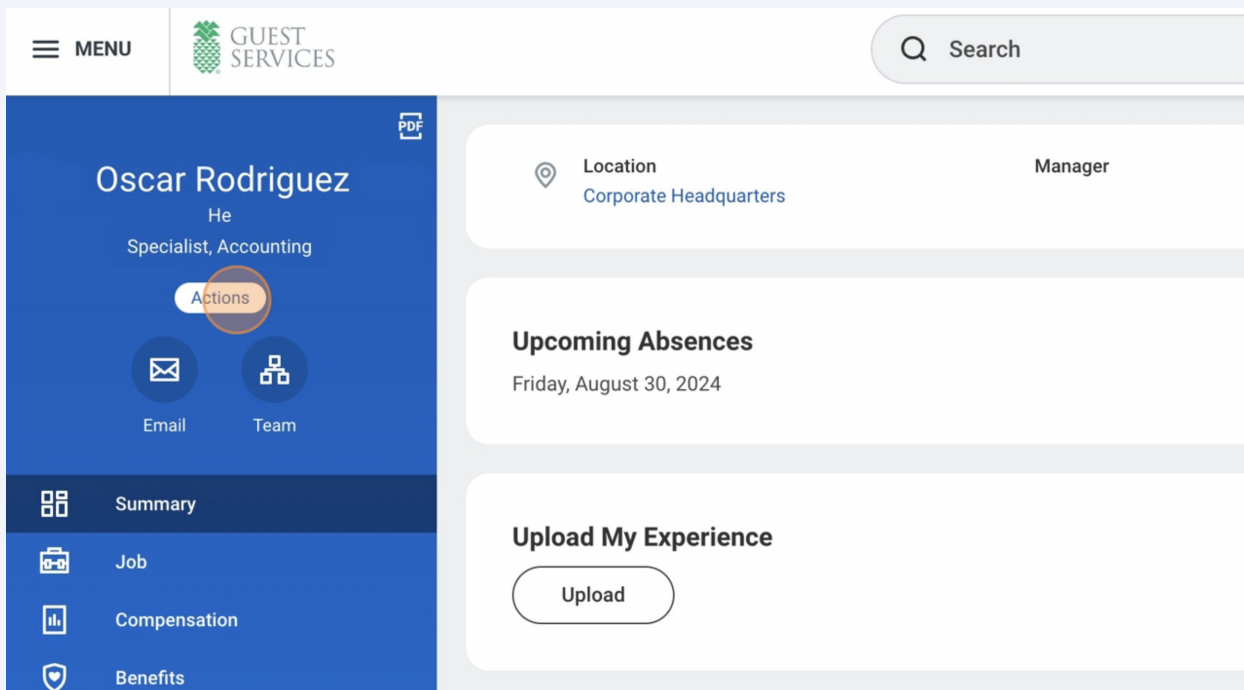
1   Navigate to the Workday home page

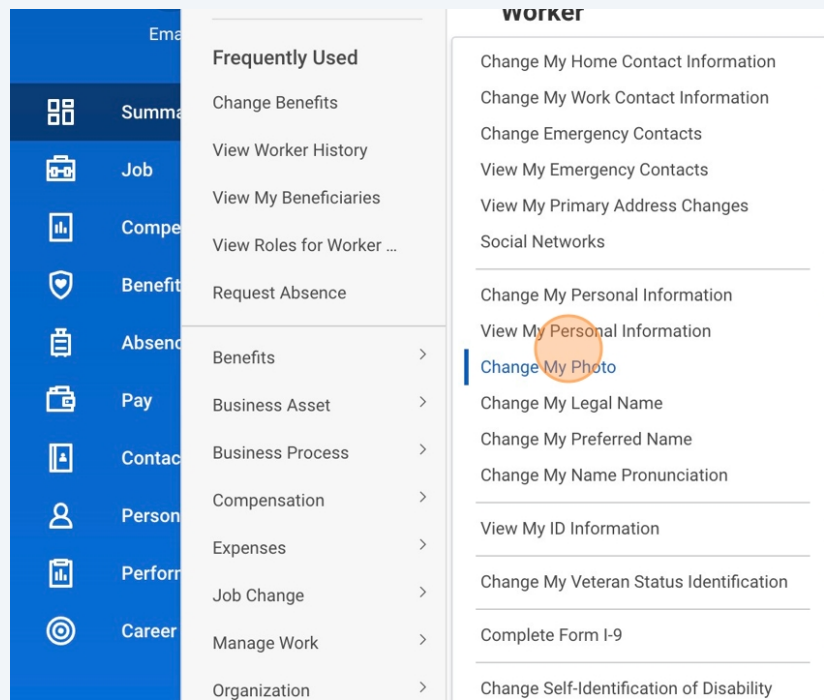**2**   Click on your profile icon in the top left corner of the screen
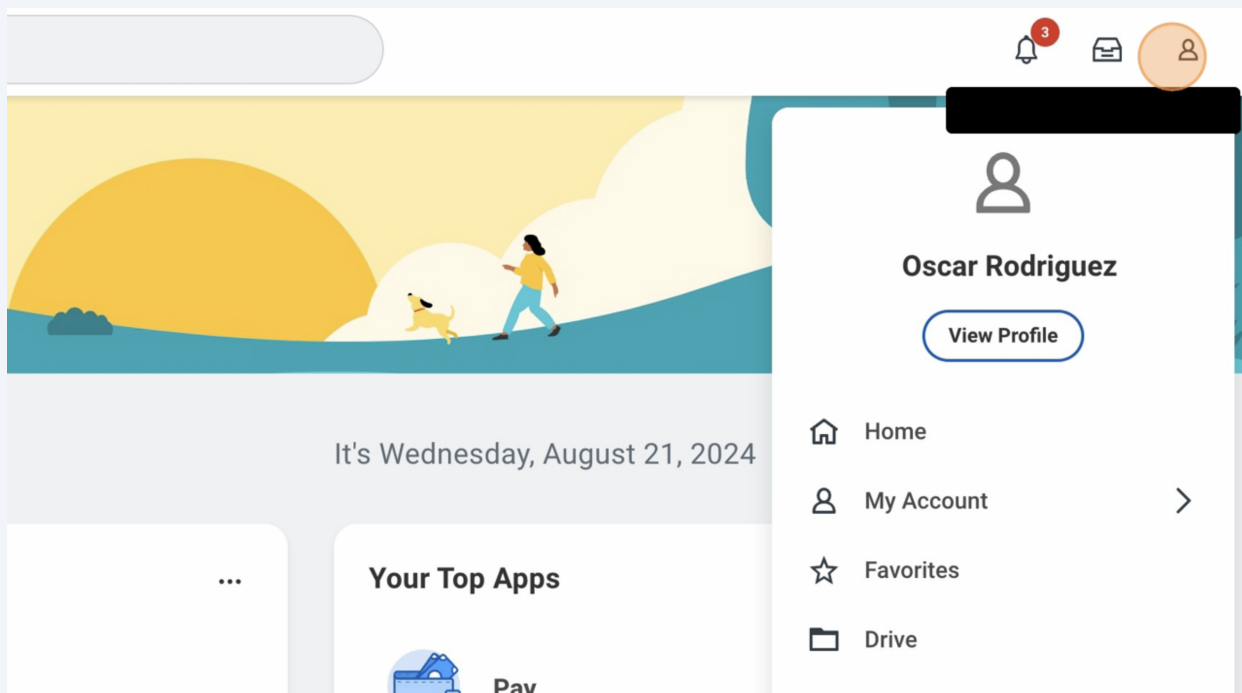
3 Click "View Profile" to open up your Workday Profile Summary
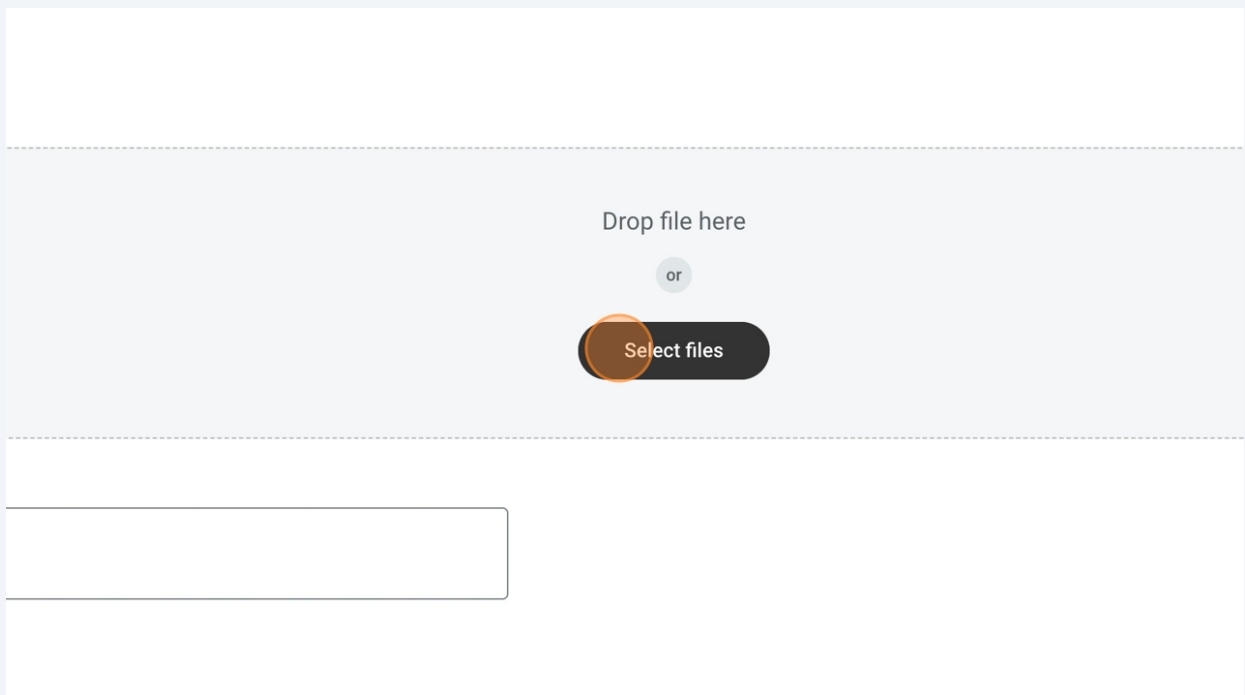

4 Click "Actions" to open the Actions Menu

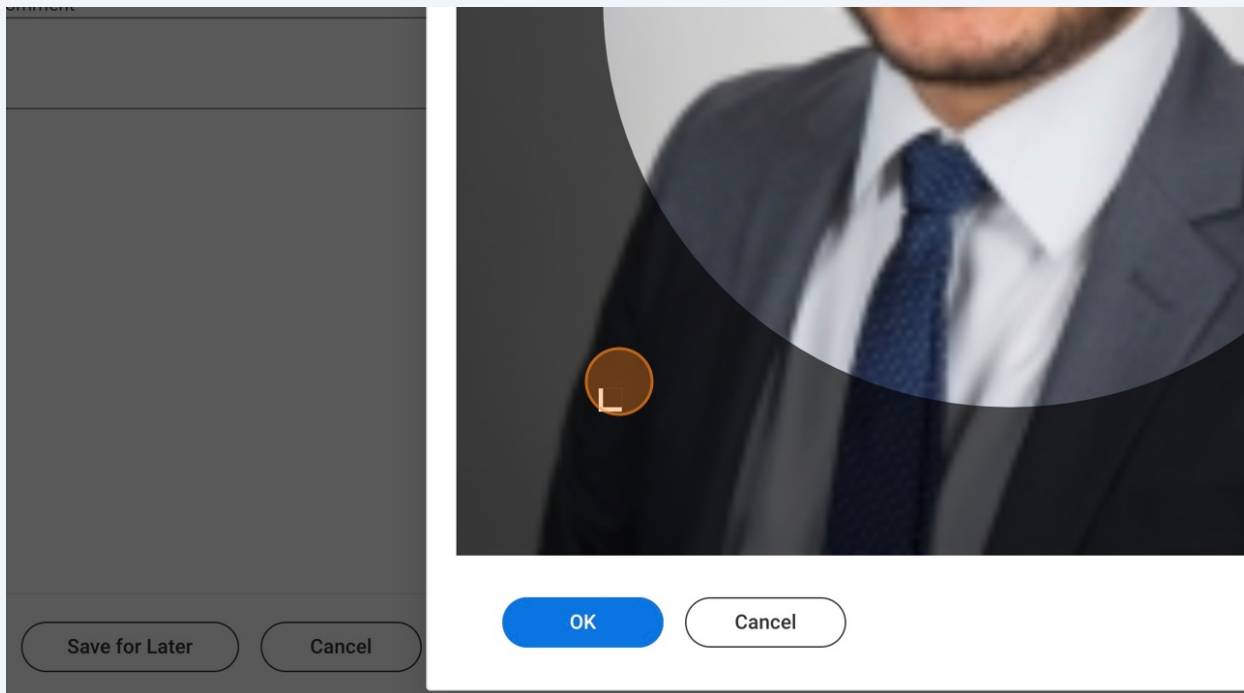**5** Hover Over "Personal Data" and Click "Change My Photo"

6 A menu will pop up where you can upload a profile picture. To begin, click "Select files" and choose the picture you want to use from your computer.
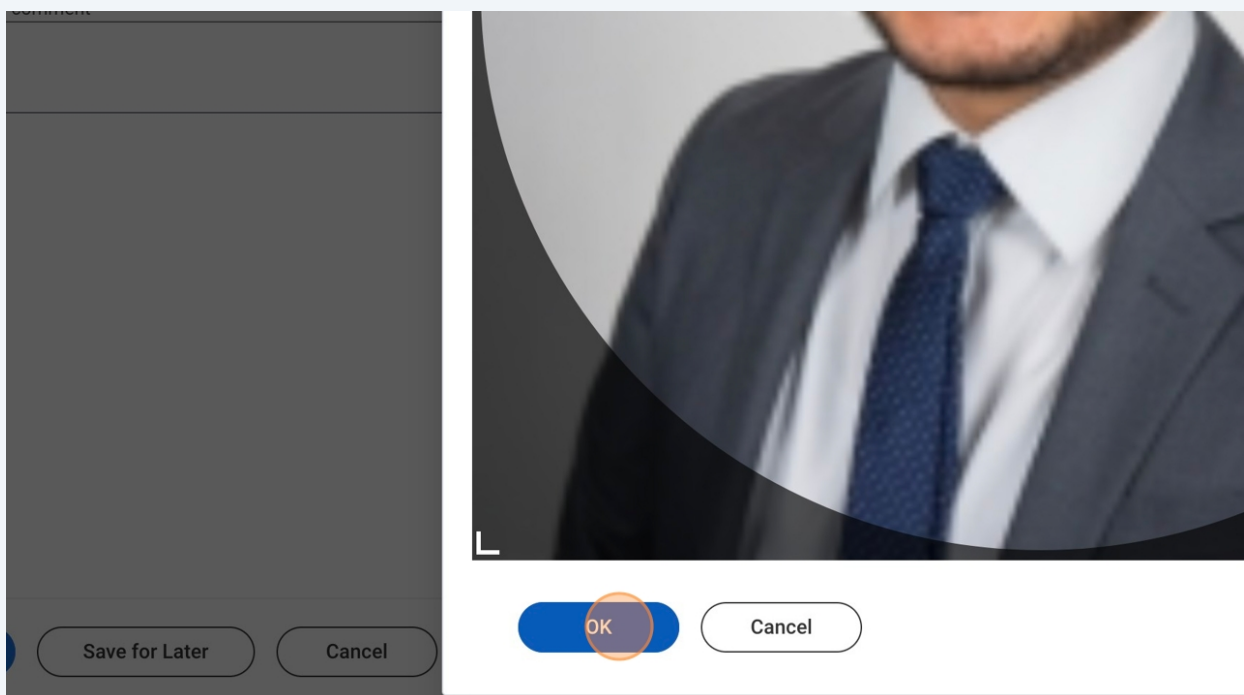
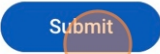**7** Use the resize handles to resize your photo to your desired size

OK   Cancel

Save for Later   Cancel

8 Click "OK"

Save for Later   Cancel

OK   Cancel
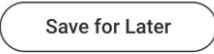
9   After uploading and cropping your profile picture, Click "Submit"

enter your comment

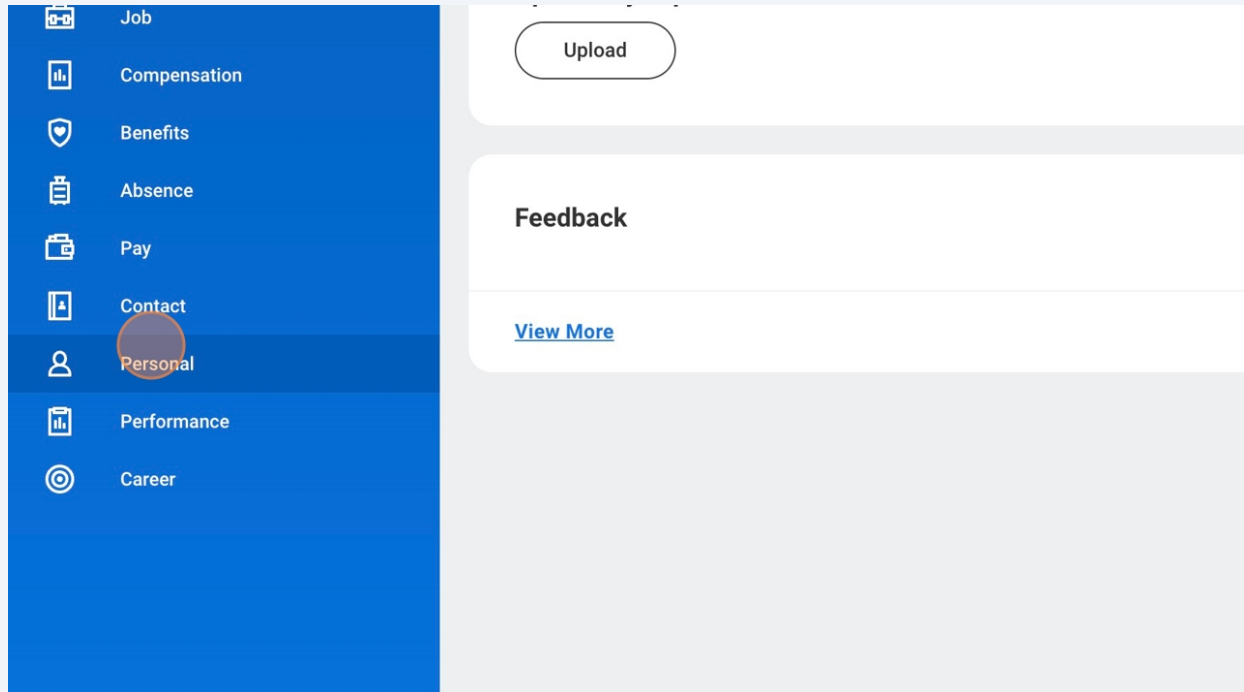Submit   Save for Later   Cancel

ⓘ   Note: Profile photos may not automatically update as they are individually reviewed and approved by GSI corporate to ensure they meet company guidelines and standards
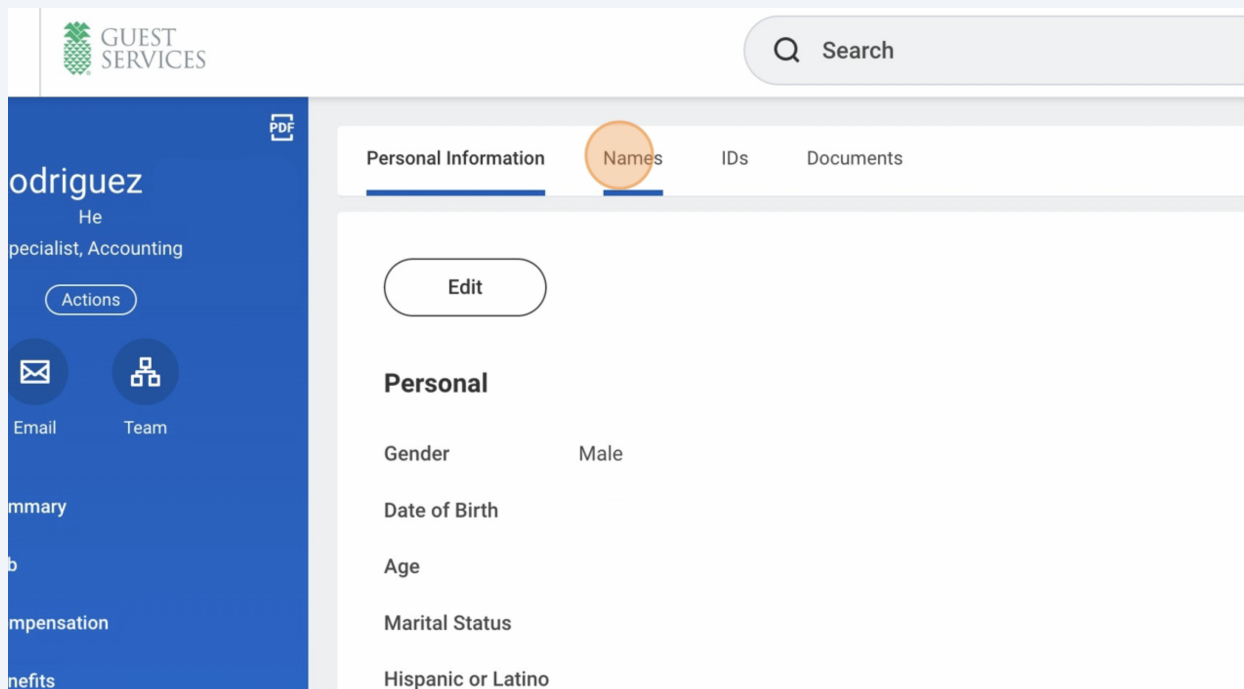
10   Congratulations, you've updated your profile photo!

Update your Legal/Preferred Names in Workday

11   After navigating back to your Profile Summary Page, click on "Personal"

Job	
Compensation	
Benefits	
Absence	
Pay	
Contact	
Personal	
Performance	
Career	

Upload

Feedback

View More

12   This will open a page with your personal information, Click on the "Names" tab

GUEST SERVICES

Search

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He
pecialist, Accounting

Actions

Email   Team

mmary

b

mpensation

nefits

Personal Information   Names   IDs   Documents

Edit

Personal

Gender   Male

Date of Birth

Age

Marital Status

Hispanic or Latino

13 Your Legal Name and Preferred Name (Nickname) will appear, Click "Edit" next to the one that you would like to change.

Search

Documents

	Edit
	Edit

14 To change your legal name you can revise your first, middle or last name in the fields and click "Submit"

Use Legal Name As Preferred Name ☐

Country   *   ✕ United States of America ☰

Prefix   [☰]

First Name   *   Oscar

Middle Name   M

Last Name   *   Rodriguez

Suffix   [☰]
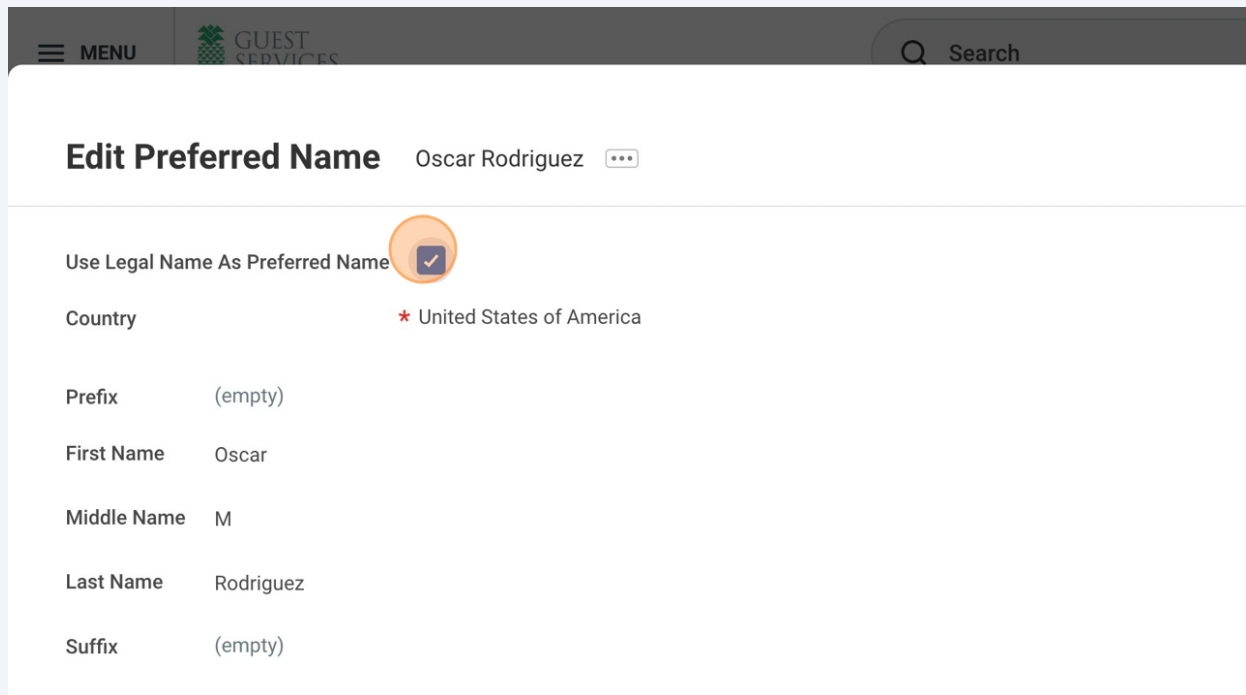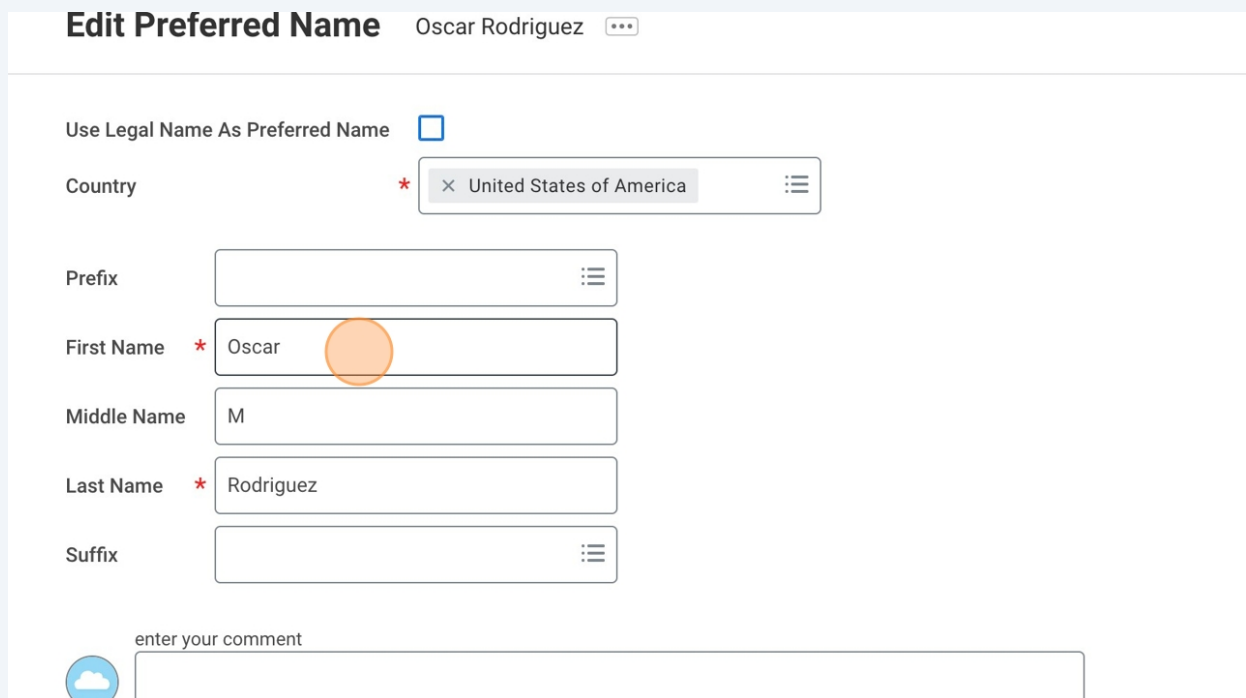
enter your comment

15 If you're editing your Preferred Name (NickName) and it's different from your legal name, uncheck the box next to "Use Legal Name as Preferred Name"

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Edit Preferred Name   Oscar Rodriguez ⋯

Use Legal Name As Preferred Name   ✓

Country   * United States of America

Prefix   (empty)

First Name   Oscar

Middle Name   M

Last Name   Rodriguez

Suffix   (empty)

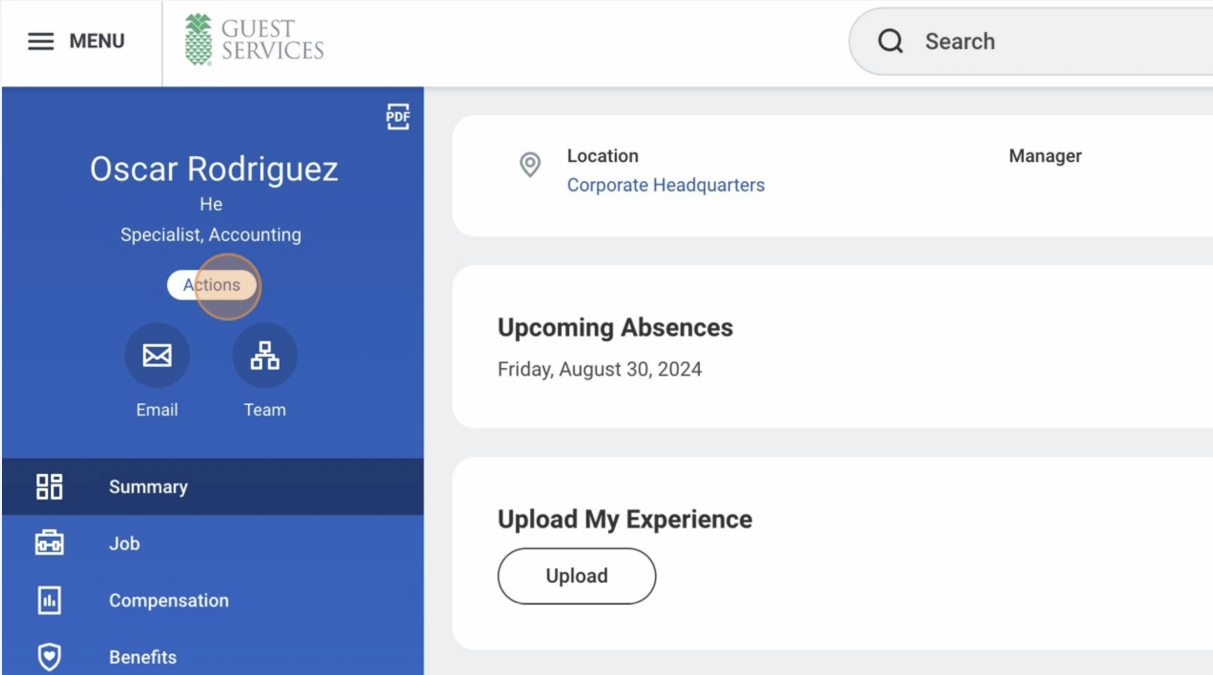**16** Afterwards you can change your name in the first, middle, or last name fields and click "Submit"

Edit Preferred Name   Oscar Rodriguez ⋯

Use Legal Name As Preferred Name   ☐

Country   * [✕ United States of America   ☰]

Prefix   [☰]

First Name   * [Oscar   ]

Middle Name   [M   ]

Last Name   * [Rodriguez   ]

Suffix   [☰]

enter your comment
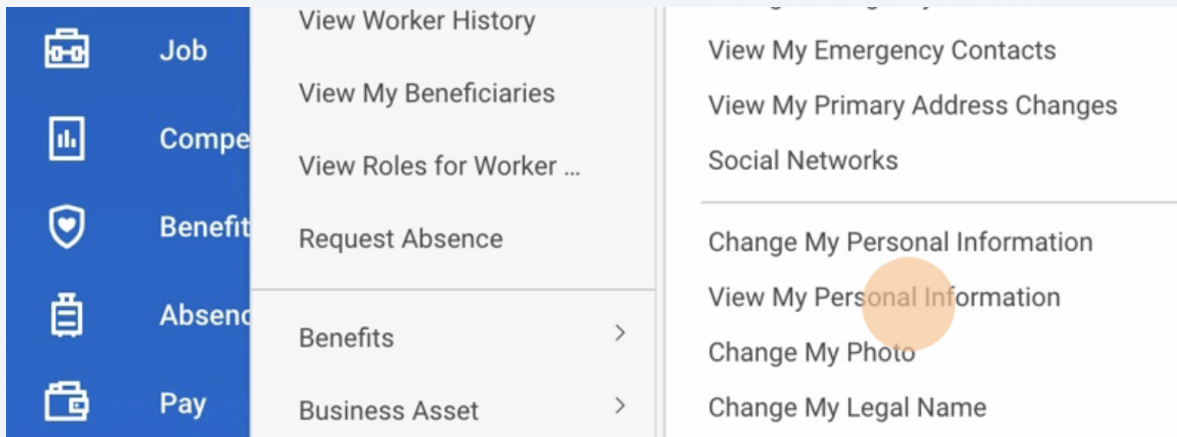☁ [   ]

Selecting your Gender, Race/Ethnicity, Gender Identity, and Preferred Pronouns in Workday

17 After returning to the profile summary page, click "Actions" to open the Actions Menu

18 Under the "Personal" Tab, Click "Change My Personal Information"

		View Worker History		View My Emergency Contacts
📦	Job	View My Beneficiaries		View My Primary Address Changes
📊	Compe	View Roles for Worker ...		Social Networks
🛡	Benefit	Request Absence		Change My Personal Information
📋	Absenc			View My Personal Information
		Benefits	⟩	Change My Photo
💼	Pay	Business Asset	⟩	Change My Legal Name

19 You can edit your gender under the "Gender" Section

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Personal Information   Oscar Rodriguez (United States of America)

Change Personal Information

Gender

Gender *
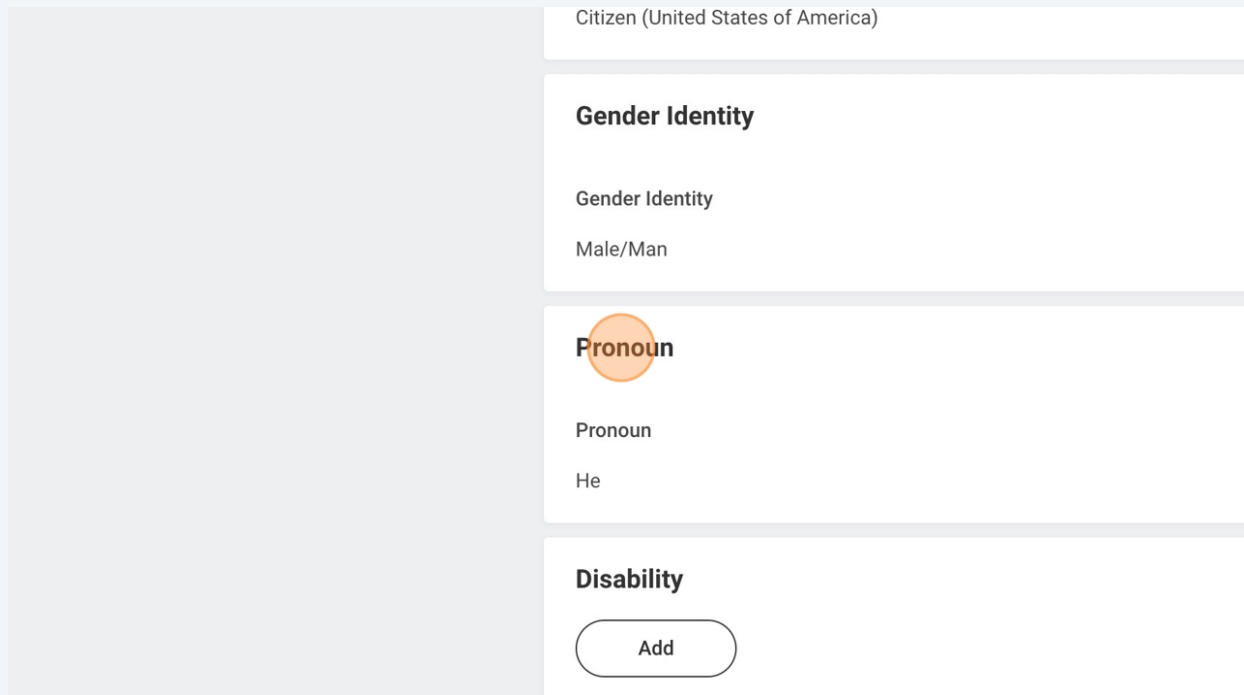
Male

Date of Birth

Date of Birth *

20 You can select your Race and Ethnicity under the "Race/Ethnicity" Section

Marital Status

Marital Status *

Single (United States of America)

Marital Status Date

Race/Ethnicity

Hispanic or Latino

Race/Ethnicity *

Hispanic/Latino (United States of America)

Citizenship Status

21 You can specify your gender identity under the "Gender Identity" Section

Hispanic/Latino (United States of America)

Citizenship Status

Citizenship Status

Citizen (United States of America)

Gender Identity

Gender Identity

Male/Man

Pronoun

Pronoun

22 You can select your preferred pronouns under the "Pronoun" Section

Citizen (United States of America)

Gender Identity

Gender Identity

Male/Man
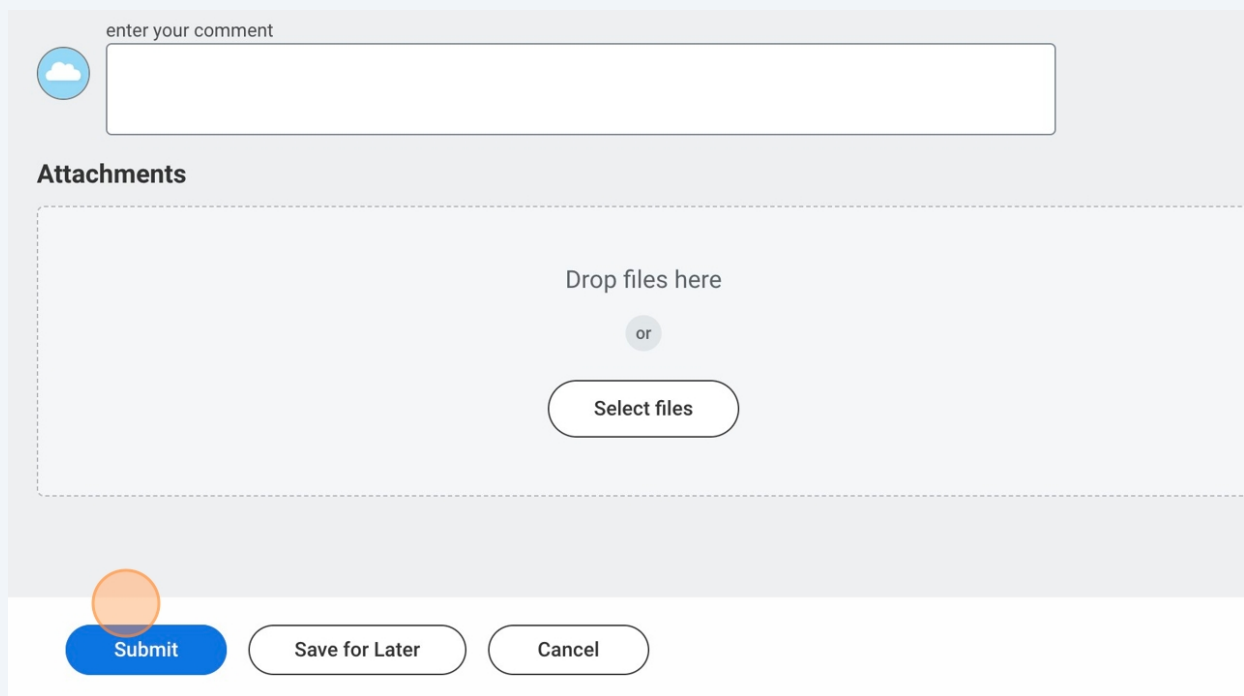
Pronoun

Pronoun

He

Disability

Add

23 Click "Submit" at the bottom of the page to save your changes.

enter your comment

Attachments

Drop files here

or

Select files

Submit   Save for Later   Cancel