# Manage Your Personal Information

## Overview

This job aid outlines the process for Employees, Retirees and Contingent Workers to manage personal information in Workday such as Gender, Date of Birth, Race / Ethnicity, Citizenship Status and Nationality

**Prerequisites:** N/A

**Important Information:**

* The Nationality in the Personal Information is required
* You cannot edit the Military Status field. Military Status, if populated, was pulled in based on prior selections on the old Military Status form
* To enter or update Veteran Status in Workday, go to Worker Profile > **Actions** > **Personal Data** > **Change my Veteran Status Identification**

### Steps

1. From the Workday Home page, click the **Personal Information** worklet



1. In the Change section, click **Personal Information**



Your personal information will be displayed for **Gender, Date of Birth, Race/ Ethnicity, Citizenship Status, Nationality** and **Military Service**.

1. Edit sections as needed



**Note**: **Nationality** is a required field and must be completed

1. Enter any comments as needed
2. Click **Submit**

**Notes**:

* + Some changes require supporting documentation to be provided to your HR Staff
	+ ***Do not*** upload a copy of any government documents unless asked to do so

If you have any questions, you should contact your HR Contact for your department

This completes the **Manage Personal Information** business process