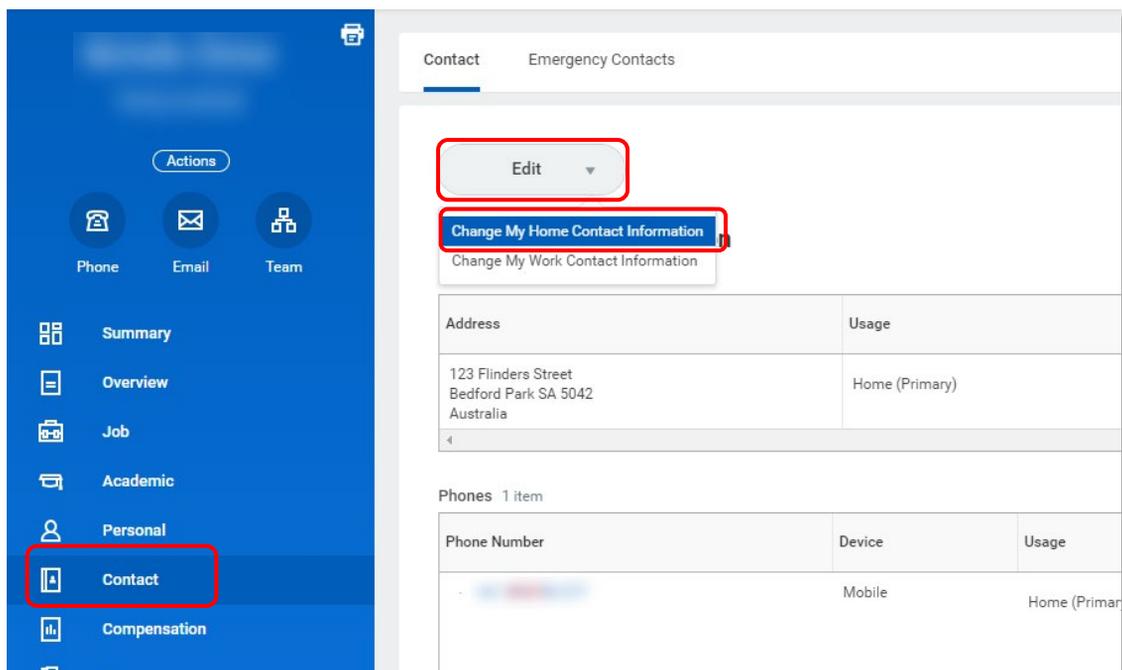


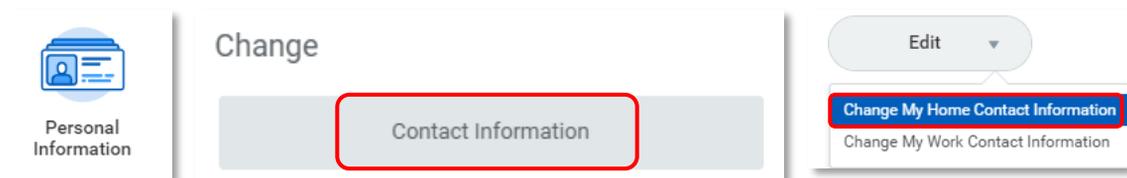
Your home address details are held in your Workday Profile. To change your address, click on your *profile icon* in the top right-hand corner of the home page and *View Profile*.



Select *Contact*, *Edit*, and then select *Change My Home Contact Information*

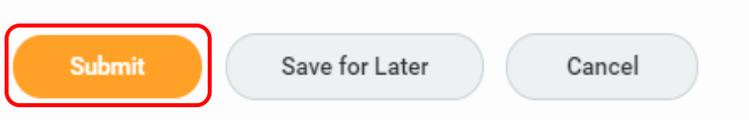


Alternatively you can click on your *Personal Information Application* on the home screen, select *Contact Information*, select *Change my Home Contact Information*

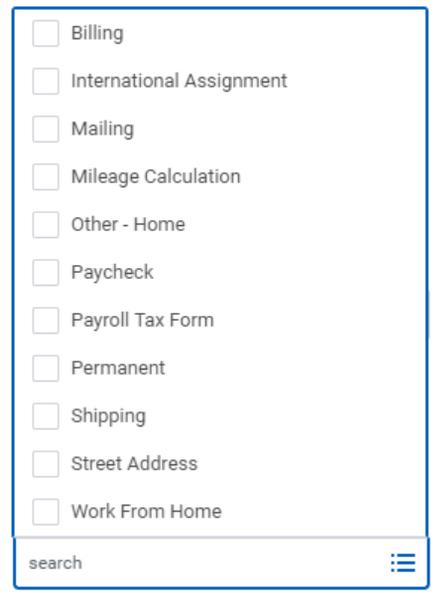
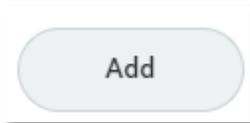


Click on  to edit the fields and  to confirm your changes. Fields with a red star * are mandatory fields. You will be able to change your home address, phone and email details.

Once all the relevant fields are complete, select *Submit*.



To add an additional address (i.e. mailing address) to your primary address, click on *Add*; complete all required fields and tick in the relevant box the usage reason for your additional address.



Once all the relevant fields are complete Select *Submit*.

