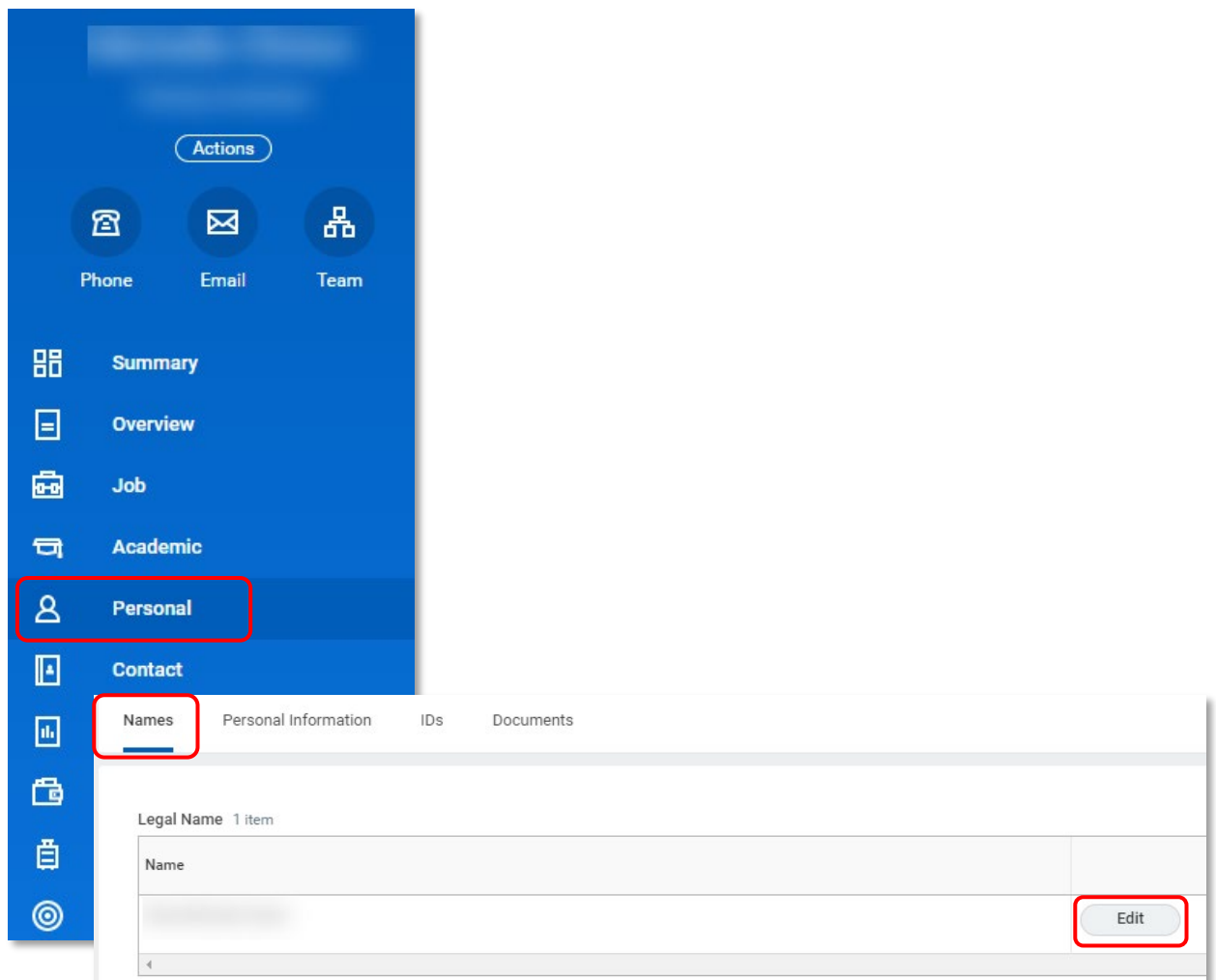


Your Personal Information details are held in your Workday Profile. To change your legal name, click on your *profile icon* in the top right-hand corner of the system and *View Profile*.



Select *Personal*, *Names* and *Edit* in the *Legal Name* section



Complete the mandatory fields, enter your comments and attach all relevant document/s. Note: it is a legal requirement to attach certified documentation for a legal name change.

Edit Legal Name

Effective Date * 19 / 05 / 2020

Country * x Australia

Salutation x Miss

Given Name *

Middle Name

Family Name *

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

When attaching the documentation, please select *Category – Legal Name Change*

Attachments

Test.docx

DOC

Description

Category *

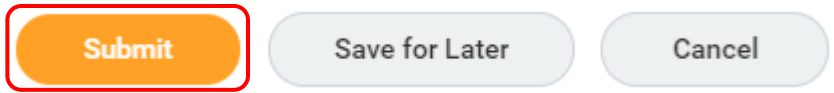
Legal Name Change

License

search

Category * x Legal Name Change

Once you have completed the above steps, click *Submit*.



People and Culture will now have an action to approve or request further information. If there is further information required, an Inbox task will appear for your attention. Otherwise, your legal name change will appear once the approval process has been completed.