Updating Personal Information

Including Gender, Ethnicity/Race, Pronouns, Disability and Military Status

8 Steps <u>View most recent version</u>

Created by Alex Drabik Creation Date Nov 29, 2024

Last Updated Nov 29, 2024

Click on Employee button

In top right hand corner, select the Employee button



Click on 'View Profile"

Select 'view profile' to be taken to your employee information





Select 'Personal' tab on left hand side menu

Click 'Edit' to update

To change items related to Ethnicity/Race, Citizenship, Gender Identity, Pronouns, Disability and Military status, select the edit button and update as appropriate. (please note: 'Gender' must remain as sex assigned at birth due to insurance needs and enrollment)



Select the pencil button on any category to update

Scroll through and update the applicable fields as necessary by clicking the pencil button and then viewing options under each category.

← C ⋒	nyworkday.com/maryfreebed2/d/inst/1\$37/247\$2639.htmld#TABTASKID=2998%2431352	A	☆	3	C	Ē	~	 •
🛅 Licensure 📋 Sharepoint 📋 Vendors 🎦 W	orkday 🗋 Plant Ops & Securit 🥨 Cisco Webex 🔎 ADP 🧷 API - PTO 🛛 🔯 QE Log 2024.xlsx	M API Self	f Service	🚺 Labo	r Poster	Locati		>
	Marital Status	Ø						
	Marital Status Date							
	Race/Ethnicity	\sim						
	Hispanic or Latino							
	Race/Ethnicity *							
	White (United States of America)							
	Citizenship Status							
	Citizenship Status	P						
Submit Save for Later	Cancel							

	i nttps://imp	.wa12.mywon	coay.com/maryfreebed2/c	i/inst/1\$37/247\$4	2639.ntmid	# IADIASKID=	2990702431352	A.	W	çs	L	(+)	~~	
📋 Licensure 🛛 📋 S	harepoint 📋 Vendors	📋 Workday	Plant Ops & Securit	🥨 Cisco Webex	🔊 ADP	🧷 API - PTO	Re Log 2024.xlsx	M API Sel	f Service	🙀 La	bor Poste	r Locati		>
		Mar Mar	ital Status ital Status Date					Ø						
		Rad	e/Ethnicity											
		Hisp Bac	anic or Latino				¢	~ ~						
		jse ×	White (United States of America))									
		Citi	zenship Status											
Subm	it Save fo	Later	Cancel											

Click ellipses to view options and update

Click check mark to 'lock in' any updated selections

Please note: this does not finalize and submit your updates until the big blue 'Submit' button at the bottom of the screen is selected

🙆 🔞 🗖 😡 Change My Personal Inform	hation x +		- r ×
← C බ ⊡ https://impl.wd12.r	nyworkday.com/maryfreebed2/d/inst/1\$37/247\$2639.htmld#TABTASKID=2998%2431352	A 🗘 🗘 🗅	@ % … 🤣
🛅 Licensure 📋 Sharepoint 📋 Vendors 🎦 W	forkday 🗋 Plant Ops & Securit 🥨 Cisco Webex 🔎 ADP 🧷 API - PTO 🗧 QE Log 2024.xlsx	API Self Service 😰 Labor Poster Lo	ocati >
	Marital Status	0	*
0	Race/Ethnicity	× (55)	
	Race/Ethnicity ★		I
	Citizenship Status	1	
Submit Save for Later	Cancel		•
🚺 🖸 🖽 🗘 🖿		^ ፻	コ (小)) 11:09 AM 口 11/29/2024 日本 11/29/2024

STEP 8

Select 'Submit' at the bottom of screen to finalize all changes

To behald of Stabins Curpenter Image Note Stabins Competities Change My Personal Information Sabrins Carpenter (United States of America) Change Personal Information Gender Gender * Female Date of Birth Date of Birth Date of Birth Save for Later Gender Marital Status Marital Status	Implementation - maryfreebed2				
E MENU Q Search Change My Personal Information Sabina Carpenter (United States of America) Change Personal Information Gender Gender * Pernale Date of Birth 10/01/2020 Age Save for Later Cancel Marital Status Marital Status	On behalf of: Sabrina Carpenter				
Change My Personal Information Sender Gender * Pemale Date of Birth 10/01/2020 Age Save for Later Cancel Marital Status	Many Free Bed	Q Search		¢® e	≞ &
Change Personal Information Gender Gender Gender * Female Date of Birth Date of Birth * 10/01/2020 Age Subtent Save for Later Cancel Marital Status Marital Status	Change My Personal Info	rmation Sabrina Carpenter (United States of America)			1 09
Gender Gender * Female Date of Birth Date of Birth * 10/01/2020 Age Soure for Later Cancel Marital Status Marital Status		Change Personal Information			
Gender * 2014 Female Date of Birth * 2014 Date of Birth * 2014 Date of Dirth * 2014		Gender			
Female Date of Birth Date of Birth Date of Birth 10/01/2020 Age Submt Save for Later Cancel Marital Status Marital Status		Gender *	Ø		
Date of Birth Date of Birth * 10/01/2020 Age Submit Save for Later Cancel Marital Status		Female			
Date of Birth * 10/01/2020 Age Cancel Marital Status Marital Status		Date of Birth			
Age Submit Save for Later Cancel Marital Status Marital Status		Date of Birth * 10/01/2020	Ø		
Submit Save for Later Cancel Marital Status Marital Status		Age			
Marital Status Marital Status	Submit Save for Late	er Cancel			
Marital Status	\smile	Marital Status			
		Marital Status	I		