

Change Home Address

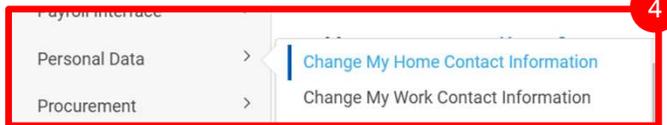
The **Change Home Contact Information** process is used to make changes to employee work contact information within the system. Contact information includes addresses, phone numbers, email addresses, and more.

Change Home Contact Information

1. From the Workday Home Page, select **Profile** icon.
2. Select **View Profile**.
3. Select the **Actions** icon.



4. Scroll down to the **Personal Data** option and select **Change My Home Contact Information**.



5. For each section on the My Contact Information page, update contact information. All fields with red asterisks * are required.

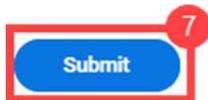
- A. Select **Add**.
- B. Select the **X** icon to delete.
- C. Select the **pencil** icon to edit.
- D. Select the **left arrow** icon to undo edits.
- E. Select the **checkmark** icon to save edits.



6. If you need to update the **Primary Address**:
 - Select the Pencil Icon for the address you wish to make primary.
 - Select the Check Box
 - The new primary address will move to the top of the list



7. Select **Submit**.



Update Tax Elections (if applicable)

If your primary address changes states (example: New York to New Jersey), tax elections may need to be updated. Complete the following additional steps to update tax elections:

8. From the Workday Home Page, select **My Tasks**.
9. Select the **Update Tax Elections: Home Contact Change** task.
10. If moving to a new state requires an update to your tax form, select **Complete State and Local Withholding Election** to update tax forms. Refer to the corresponding QRC for additional information.



11. After completing step 9 or if this task is not applicable to you, select **Submit** to remove this task from My Tasks.

