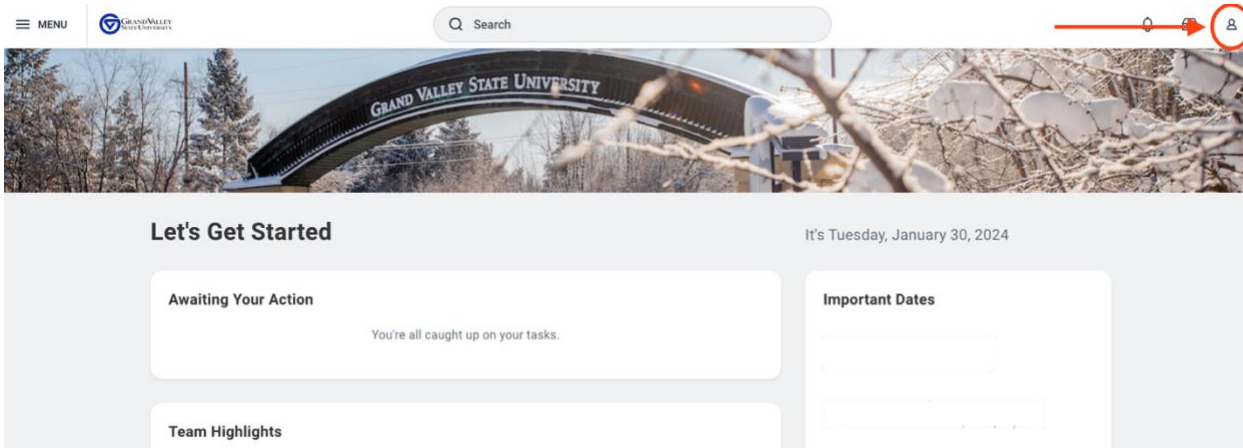


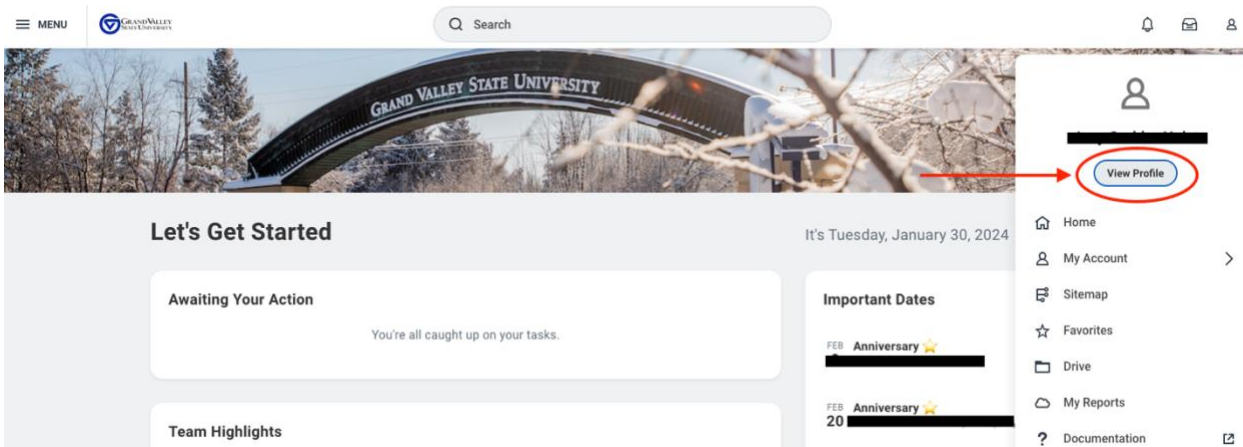
# Workday Faculty/Staff SOGI Data Walkthrough

## Add or change sex, gender identity, and pronouns:

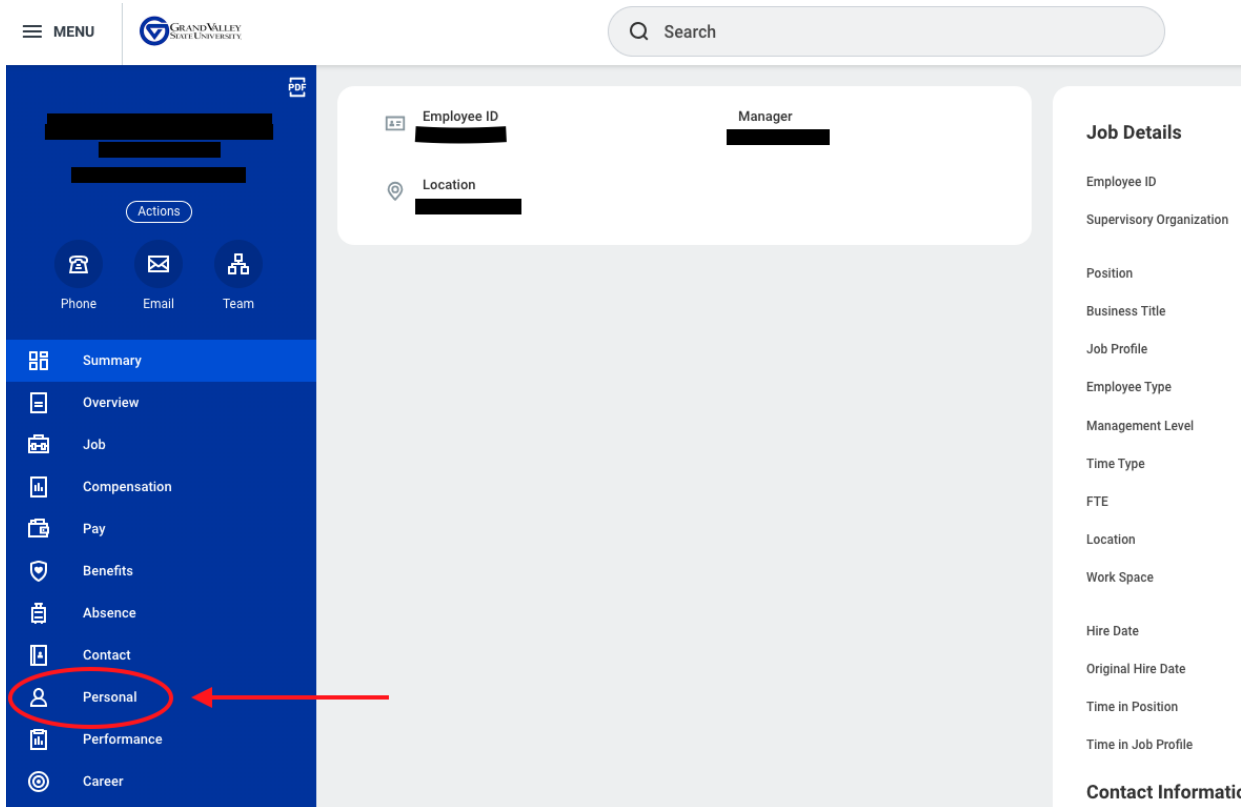
1. Log into Workday
2. On the top right of your Workday screen, select the "Profile" icon



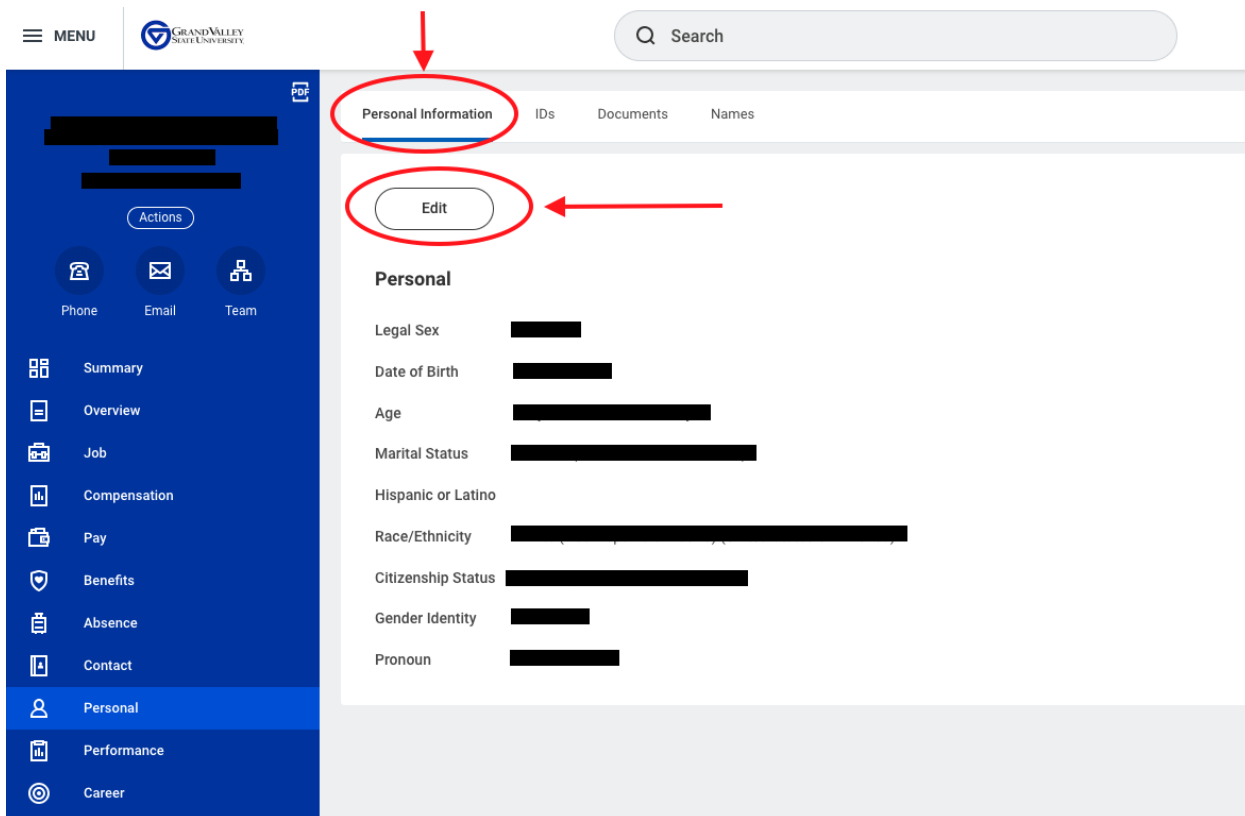
3. In the dropdown menu click "view profile" button.



4. On the left side menu, select “Personal”



5. Click the “Edit” button under the “Personal Information” tab that section.



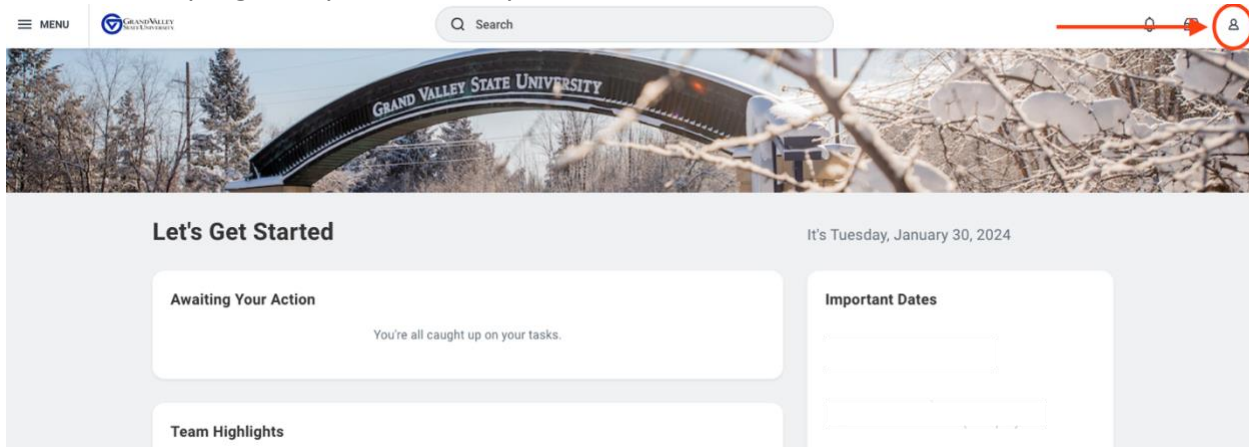
6. You can then proceed to add or change your legal sex, gender identity, and pronouns. (You will need to scroll down for gender identity and pronouns.)

The screenshot shows the 'Change My Personal Information' page on the Grand Valley State University website. The page has a blue header with the text 'Change My Personal Information' and '(States of America)'. Below the header, there is a search bar and a 'MENU' button. The main content area is titled 'Change Personal Information' and contains four sections: 'Legal Sex', 'Gender Identity', 'Pronoun', and 'Disability'. Each of the first three sections has a text input field with a red circle highlighting an edit icon. The 'Disability' section has an 'Add' button.

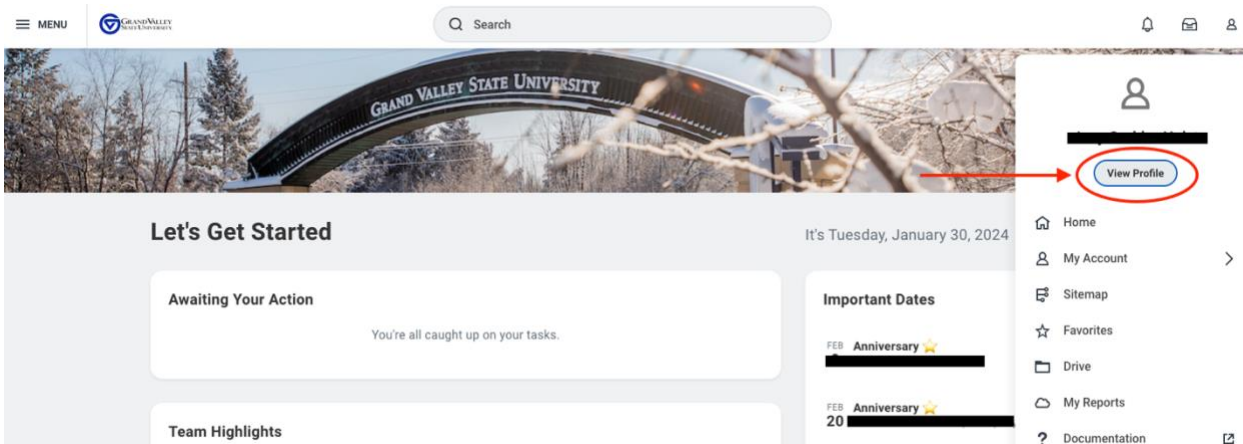
7. Remember to click the “Submit” button at the bottom of the page once you’ve made all changes, otherwise they will not be saved.

## Add or change legal/preferred name:

1. Log in to Workday
2. On the top right of your Workday screen, select the “Profile” icon.



3. In the dropdown menu click “view profile” button.



4. On the left side menu, select "Personal" and then click the "Names" tab at the top of the screen.

The screenshot shows the Grand Valley State University HR system interface. On the left is a blue navigation menu with the following items: Summary, Overview, Job, Compensation, Pay, Benefits, Absence, Contact, Personal (circled in red), Performance, and Career. At the top of the main content area, there are tabs for Personal Information, IDs, Documents, and Names (circled in red). Below the tabs, there are three sections: 'Legal Name' with one item, 'Preferred Name' with one item, and 'Name Change History' with one item. Each name entry has an 'Edit' button. The 'Name Change History' section is a table with columns for Name Type, Change From, Change To, and Effective Date.

Grand Valley State University

MENU

Search

Personal Information IDs Documents **Names**

Legal Name 1 item

Name	
[REDACTED]	Edit

Preferred Name 1 item

Name	
[REDACTED]	Edit

Name Change History 1 item

Name Type	Change From	Change To	Effective Date
Legal	[REDACTED]	[REDACTED]	[REDACTED]

5. You can then edit your legal name or add a preferred name by selecting the “Edit” button on the righthand side of the page.

The screenshot shows the 'Names' page in the Grand Valley State University HR system. The page has a blue sidebar on the left with a 'MENU' icon and the university logo. The main content area has a search bar and tabs for 'Personal Information', 'IDs', 'Documents', and 'Names'. The 'Names' tab is active. There are three sections: 'Legal Name' (1 item), 'Preferred Name' (1 item), and 'Name Change History' (1 item). Each of the first two sections has a text input field for the name and an 'Edit' button circled in red. The 'Name Change History' section is a table with columns for Name Type, Change From, Change To, and Effective Date.

Name Type	Change From	Change To	Effective Date
Legal	[REDACTED]	[REDACTED]	[REDACTED]

6. Remember to click the “Submit” button at the bottom of the page once you’ve made all changes, otherwise they will not be saved.