



Change Legal Name on the Workday HTML Accessible Site

Editing Your Legal Name

From the Home page select link **Personal Information**.

Select link **Legal Name** under the heading Change category, this will display.

Name: Country (required): Button Select Country

United States of America link Remove United States of America

Prefix: button **Select Prefix**

Text Input First Name (required): button **Validate**

Text Input Middle Name: button **Validate**

Text Input Last Name (required): button **Validate**

Suffix: button **Select Suffix**

Review this Task, textbox input **Comment**, button **Validate**

Buttons **Submit**, **Save for Later**, **Cancel**

To change the Legal Name, follow the instructions and fill in the applicable fields:

Country is prefilled with United States of America, so that does not have to be changed.

Select button **Prefix**, this will display:

Select Value

Search box

All

Radio buttons

Dr.

Fr.

H.

Miss

Mr.

Mrs.

Ms.

Prof.

Buttons **Add**, **Cancel**

Once a Prefix selection is made, select the **Add** Button.

For example, select radio button **Dr.**

This will return to Change My Legal Name page and add "Dr." to the screen with link **Remove**.

Enter "John" into the text input **First Name** field

Enter "S" into the text input **First Name** field

Enter "Smith" into the text input **First Name** field

Select button **Suffix**, this will display:

Select Value

Search box

All

Radio buttons

I

II

III

IV

Jr.

Sr.

V



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Functional Area: Self Service

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Buttons **Add, Cancel**

Once a **Suffix** selection is made, select the **Add** Button.
For example, select radio button **Sr**.

There is an optional textbox input **Comment** field where you can make special notes as part of Review This Task. This field must require use of the button **Validate**.

Submit or Save for Later

If you select Submit, the display will be the same as step 3 Complete Saved Name Change From The Inbox – when you Submit. We will first select button **Save for Later**, this will display:

Event Saved: Awaiting Submission: link **Legal Name Change: John S Smith (W2005499)[C]** link **Related Actions for legal Name Change: John S Smith (W2005499)[C]** link **Preview for Legal Name Change: John S Smith (W2005499)[C]**

Page was saved successfully

Do Another: link **Change my Legal Name**

Next Steps

Button Revise Detail: Revise Legal Name Change For: link **John S Smith (W2005499)[C]** link **Related Actions for John S Smith (W2005499)[C]** link **Preview for John S Smith (W2005499)[C]**

Details and Process

For: link **John S Smith (W2005499)[C]** link **Related Actions for John S Smith (W2005499)[C]** link **Preview for John S Smith (W2005499)[C]**

Overall Process: link **Legal Name Change: John S Smith (W2005499)[C]** link **Related Actions for legal Name Change: John S Smith (W2005499)[C]** link **Preview for Legal Name Change: John S Smith (W2005499)[C]**

Overall Status: In Progress

Details

Worker: link **John S Smith (W2005499)[C]** link **Related Actions for John S Smith (W2005499)[C]** link **Preview for John S Smith (W2005499)[C]**

Change From

Country: United States of America link **Related Actions for link Related Actions for link Related Actions for United States of America**

Prefix:

First Name (required): Johnny

Middle Name: T

Last Name (required): Smiths

Suffix: Jr. link **Related Actions for Jr.**

Change To

Country: United States of America link **Related Actions for United States of America**

Prefix: Dr

First Name (required): John

Middle Name: S

Last Name (required): Smith

Suffix: Sr. link **Related Actions for Sr.**

Process

Process History (table)

Process: link **Export 'Process History' items to Excel**

link **Legal Name Change** link **Related Actions for Legal Name Change** link **Preview for Legal Name Change**

Step: Legal Name Change link **Related Actions for Legal Name Change**

Status: Save for Later

Completed On: 09/03/2015 10:32:02 AM

Due Date: (blank)



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Person: link [John S Smith \(W2005499\)\[C\]](#) link [Related Actions for John S Smith \(W2005499\)\[C\]](#) link [Preview for John S Smith \(W2005499\)\[C\]](#)

Comment: (blank)

Remaining Process

Remaining Process 1

Click on the button below to review remaining process details.

Button **Remaining Process**

Button **Done**

Select button **Done** to complete at a later time, this will return to the Personal Information page.

Complete Saved Name Change From The Inbox

When returning to complete the task, go to the Inbox page. You will find a task, for our example it would display:

My Tasks

Awaiting Me: button **Revise** Legal Name Change John S Smith (W2005499)[C] Awaiting Me: Revise

Business Process: Legal Name Change For: link [John S Smith \(W2005499\)\[C\]](#) link [Related Actions for John S Smith \(W2005499\)\[C\]](#) link [Preview for John S Smith \(W2005499\)\[C\]](#)

Subject: link [John S Smith \(W2005499\)\[C\]](#) link [Related Actions for John S Smith \(W2005499\)\[C\]](#) link [Preview for John S Smith \(W2005499\)\[C\]](#)

Due Date: (blank)

Date Received: 09/03/2015 10:32:02 AM

Delete: button **Delete**: Legal Name Change John S Smith (W2005499)[C] Delete: Delete

Select button **Revise**, this will display the Revise Legal Name Change page where you left off, before you saved the changes.

Review the page, make any changes, and select button **Submit**, this will display:

Success! Event submitted: link [Legal Name Change: John S Smith \(W2005499\)\[C\]](#) link [Related Actions for legal Name Change: John S Smith \(W2005499\)\[C\]](#) link [Preview for Legal Name Change: John S Smith \(W2005499\)\[C\]](#)

Page was saved successfully

Next Steps

Do Another: link **Change My Legal Name**

To Do

Detail: Proof of Name Change For: link [John S Smith](#) link [Related Actions for John S Smith](#) link [Preview for John S Smith](#)

Due Date: 09/05/2015

Details and Process

For: link [John S Smith \(W2005499\)\[C\]](#) link [Related Actions for John S Smith \(W2005499\)\[C\]](#) link [Preview for John S Smith \(W2005499\)\[C\]](#)

Overall Process: link [Legal Name Change: John S Smith \(W2005499\)\[C\]](#) link [Related Actions for legal Name Change: John S Smith \(W2005499\)\[C\]](#) link [Preview for Legal Name Change: John S Smith \(W2005499\)\[C\]](#)

Overall Status: In Progress

Due Date: 09/07/2015

Details

Worker: link [John S Smith \(W2005499\)\[C\]](#) link [Related Actions for John S Smith \(W2005499\)\[C\]](#) link [Preview for John S Smith \(W2005499\)\[C\]](#)

Change From

Country: United States of America link [Related Actions for link Related Actions for link Related Actions for United States of America](#)

Prefix:

First Name (required): Johnny

Middle Name: T



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Last Name (required): Smiths
Suffix: Jr. **link Related Actions for Jr.**

Change To
Country: United States of America **link Related Actions for United States of America**
Prefix: Dr
First Name (required): John
Middle Name: S
Last Name (required): Smith
Suffix: Sr. **link Related Actions for Sr.**

Process
Button Sort **link Export Process History Items to Excel**
Process History (table)
Process: **link Legal Name Change link Related Actions for Legal Name Change link Preview for Legal Name Change**
Step: Legal Name Change **link Related Actions for Legal Name Change**
Status: Submitted
Completed On: 09/03/2015 01:25:49 PM 09/07/2015
Due Date: 09/07/2015
Person: **link John S Smith (W2005499)[C] link Related Actions for John S Smith (W2005499)[C] link Preview for John S Smith (W2005499)[C]**
Comment: (blank)

Remaining Process Remaining Process 1
Click on the button below to review remaining process details.
Button **Remaining Process**

Select button **Remaining Process**, this will display:

View Remaining Process: **link Legal Name Change link Related Actions for Legal Name Change link Preview for Legal Name Change**
Step: Legal Name Change **link Related Actions for Legal Name Change**

Link **Export 'Remaining Process' items to Excel**
Remaining Process (table)
Process: **link Legal Name Change link Related Actions for Legal Name Change link Preview for Legal Name Change**
Step: **Review Legal Name Change link Related Actions for Review Legal Name Change**
Group: HR Coordinator **link Related Actions for HR Coordinator**, HR Partner **link Related Actions for HR Partner**
Person: **link Joan S Sarton (W2665499)[C] link Related Actions for Joan S Sarton (W2665499)[C] link Preview for Joan S Sarton (W2665499)[C]**, **link Jill R Southers (W2005477)[C] link Related Actions for Jill R Southers (W2005477)[C] link Preview for Jill R Southers (W2005477)[C]**

Proof of Legal Name Change Task

Go to the Inbox page. You will find a task, for our example it would display:

My Tasks
Awaiting Me: button **To Do Proof of Name Change John S Smith (W2005499)[C]** Awaiting Me: To Do
Business Process: **link Proof of Name Change Legal Name Change: John S Smith (W2005499)[C] link Related Actions for Proof of Name Change Legal Name Change: John S Smith (W2005499)[C] link Preview for Proof of Name Change Legal Name Change: John S Smith (W2005499)[C]**
Subject: **link John S Smith (W2005499)[C] link Related Actions for John S Smith (W2005499)[C] link Preview for John S Smith (W2005499)[C]**
Due Date: 09/05/2015
Date Received: 09/03/2015 01:25:02 PM

Select button **To Do**, this will display:



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Complete To Do: link **Proof of Name Change** link **Related Actions for Proof of Name Change** link **Preview for Proof of Name Change**

For: link **John S Smith (W2005499)[C]** link **Related Actions for John S Smith (W2005499)[C]** link **Preview for John S Smith (W2005499)[C]**

Overall Process:

Legal Name Change: link **Legal Name Change: John S Smith (W2005499)[C]** link **Related Actions for legal Name Change: John S Smith (W2005499)[C]** link **Preview for Legal Name Change: John S Smith (W2005499)[C]**

Overall Status: In Progress

Due Date: 09/07/2015

Instructions: Submit government approved documentation.

Button: **Proceed to Submit Changes**

Select button **Proceed to Submit Changes**.

The page Review This Task will display, add a comment if you wish and select button **Submit**

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 9/21/2015