

Your home address details are held in your Workday Profile. To change your address, click on your *profile icon* in the top right-hand corner of the home page and *View Profile*.





Select Contact, Edit, and then select Change My Home Contact Information

Ø	Contact Emergency Contacts	
Actions Carlier Constructions Phone Email Team	Edit  Change My Home Contact Information Change My Work Contact Information	
믑 Summary	Address	Usage
Overview	123 Flinders Street Bedford Park SA 5042 Australia	Home (Primary)
doL 🛅	4	
🛱 Academic	Phones 1 item	
A Personal	Phone Number	Device Usage
Contact		Mobile Home (Prima
II. Compensation		

Alternatively you can click on your *Personal Information* Application on the home screen, select *Contact Information*, select *Change my Home Contact Information* 

	Change	Edit 🗸
Description		Change My Home Contact Information
Information	Contact Information	Change My Work Contact Information





Click on *to* edit the fields and *to* confirm your changes. Fields with a red star \* are mandatory fields.

You will be able to change your home address, phone and email details.

Once all the relevant fields are complete, select Submit.

Submit Save f	for Later Cancel	
To add an additional address (i.e. mailing address) to your orimary address, click on <i>Add; c</i> omplete all required fields and tick n the relevant box the usage reason for your additional address.	Add	<ul> <li>Billing</li> <li>International Assignment</li> <li>Mailing</li> <li>Mileage Calculation</li> <li>Other - Home</li> <li>Paycheck</li> <li>Payroll Tax Form</li> <li>Permanent</li> <li>Shipping</li> <li>Street Address</li> <li>Work From Home</li> <li>search</li> </ul>

Once all the relevant fields are complete Select Submit.

Submit	Save for Later	Cancel
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