Accessing Contact Information
From the Personal Information worklet:
1. Click Contact Information under Change
2. Click Edit

Home Contact Information Fields
The following fields can be edited but not removed:
- Primary Address
- Primary Phone
All other fields can be edited/removed.

Work Contact Information Fields
The following fields cannot be edited or removed:
- Business Location

The following fields can be edited but not removed:
- Primary Phone
- Primary Email
All other “Additional” fields can be edited/removed.

There are several fields on this page, the following instructions will describe how to add, remove or edit Contact Information (i.e. Address, Phone, Email):

General Guidelines
1. To remove, click 
2. To cancel edits, click

Submitting Changes
1. When all additions and changes are complete, click Submit at the bottom of the screen

Edit Primary Address
1. Click to revise Effective Date
2. Click to select Country (if other than United States of America. Based on the Country choice, other field requirements may vary)
3. Enter Address Line 1
4. Enter City
5. Click to select State
6. Enter Postal Code
7. (Optional) To specify what this address will be used for, click next to Usage
8. Click

Alternate Work Location (Work Contact Information):
This address will be used to capture the actual work address for employees whose work is primarily performed remotely. This alternate work address is expected to be the employee’s home address, especially if the work is performed in a state other than Florida. The alternate work address requires a complete USPS address (refer to Edit Address above)

Note: Contact information, particularly addresses and street names CANNOT include any special characters (i.e. ', ^, etc.)
Primary Phone / Additional Phone

**Note:** You must have a mobile phone number assigned as your Primary Phone in order to receive emergency messages.

**Add Mobile Phone for Emergency Messages**
Under Primary Phone:

1. Click Add, or ✎ to edit an existing phone
2. **Phone Device:** Click ✅ and select Mobile
3. **Country Phone Code:** Click ☑️ to select (if other than United States of America)
4. Enter 3 digit *Area Code*
5. Enter 7 digit *Phone Number*
6. (Optional) Enter *Phone Extension*
7. Click ✅

**Adding / Editing Additional Phone Numbers**
Under Additional Phone:

For additional phone numbers, follow steps 1-8. In step (2), select the appropriate Phone Device.

**Note:** You may add multiple phones in this section.

**Note:** Different countries have different *Area Code* and *Phone Number* specifications; please follow the prompts on screen to enter the information correctly

**Edit Home Primary Email**

1. Click Add, or ✎ to edit an existing email
2. To edit, simply click on the field and enter your Address
3. Click ✅

**Note:** The Work Primary Email should not be edited. Identity Management manages work email address.

**Editing Visibility and adding Notes**

Visibility governs whether or not people can see certain information when they view your profile in Workday. This is not applicable to home addresses, which always remain *Private*:

1. Click ✅ Details
2. Click ✅ to set the Visibility to *Private* or *Public*
3. (Optional) Enter Notes
4. Click ✅

**Mailing Address**

By default, if you have not selected a mailing address in the system, items that are mailed to you (including paychecks) will be sent to your Home Primary Address (Permanent Address). To ensure that your Mailing Address is correct:

1. Click ✅ next to Primary Address

   - Click ☑️ to select *Usage* and choose Mailing

To add a Mailing Address that is different from your Permanent Address:

1. Click Add next to Additional Address
   - Complete required address fields
   - Click ☑️ to select *Usage* and choose Mailing

**Note:** An Alternate Work Location can also be designated as a Mailing Address

**Related Links & Policies**

- [Benefits Administration](#)
- [Students: CaneLink Guide to Updating Emergency & Contact Information](#)

**Related Tip Sheets**

- [Change Legal Name](#)
- [Change Preferred Name](#)
- [View & Update Personal Information](#)
- [View Your Employee Profile](#)