



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
2. Click to revise *Effective Date*
3. Click to select *Country* (if other than *United States of America*. Based on the *Country* choice, other field requirements may vary)
4. Enter *Address Line 1*
5. Enter *City*
6. Click to select *State*
7. Enter *Postal Code*
8. (Optional) To specify what this address will be used for, click next to *Usage*
9. 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](#)