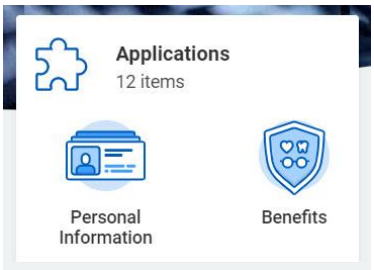
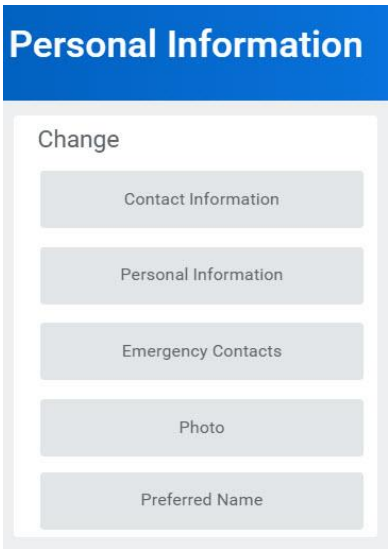
workdayhexcel
It's your information. Own it.

Tip Sheet: *Updating Your Personal Information*

Every employee is responsible for keeping their personal information accurate and up to date. Workday makes this easy by grouping your personal information in one place. Please follow the steps below to edit this data.



From your Workday Dashboard, select the **Personal Information** worklet. This will take you to a page where you can add or edit the five main data points.



Contact Information – Your home address and phone are stored here, as well as your work site information.

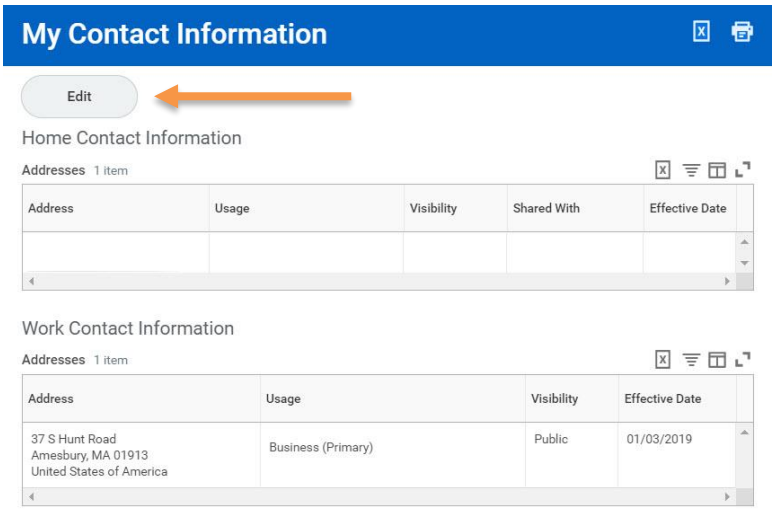
Personal Information – This section houses your gender, date of birth, marital status, race/ethnicity, citizenship status, disability, and military service.

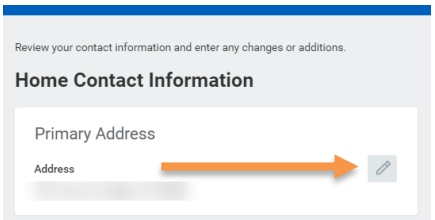
Emergency Contacts – This important area is where HR can find the contact information if a family member or close friend in the event of an emergency

Photo – You can enter, or change, your system photograph in this area.

Preferred Name – Would you prefer to be called by a nickname or your middle name? This is where you go to define that.

To enter or update your **contact information**, click the **Edit** button to open the next screen with the data entry fields. Click the **pencil icon** to enter your information. When you are done, click the orange **Submit** button at the bottom of the page.





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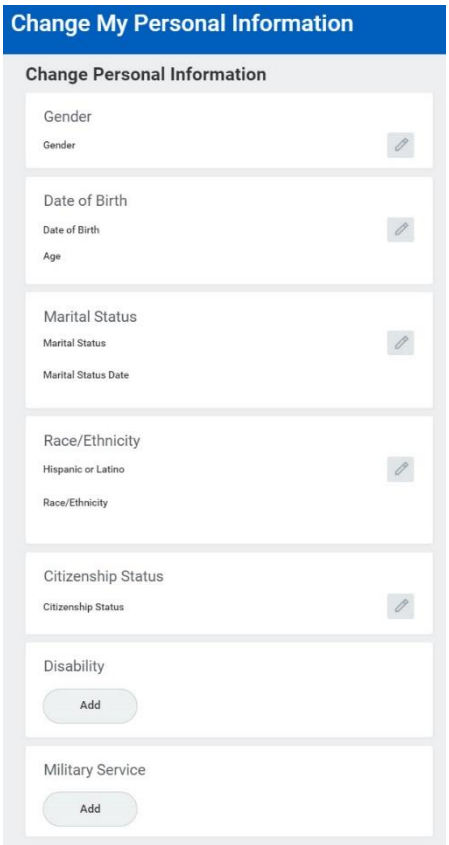
Next you will progress to the personal information section.

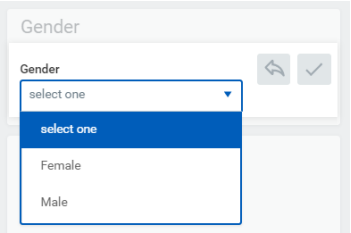
If your information is already populated, please review it for accuracy and make any updates necessary.

Some of the fields may be blank when you start. Please click the **pencil** icon to open the data entry fields for each section.

When you have made your selection, click the **check mark** to move on to the next section. If you changed something in error, the backwards arrow will restore the previous information.



After all areas have been updated, click the **Submit** button to finalize your entries.

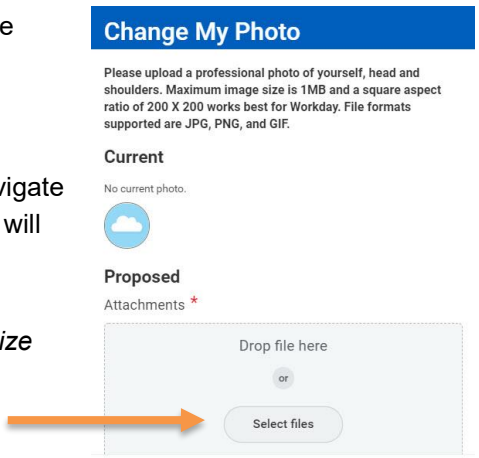


We hope there will never be an emergency at work, but if there is your HR department needs a way to get in touch with your family or a close friend. Please click the **add** button to enter **at least one** emergency contact. Click the **Submit** button when you are done.

Hexcel is a global company with employees around the world. To make interactions across distances easier, we are asking each employee to upload a photo into Workday.

You can drag and drop a photo file or use the **select files** button to navigate to your photo saved on your computer. When you submit your photo, it will go to your HR department for approval.

Please note the photo requirements and recommendations on size and format.



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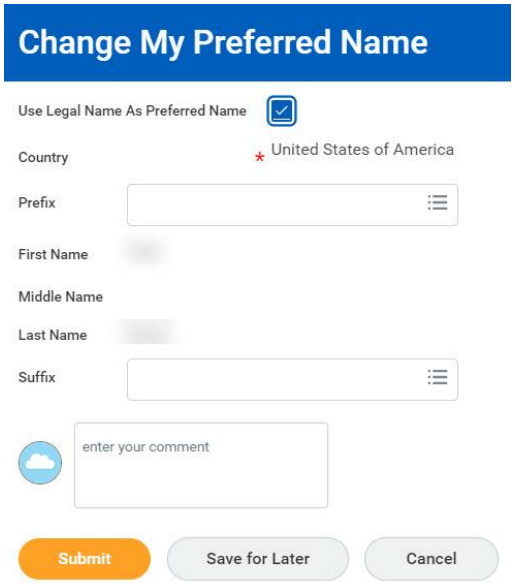
The last area of your Personal Information to be updated is your preferred name. The system will default to using your legal name as your preferred name. If this is okay, then no update is needed.

If you would like to be called by a nickname, your middle name, or a shortened version of your name, please **uncheck** the blue box and enter the name you would like to use.

Finalize your changes by clicking the **Submit** button at the bottom of the page. This request will also go to your HR department for approval.



Your local Human Resources office is available to assist you with questions regarding personal information data.