

# Workday – Personal Information

## Add/Modify Personal Information - Employee



Howard County Public Schools ☒ Technology Department ☒ Document ID No: WD011 ☒ Revision Date: 03/21/2023

 =Warning     =Timesaver     =Note

### About Your Personal Information

It is important to update your personal information when appropriate in order for HCPSS to have accurate personnel information at all times. You can add, modify, and view your personal information in Workday using the **Personal Information** application.


### Add Additional Information

Additional information can be added in applicable fields.

#### Relatives' Names

In compliance with *Policy 7020*, employees are required to report blood and close relationships that could create conflicts of interest, the appearance of conflicts of interest, or favoritism resulting from appointment, reappointment, and/or supervision at the time of hire or develops at any time during employment. The Board of Education is committed to a policy that promotes fair employment practices, prevents discrimination, and avoids conflicts of interest related to hiring, promotions, performance evaluations, and the administration of benefits. This policy ensures effective supervision, internal discipline, security, safety, and positive morale in the workplace. HCPSS seeks to avoid the potential for discrimination and conflicts of loyalty.



1. Select the **Personal Information** application.
2. Select **Personal Information** in the **Change** column. Your *Personal Information* page displays.
3. If applicable, select the **Add** button in the Relatives' Names row.
4. In the **Relative Type** field, select the appropriate relationship.
5. If applicable, in the **Prefix** field, select the appropriate prefix.
6. In the **First Name** field, enter the employee's first name.
7. If applicable, in the **Middle Name** field, enter the employee's middle name.
8. In the **Last Name** field, enter the employee's first name.
9. If applicable, in the **Suffix** field, select the appropriate suffix.
10. Select the **Save** icon  in the **Relatives' Names** section.
11. If necessary, select the **Add** button to enter another relative and follow the steps above.
12. Select **Submit** located at the bottom of the page.

 **NOTE:** If necessary, you can add additional information in the **Disability** and **Military** rows. After entering any additional information, save each section and select **Submit** when completed.



## Modify Personal Information

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1. Select the **Personal Information** application.
2. Select **Personal Information** in the **Change** column. Your Personal Information page displays.
3. Select the **Edit** icon  to update personal information on any row.
4. Select the **Save** icon  and continue making any additional changes necessary.
5. Select **Submit** located at the bottom of the page.

