

# Review and update your information

Workday maintains personal information relative to your employment. USC relies on you to ensure your information is correct and complete so we can meet our payroll and regulatory requirements.

## Need help?

Contact the HR Service Center  
Monday – Friday  
8 am – 6 pm  
uschr@usc.edu  
(213) 821-8100

### **Step 1—Personal Information**

Click on the **Personal Information** circle on the home page (this is called a **worklet**). You can update information in these areas by clicking on the **pencil** icons to edit. Some changes will route to your manager or HR department for approval.

- Contact Information—update your home and work addresses
- Personal Information—update gender, date of birth, marital status, race/ethnicity, citizenship status, and military service
- Emergency Contacts
- Legal Name
- Preferred Name
- Business Title

### **Step 2—Complete Veteran Status**

*This is voluntary, but we are required to ask you to complete this information.*

1. Click on your name at the upper right side of the screen
2. Click on **View Profile**
3. Click on the three dots after your name at the upper left of the screen
4. Hover over **Personal Data**, then select **Change My Veteran Status Identification**
5. Select the option that best applies to you and click **Submit** at the bottom

### **Step 3—Complete Self-Identification of Disability**

*This is voluntary, but we are required to ask you to complete this information.*

1. Click on the three dots after your name at the upper left of the screen
2. Hover over **Personal Data**, then select **Change Self-Identification of Disability**
3. Select the option that best applies to you and click **Submit** at the bottom