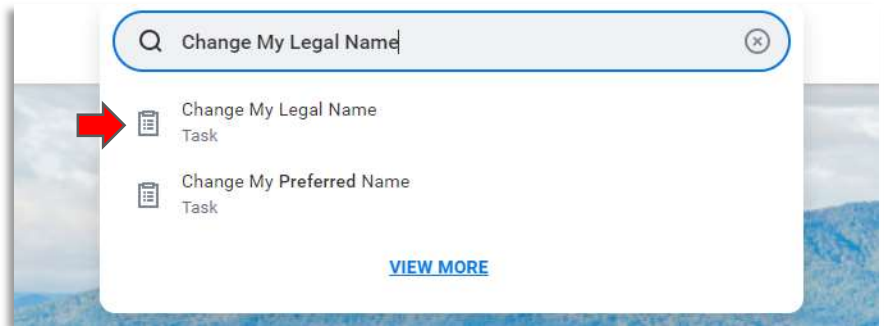


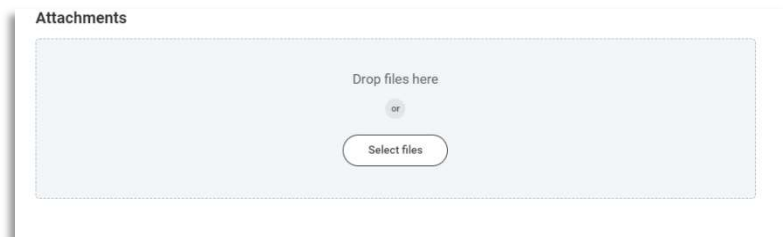
1. Type “**Change My Legal Name**” in your Workday search bar. Select the task



2. Choose the **effective date** of your legal name change (this can be backdated). Input your updated **First**, **Middle** (optional) and **Last Name**.

A screenshot of the "Change My Legal Name" form in Workday. The form title is "Change My Legal Name" followed by the user's name "Princess Peach" and a menu icon. The form contains several fields: "Effective Date" with a date picker set to "08/07/2023"; "Country" with a dropdown menu showing "United States of America"; "Prefix" with a dropdown menu; "First Name" with a text input field containing "Princess"; "Middle Name" with an empty text input field; "Last Name" with a text input field containing "Peach"; and "Suffix" with a dropdown menu.

3. Scroll down and attach your **Social Security Card**, showing your updated legal name.

A screenshot of the "Attachments" section in the Workday form. It features a large light blue area with a dashed border. Inside this area, the text "Drop files here" is centered, with "or" below it. At the bottom of the area is a button labeled "Select files".

4. **Submit**



5. This will route to HR for final approval. Once approved, your legal name in Workday will update.