workday.

Changing Your Phone Number

This document contains instructions in the following areas for changing your phone number:
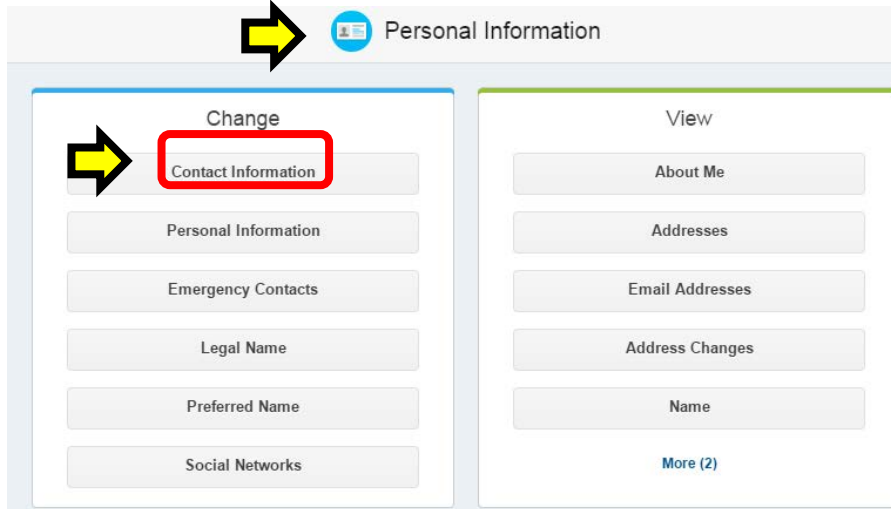
- Overview
- Changing Your Phone Number

Overview

Keeping an up-to-date phone number will help complete your personal contact information in Workday and will allow Masonic Villages to communicate with you via phone if the need ever arises. Your phone number is an object within Workday that you are able to maintain on your own without needing to submit any paperwork and without needing to contact Human Resources.

There are many means to get to where you can edit your phone number. Two methods will be shown in these instructions: using the Workday Landing Page and using the Workday Profile Screen.
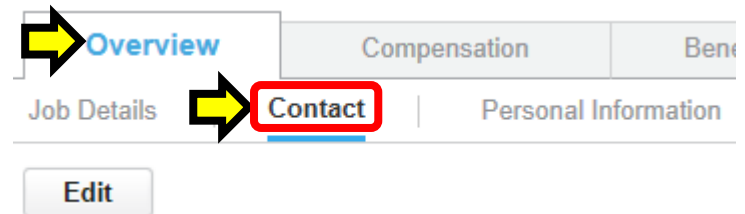
Workday Landing Page
Click the Personal Information Worklet -> Change -> Contact Information

Workday Profile Screen
Select the Overview tab then select the Contact section.

Changing Your Phone Number

1. Once you arrive at the Contact Information screen take a moment to view the Shared With column of the Phone Number section. In this case, John Worker chose to use his existing phone number when setting up Susie and Tommy as dependents, beneficiaries, and/or emergency contacts. Because John, Susie, and Tommy are all "tied" to the same phone number within John's Workday profile when the phone number is changed it will automatically update for Susie and Tommy *(if your phone number is shared with any of your dependents, beneficiaries, or emergency contacts, and if updating your phone number will cause their information within your Workday profile to be inaccurate, please see procedures within the Dependents, Beneficiaries, and Emergency Contact sections for instructions on changing individual contact information).*

Phone Number	Device	Usage	Visibility	Shared With
☎ +1 (717) 367-5555	Landline	Home (Primary)		Susie Worker Tommy Worker

2. At the top of the Contact Information screen click Edit to get into edit mode.

Edit
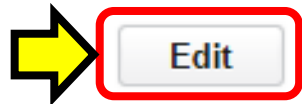
Home Contact Information

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Tips

Your personal contact information) within Workday are not visible to anyone but you and Human Resources/Payroll.

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3. Scroll down the screen until you locate the Primary Phone section. Click the Edit icon (✎) to open up the pop-up screen to change your phone number.

Change Contact Information John Worker ⋯

Review your contact information and enter any changes or additions.

Home Contact Information

Primary Address	Address	789 Main St., Elizabethtown, PA 17022	*Usage*	Visibility	Private
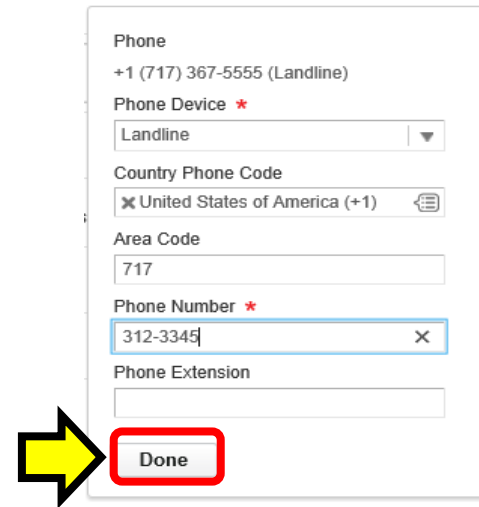
Additional Address	⊕

Primary Phone	Phone	+1 (717) 367-5555 (Landline)

Additional Phone	⊕

4. The Phone window will pop open. Make any necessary changes and make sure all required fields (marked with a red asterisk) are complete. When finished, click Done.

Phone
+1 (717) 367-5555 (Landline)
Phone Device *
Landline ▼
Country Phone Code
✖ United States of America (+1)
Area Code
717
Phone Number *
312-3345 ✕
Phone Extension

Done

5. Within the Primary Phone section click the Checkmark icon (☑).

Change Contact Information John Worker ⋯

Review your contact information and enter any changes or additions.

Home Contact Information

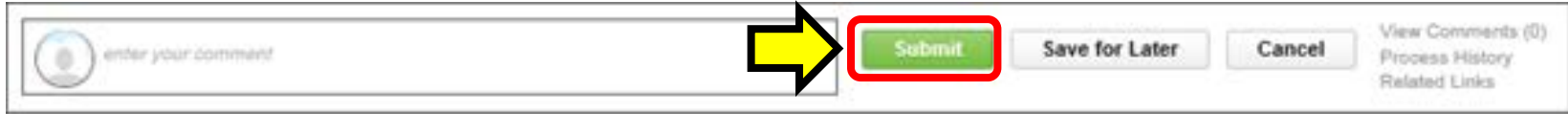| Primary Address	Address	789 Main St., Elizabethtown, PA 17022	Usage	Visibility	Private			✎
Additional Address	⊕							
Primary Phone	Phone *	+1 (717) 312-3345 (Mo...				⊕ Details ↺ Undo	☑
Additional Phone	⊕							

Use the Additional Phone section to add another phone number to your Workday profile.
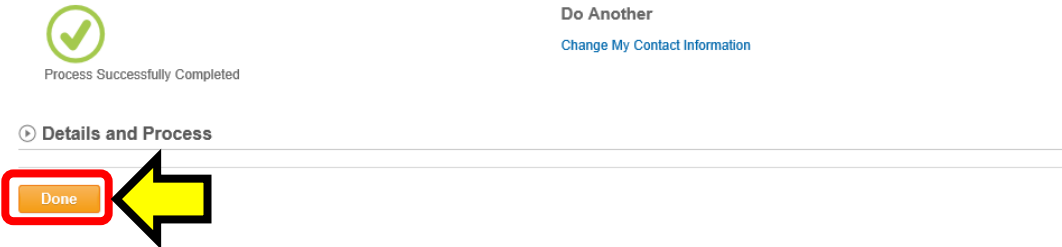*Click the plus sign (⊕) to get started. Complete the fields on the window that appears, then click Done.*

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6. Scroll to the bottom of the screen. Enter a comment, if desired, then click Submit to commit the changes to the system.

7. Click Done on the Process Successfully Completed screen. You're good to go!