



# Changing Your Marital Status

This document contains instructions in the following areas for changing your marital status:

- Overview
- Selecting the Applicable Marital Status
- Finishing the Marital Status Change Process and Subsequent Tasks



## Overview

Your marital status drives certain eligibilities within Workday so it is important to keep it up-to-date.

As with most actions in Workday there are many ways to get to the areas where you can change your marital status.. These instructions will show the following methods: using the related actions on the Workday Profile screen and using the Workday Landing page.

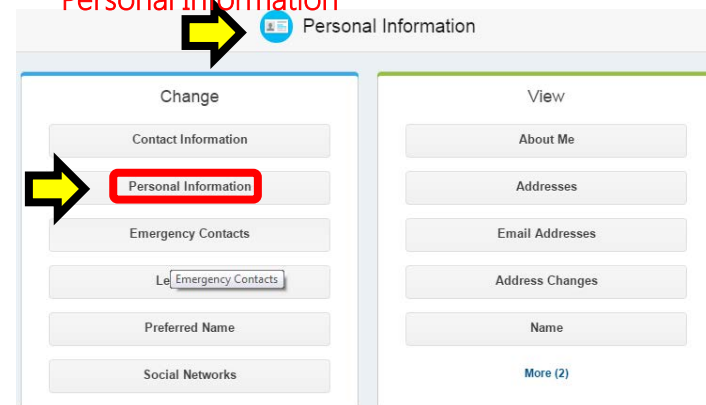
### Workday Profile Screen

Select the Overview tab then select the **Personal Information** section.

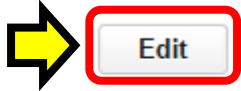


### Workday Landing Page

Click the Personal Information worklet-> Change-> **Personal Information**



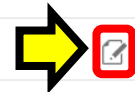
1. If necessary, click the **Edit** button to get started.



2. Click the **edit icon** (  ) to the right of the Marital Status row.

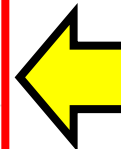
### Change Personal Information

Gender	Gender	Male
Date of Birth	Date of Birth	03/23/1972    Age    42 years, 4 months, 30 days
Marital Status	Marital Status	Married (United States of America) <i>Marital Status Date</i>
Ethnicity	Hispanic or Latino	No
	Ethnicity	White (Not Hispanic or Latino) (United States of America)



3. Select the applicable marital status from the **drop-down list**.

Marital Status	<div><div>✕ Married (United States of America)</div><div><div>search</div><div>Divorced (United States of America) Married (United States of America) Partnered (United States of America) Separated (United States of America) Single (United States of America) Widowed (United States of America)</div></div></div>
Hispanic or Latino	No
Ethnicity	White (Not Hispanic or Latino) (United States of America)
Citizenship Status	Citizen (United States of America)



4. Once the applicable marital status is selected, enter the date the marital status became/becomes effective in the **Marital Status Date field**. Click **Submit**.

Change Personal Information

Gender

Gender Male

Date of Birth

Date of Birth 03/23/1972 Age 42 years, 4 months, 30 days

Marital Status

Marital Status

✕ Divorced (United States of Ameri

Marital Status Date 08/22/2014

Undo

Ethnicity

Hispanic or Latino No

Ethnicity White (Not Hispanic or Latino) (United States of America)

Citizenship Status

Citizenship Status Citizen (United States of America)

Disability

Military Service

enter your comment

Submit Save for Later Cancel

View Comments (0) Process History Related Links

5. The following screen will appear indicating that a notification has been pushed to human resources. Click **Done**.

You have submitted **Personal Information Change: John Worker (On Leave)**

Up Next

Benefits Partner

HR Administrator

HR Partner II

Approval by Benefits Partner, HR Administrator, or HR Partner II

Due Date 08/24/2014

Do Another

Change My Personal Information

Details and Process

Done



4. Once the applicable marital status is selected, enter the date the marital status became/becomes effective in the **Marital Status Date field**. Click **Submit**.

Change Personal Information

Gender

Gender Male

Date of Birth

Date of Birth 03/23/1972 Age 42 years, 4 months, 30 days

Marital Status

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Hispanic or Latino No

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Citizenship Status

Citizenship Status Citizen (United States of America)

Disability

Military Service

enter your comment

Submit Save for Later Cancel

View Comments (0) Process History Related Links

5. The following screen will appear indicating that a notification has been pushed to Human Resources for approval. Click **Done**.

You have submitted **Personal Information Change: John Worker (On Leave)**

Up Next

Benefits Partner

HR Administrator

HR Partner II

Approval by Benefits Partner, HR Administrator, or HR Partner II

Due Date 08/24/2014

Do Another

Change My Personal Information

Details and Process

Done



### Finishing the Marital Status Change Process and Subsequent Tasks

1. Once Human Resources approves the marital status change you will receive notification(s) in your Workday Inbox. Click **Your Name** to display the notification(s). The notifications you receive will depend on several factors: the type of marital status change, if the marital status change affects any persons you have covered under your benefits, and other items unique to your enrollments/situation. Click on the individual items to bring up further tasks to be completed within Workday to finish the marital status change process. Follow the on-screen directions and see individual documents in the "Viewing and Changing Your Benefits" and "Managing Your Dependents, Emergency Contacts, and Beneficiaries" categories for detailed instructions as you move through the rest of the processes.

