

To Make Address Changes

If you have access to a smartphone:

- Sign into the Workday app
- Click on the Find icon at the bottom of the screen and type in “Change my home contact information”
- Click “Change My Home Contact Information”
- Make changes:
 - Click on the pencil icon next to any sections that you need to edit or add.
- Click “Submit,” which is at the bottom of the screen.
 - Until you click “Submit,” changes will not be saved.

If you have access to a computer:

- Sign into Workday (www.myworkday.com/sefl/login.html) on a computer.
- In the box, type “Change my home contact information” and hit enter
- Click “Change My Home Contact Information”
- Make changes:
 - Click on the pencil icon next to any sections that you need to edit.
 - Click on “Add” in any sections that you need to add information.
- Click “Submit,” which is at the bottom of the screen.
 - Until you click “Submit,” changes will not be saved.

If you do not have access to a computer or a smartphone:

- Send an email to workday.jira@sefl.com (workday.jira@sefl.com)
- In the email include the following information:
 - Name
 - EE ID
 - That you need your mailing address updated
 - The new address