# UPDATE CONTACT INFORMATION FOR TERMINEES

1. Log into Workday, and select the **Personal Information** Worklet.

2. Select Contact Information.

3. Select the **Edit** button.

4. The following information can be updated:
   - Primary Address
   - Additional Address
   - Primary Phone
   - Additional Phone
   - Primary Email
   - Additional Email
   - Primary Web Address
   - Additional Web Address

5. Select the pencil icon to edit the information you wish to update, or the **Add** button to enter additional contact information.
   **IMPORTANT:** If specifying Additional Address(es)
   Ensure the **Usage** field is set to “Mailing” only for the address you want tax forms and other UW communication sent.

6. Select **Submit**.

7. Your updates have been successfully completed.