Q: Why do I need to update my information in Workday if my Association has it on file?
A: Workday is the official mechanism for tracking employee information on a global level for Cornell University/CCE.

Q: What is the personal contact information used for?
A: The personal contact information is a critical section for the University, as it is where Benefits Services pulls your data when you enroll in benefits. Also, if you leave the organization, the University utilizes the personal contact information in Workday to send you important information and documents. (i.e. W-2, retirement information, etc.) Please note that your beneficiaries for

Q: How often do I need to update my personal information?
A: 1) Anytime it changes and 2) you should check it each year in December so that your W-2 is sent to the proper address.

Thank you for your assistance in making our system as accurate as possible so we can best serve you!

HOW TO UPDATE YOUR PERSONAL INFORMATION

Click on Menu icon on top left of screen then select “All About Me.”
Next...click on “Personal Information” and the menus below (in blue text) will appear.

When you select “Contact Information,” this page will appear. Click on the Edit button to make changes to home and work information.
To add or edit, select either the plus (+) sign or the pencil icon.

After clicking on the plus (+) sign or the pencil icon, a fillable field will appear. You can click in the field to begin typing.

If you click on “Details” next to the field, it will open the box you see below. Under “Visibility,” it allows you to choose whether your contact information is public or private.