Workday Profile Preferences: Pronouns

Purpose: This job aid provides the steps to update your pronoun preferences in Workday, including whether or not you want to enable pronoun information to appear on your worker profile or not.

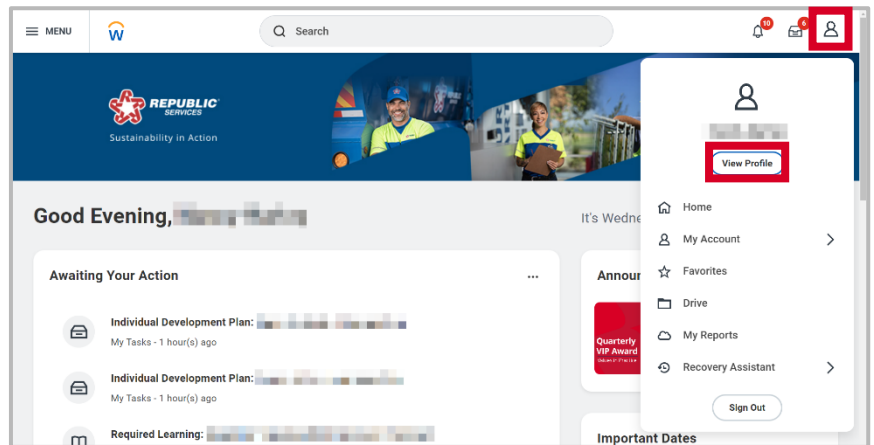This process is designed to promote a culture of inclusion in the workplace.

Update Workday Profile Preferences: Pronouns

Users can enable personal profile preferences to update pronouns.

01

On the Home Page, click your **Profile** icon and then select **View Profile** from the dropdown menu.
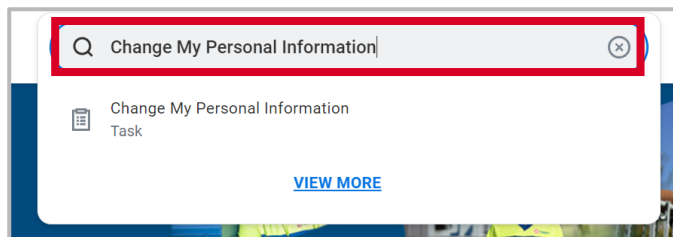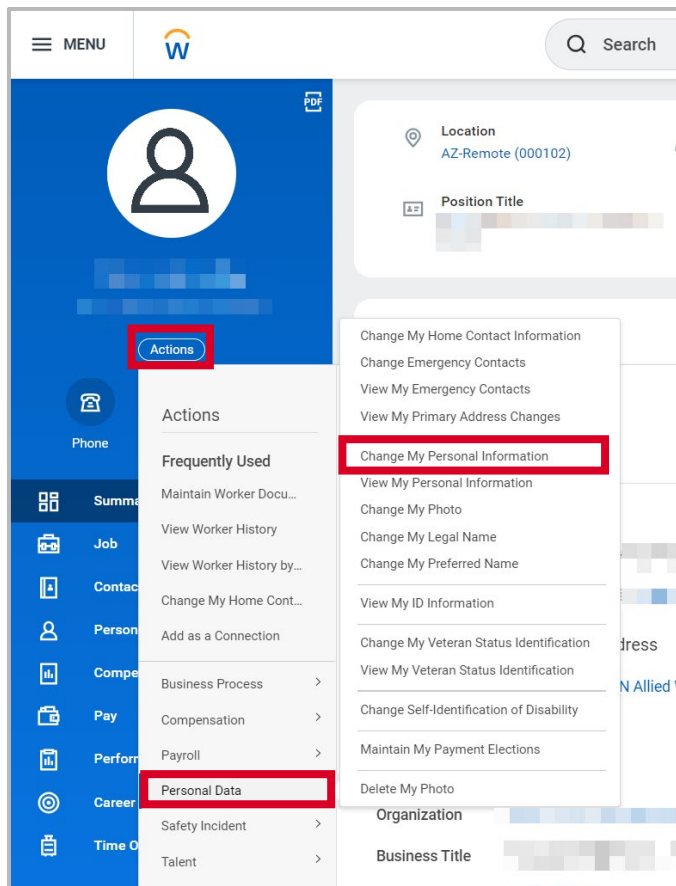
02

On the Employee Profile page, click the **Actions button**. Then select **Personal Data > Change My Personal Information.**
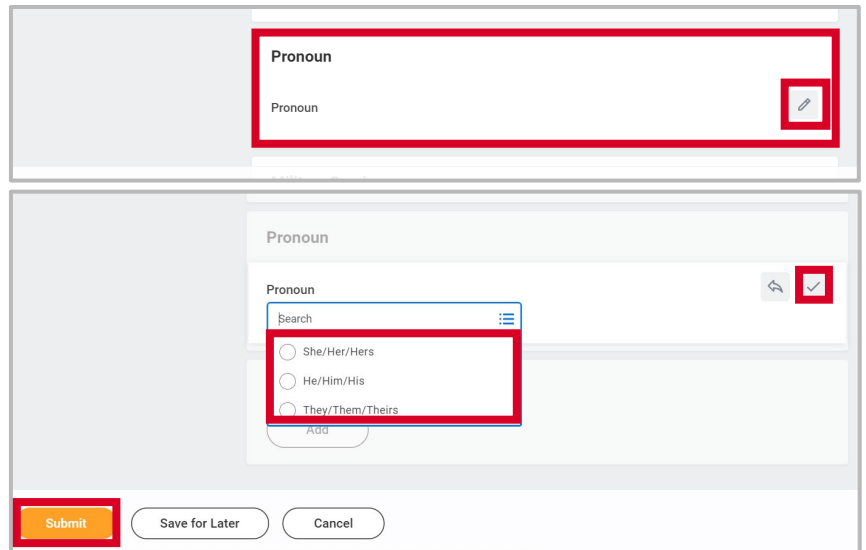
Note:

You can also access this task by typing "Change My Personal Information" in the search bar at the top of the window.

03

On the Change My Personal Information page, scroll down to the **Pronoun** section and click the **pencil** icon.

Click in the search bar to select an option from the dropdown menu. Click the **checkmark** to confirm your selection. Then click **Submit.**

04

To view your pronoun update, scroll down the employee profile page to **Personal Details**. Your selected pronouns also appear under your profile in the left menu bar.
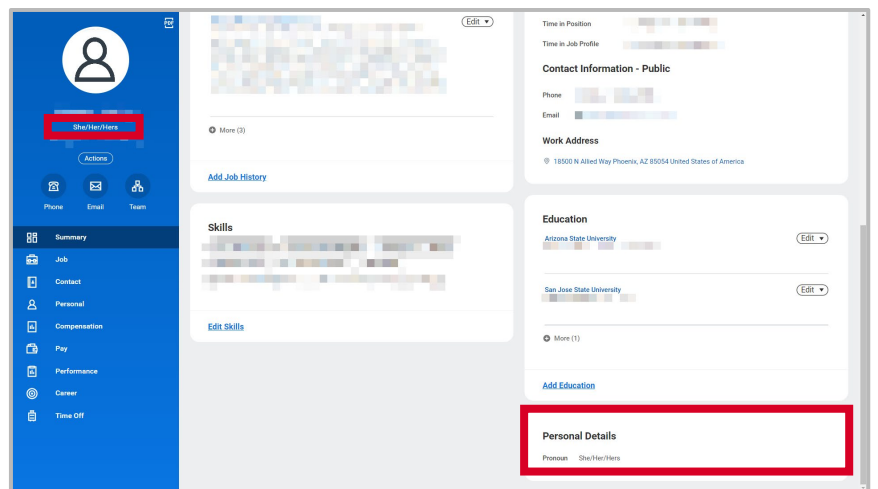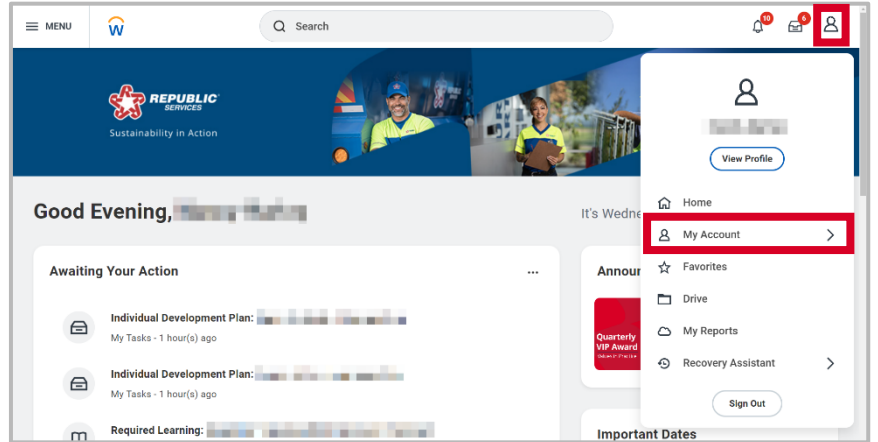
Hide/Enable Pronoun Visibility

Once pronouns are updated in Workday, you have the option to hide pronouns from Managers and HR Partners.
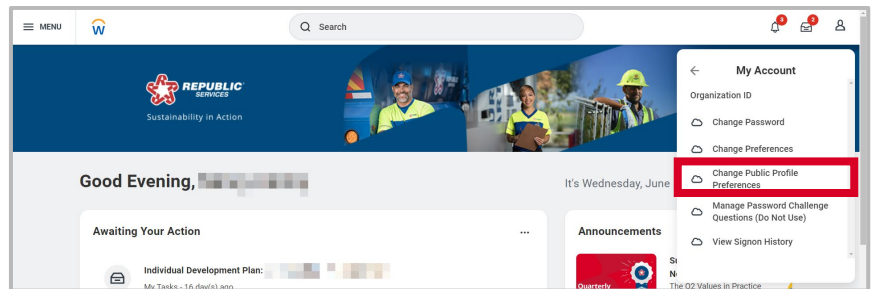
01

On the Home Page, click your **Profile** icon and then select **My Account** from the dropdown menu.

02

Click on **Change Public Profile Preferences.**

03

Click the dropdown menu to make your selection—either **Hide from public profile** or **Show to all**. Click **OK**.

Note:

You can also access this task by typing "Change Public Profile Preferences" in the search bar at the top of the window.

Change Public Profile Preferences

Decide which personal information below displays on public profile cards on your worker profile. If you choose to display your Pronoun, it will display on your worker profile under your name and on the public profile card. These settings might impact related reports. Selecting Show to all might be impacted by your employer's configuration choices and might be restricted by location. Support roles will continue to have access to this data, as defined by your organization.

⌄ Personal Information

Pronoun * | Hide from public profile ▼

select one

Hide from public profile

Show to all

OK   Cancel

🔍 Change Public Profile Preferences   ⊗

📋 Change Public Profile Preferences
Task

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