

# How to Set a Nickname (Preferred Name) – HRBP Perspective

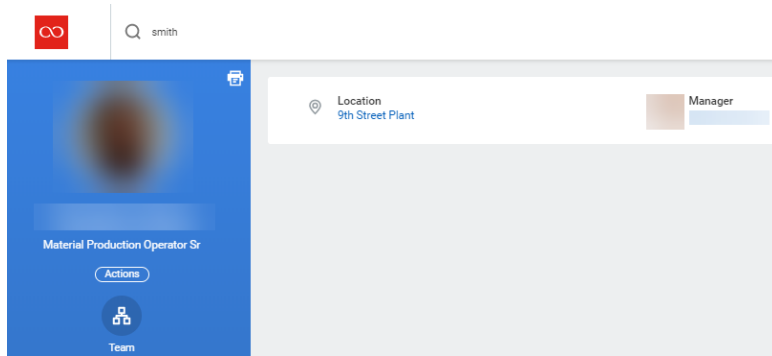
## Overview

Provides step by step direction on how a HBRP can enter a nickname / preferred name into a Workday worker profile on behalf of the employee.

**Who Does This:** HRBP

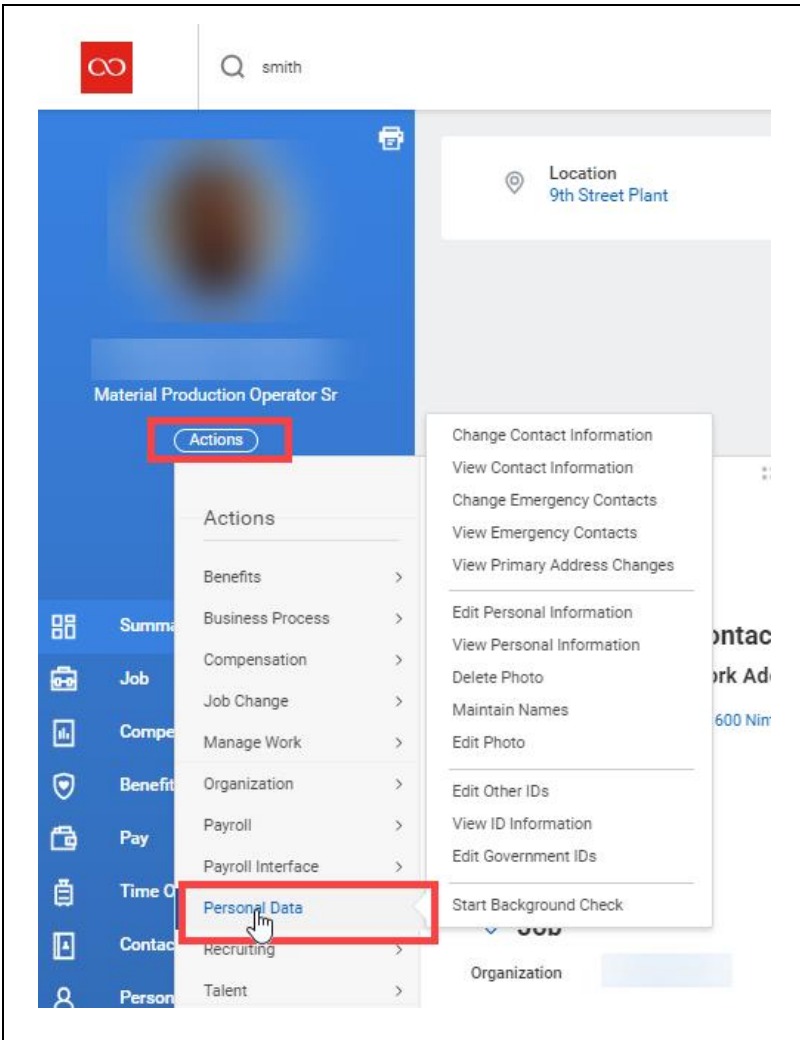
## Things to Know:

- Preferred names can be what an employee would like to be known as / called at work, which may or may not match their “Legal Name”.
- Legal Names in Workday must exactly match the name listed on their Social Security Card.

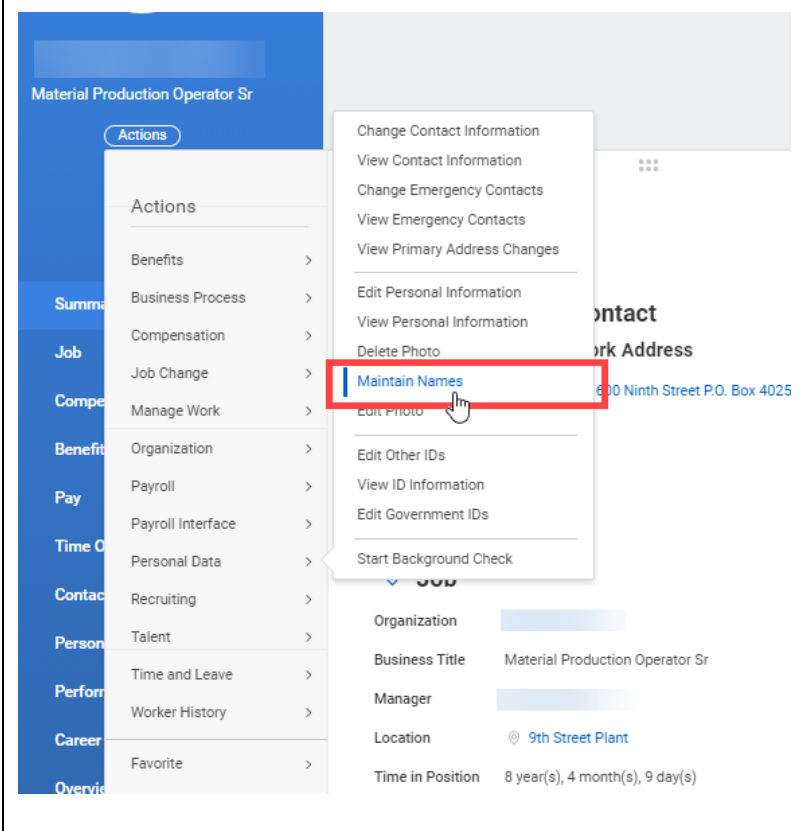


## Step 1

In the search box, type in the worker name whose preferred name you would like to update and go to their worker profile.



**Step 2**  
Click on the **Actions** button and scroll down to select **Personal Data**.



**Step 3**  
Select **Maintain Names**.  
This will allow you to enter a Preferred Name/Nickname for a Worker on their behalf.

Logo | Search: smith

## Maintain Names

Actions

Add

Legal Name 1 item

Name [input] Edit

Preferred Name 1 item

Name [input] Edit

### Step 4

From the **Maintain Names** screen, click the Edit button under the **Preferred Name** section.

## Edit Preferred Name

Use Legal Name As Preferred Name

Country \* United States of America

Prefix (empty)

First Name [input]

Middle Name [input]

Last Name Sierra

Suffix (empty)

enter your comment

Submit Save for Later Cancel

### Step 5

From the **Edit Preferred Name** screen, uncheck the box “Use Legal Name As Preferred Name”.

Enter the Nickname/Preferred name for the Worker that you would like to appear in Workday.

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| <h2>Edit Preferred Name</h2> <p><input type="checkbox"/> Use Legal Name As Preferred Name</p> <p>Country * <input type="text" value="x United States of America"/></p> <p>Prefix <input type="text"/></p> <p>First Name * <input type="text" value="Nickname"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Suffix <input type="text"/></p> <p><input type="text" value="enter your comment"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Save for Later"/> <input type="button" value="Cancel"/></p> | <p><b>Step 6</b></p> <p>After you uncheck the box “Use Legal Name As Preferred Name”, you will be able to edit and add a Nickname/Preferred name.</p> <p>Enter the Nickname/Preferred name for the Worker that you would like to appear in Workday.</p> <p>Click <b>Submit</b> and then click <b>Done</b>.</p> |
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## FAQ's

**What happens next?** Workday will automatically update the Worker's Preferred Name / Nickname and the nickname will show as the Worker's First Name now in Workday.

**Does this affect changes to the Worker's Legal Name?** No, changing the Preferred Name in Workday does not change the worker's Legal Name. The Worker's Legal Name will remain the same and should be entered in Workday and match the legal name listed on the Worker's Social Security Card. Any changes to a Worker's Legal Name are separate and require submittal of the government-approved documentation supporting the request for the legal name change for the Worker.

**Does changing the Worker's Nickname/Preferred Name change their CoorsTek email address?** No, changing a Worker's Preferred Name in Workday will not automatically update or change the Worker's CoorsTek email address. To request any changes to a Worker's CoorsTek email address, an IT Ticket Request will have to be logged with the Service Center.