

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

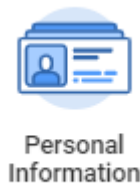
## Overview

Provides step by step direction on how an Employee can enter a nickname / preferred name on their Workday worker profile.

**Who Does This:** Employee

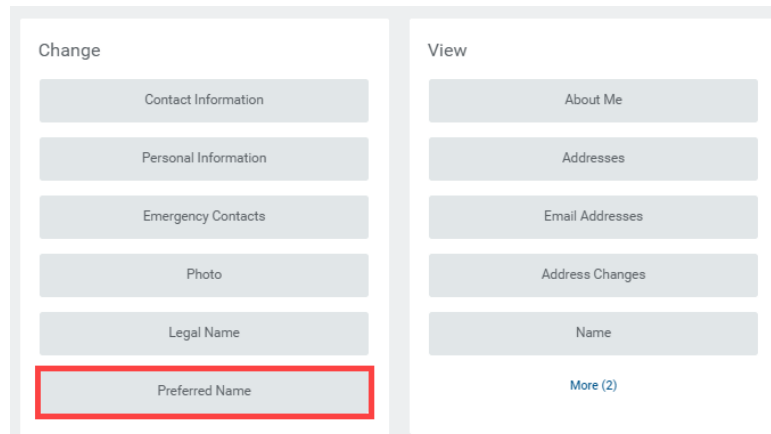
## Things to Know:

- 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

Go to your Workday homepage and choose the **Personal Information** worklet.



Change	View
Contact Information	About Me
Personal Information	Addresses
Emergency Contacts	Email Addresses
Photo	Address Changes
Legal Name	Name
<b>Preferred Name</b>	More (2)

### Step 2

On the Personal Information page, select the **Preferred Name** button.

The screenshot shows the top of the 'Change My Preferred Name' form. At the top left is the Workday logo and a search bar. Below is a blue header with the title 'Change My Preferred Name' and an 'Actions' button. The main form area has a checkbox labeled 'Use Legal Name As Preferred Name' which is checked with a blue checkmark. Below this is a 'Country' dropdown menu showing 'United States of America'. There are input fields for 'Prefix' (with '(empty)' text), 'First Name', 'Middle Name', 'Last Name', and 'Suffix' (with '(empty)' text). At the bottom is a comment box with a placeholder 'enter your comment'.

### Step 3

If checked, uncheck the box “Use Legal Name as Preferred Name”.

This will allow you to enter a Preferred Name/Nickname.

The screenshot shows the 'Change My Preferred Name' form with the 'Use Legal Name As Preferred Name' checkbox unchecked. The 'Country' dropdown is set to 'United States of America'. The 'Prefix' field is empty. The 'First Name' and 'Last Name' fields are highlighted with red boxes. The 'Middle Name' and 'Suffix' fields are empty. The comment box at the bottom has the placeholder 'enter your comment'.

### Step 4

In the box “First Name” enter your **Nickname/Preferred Name** that you would like to appear in Workday.

The Last Name field should pre-populate with your Legal Last Name and no further changes need to be made.

<p>Use Legal Name As Preferred Name <input type="checkbox"/></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"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Suffix <input type="text"/></p> <p><b>Submit</b> Save for Later Cancel</p>	<p><b>Step 5</b> Review information and click <b>Submit</b>.</p>
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## FAQ's

**What happens next?** Workday will automatically update with your Preferred Name / Nickname and your nickname will show as your First Name.

**Does this affect changes to my Legal Name?** No, changing your Preferred Name in Workday does not change your Legal Name. Your Legal Name will remain the same and should be entered in Workday and match your legal name on your Social Security Card. Any changes to your Legal Name are separate and require submittal of the government-approved documentation supporting the request for the legal name change. All requests to change Legal Names will be reviewed and approved by HR.

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