



Guide to Pair Pronouns to the Preferred Name Field in Workday

Guidelines

- **This guide is only applicable for faculty and staff.** As of February 2021, Center staff are unaware of any methods for graduate or undergraduate students, including student employees, to pair their pronouns in campus communications or systems, except for Zoom.
- This guide will assist faculty and staff in pairing pronouns with the preferred name field in Workday. This pairing will make pronouns more visible and useable in a variety of campus communications and systems, including the public campus directory, Net ID in Outlook Address Book and Email, Workday, Canvas, Microsoft 365 (Teams, Outlook, Planner, etc.), LinkedIn Learning, CyBox, etc.
- There may be other concerns with pairing pronouns with the preferred name field in Workday that currently are unknown or may change in the future. Contact your unit's human resources professional prior for questions or concerns.

Steps to Apply Pronouns to Chosen Name in Workday

1. Login to Workday
2. Select your profile photo/circle in the upper right and a menu will drop down
3. Select "View Profile" in the drop down
4. On the vertical blue bar tab on the left side of the screen, select the "Personal" tab
5. Select "Names" in the horizontal menu
6. Important note: Two name fields allow editing. Make sure you are editing the preferred name field only.
7. Under the preferred name header, select "Edit"
8. Deselect the checkbox labeled "Use Legal Name As Preferred Name"

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9. In the “First Name” or “Last Name” field, after your preferred first name or preferred last name, place a space and then enter your pronouns using the following template (note: placing pronouns after preferred first name is recommended to provide the highest likelihood for pronoun visibility in virtual environments):
 - a. (pronoun subject/pronoun object)
 - b. i.e. (she/her), (they/them), (he/him), (ze/hir)
 - c. i.e. Thao (she/her), Brad (they/them)
 - d. i.e. Hernandez (they/elle), Clarke (she/ella)
 10. Select “Submit” at the bottom of the page
 11. Once submitted, pronouns will pair with preferred name in campus systems, usually within 48 hours. Pronouns will be visible on, minimally, the following platforms:
 - a. Net ID in Outlook Address Book, Campus Directory, Workday, Canvas, Microsoft 365 (Teams, Outlook, Planner, etc.), LinkedIn Learning, CyBox, etc.

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Pronoun Resources

- [Education/Pronouns](#) (Center for LGBTQIA+ Student Success)
- [Pronouns](#) (Office of Diversity & Inclusion)
- [Including your pronouns on university-branded items](#) (Office of Diversity & Inclusion)
- [Pronouns](#) (Margaret Sloss Center for Women & Gender Equity)