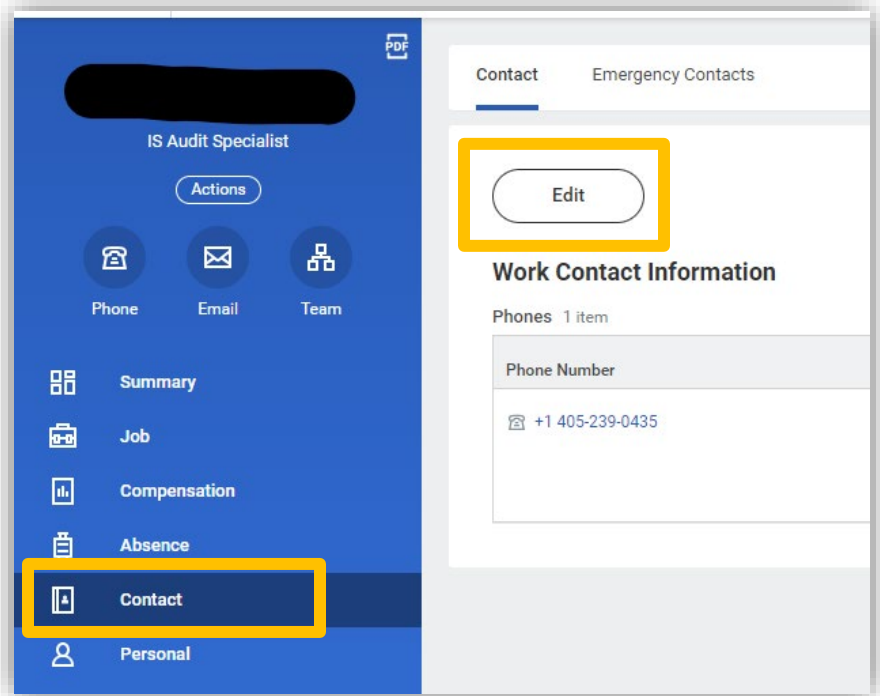# Workday@OK

Change work phone number in Workday

This user guide is intended for people managers.

1. Navigate to the worker's profile in Workday.
2. Click the **Contact** tab.
3. Click the **Edit** button.

4. Click the pencil icon and then update the phone number.
5. Once updated, click **Submit**.
6. The process will automatically complete.