

ACCESS YOUR WORKER PROFILE PAGE

Your *Worker Profile* page displays information about you (e.g., your office location, phone number, and compensation). The visibility of sensitive information is controlled by a user's security profile.

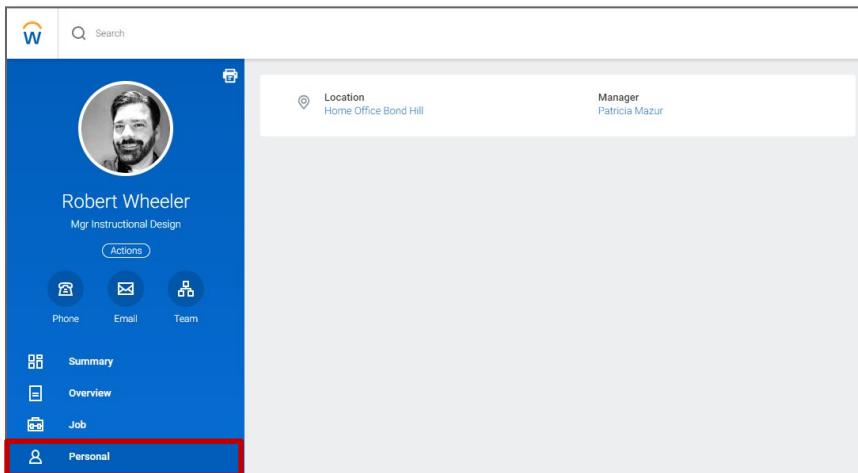
To access your *Worker Profile* page, click your **Profile** icon¹  > **View Profile**. Your *Worker Profile* page displays.



Note: All instructions in this job aid start from the *Worker Profile* page.

ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Personal** tab.



2. Click the **Contact** subtab.
3. Click **Edit**. Within each section, click the **Edit** icon  to change existing information or click **Add** to add new information. You can

¹ This is either the cloud icon or your photo.

also click within a field to edit.

4. Click **Submit** then **Done**.

ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Personal** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Add** or **Edit**. Enter or modify your emergency contacts.
4. Click **Submit** then **Done**.

MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal** tab from the *Worker Profile*. The **Personal Information** subtab is selected.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit** then **Done**.

VIEW OR EDIT YOUR IDENTITY PAPERWORK

1. Click the **Personal** tab.
2. Click the **IDs** subtab.
3. Click **Edit** and select the appropriate type of ID.
4. Edit your new information, including any required information (e.g., copy of SSN card, etc.).
5. Click **Submit** then **Done**.



Note: Some edits may require documentation and additional review and/or approval.

CHANGE YOUR LEGAL NAME

1. Click your **Related Actions** icon. Actions
2. Select **Personal Data > Change My Legal Name**.
3. Enter your new information, including any required information (e.g., copy of social security card, driver's license).
4. Click **Submit** then **Done** to submit proof of your name change or click **Save for Later** then **Done** to submit proof at a later date.

CHANGE YOUR PREFERRED NAME

If you choose, your preferred name will display within Workday instead of your legal name.

1. Click your **Related Actions** icon.
2. Select **Personal Data > Change My Preferred Name**.
3. Uncheck **Use Legal Name as Preferred Name**.
4. Enter your new information.
5. Click **Submit** then **Done**.

ADD OR CHANGE YOUR PHOTO

1. Click your **Related Actions** button > **Personal Data > Change My Photo**.
2. Click the **Select files** button to locate, crop, and upload your image, or drag and drop your image directly into the *Attachments* section from your local drive. You can crop and adjust the image by dragging the white corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your *Profile* page.
3. Click **OK** then **Submit**.



Note: The supported file formats depend on your organization's configuration. Typical formats include .png, .jpg, and .gif. Further review and approval may be required before the change takes effect.

VIEW TRANSACTION HISTORY

View your transaction history to see information such as benefit enrollment or personal data change dates.

1. Click the **Job** tab.
2. Click the **Worker History** subtab. Your business process history displays.
3. Click **View Worker History by Category**. The data is organized into different tabs to make it easier for you to review your history.

MANAGE WORKER PROFILE SUMMARY INFORMATION

You can enhance your Worker Profile with details of your professional experience.

1. Click the **Overview** tab; the **Professional Profile** subtab is selected.
2. Click **+ Add** next to a section.
3. Add your own information and/or edit existing information, including your statements, job history, education, skills, and internal projects.
4. Click **Submit** then **Done**.

UPLOAD MY EXPERIENCE

1. Click the **Overview** tab; the **Professional Profile** subtab is selected.
2. Click the **Upload** button under *Upload My Experience*.

3. In the **Upload File** area, click **Select files** to browse for a file. You can also drag your file into the area.

4. Click **OK**.



Note: Workday initiates a background process to upload your *Professional Profile* data. After the process has completed, a notification displays.

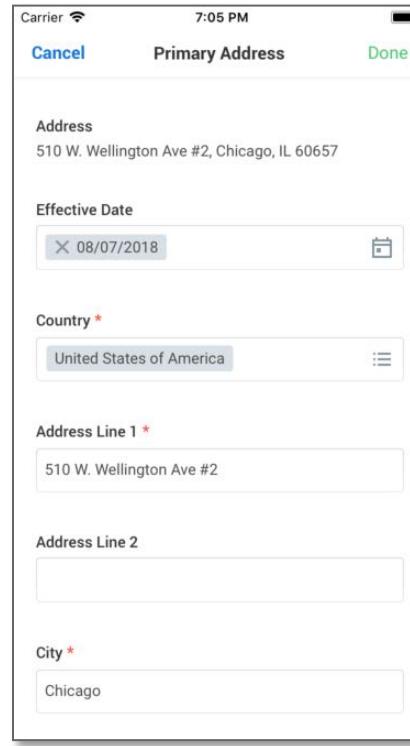
5. Use the guided editor or the *Summary* section to validate and refine your uploaded data.
6. Click **Submit** then **Done**.

MOBILE

CHANGE YOUR CONTACT INFORMATION FOR IPHONE AND IPAD

From the *Home* page:

1. Tap your **Profile** icon, then tap **View Profile**.
2. Tap the **Related Actions** icon *** in the upper right-hand corner.
3. Tap **Personal Data > Change My Home Contact Information**.
4. Tap the **Edit** icon where you want to update the information, and make your edits. Some information is required, as identified by an asterisk.
5. Enter any comment at the bottom of the page and tap **Submit**. A confirmation page displays.



UPDATE YOUR PROFILE PHOTO FOR IPHONE AND IPAD

From your *Profile* page:

1. Tap your **Profile** image.
2. Select **Camera** to take a new photo. You can also select **Choose from Library** or **Import Attachment** on iPhone or **Gallery** on Android to use an existing photo.
3. Once your photo is selected and submitted, your photo may be sent for approval.