Getting Started: Modify Personal Information   Employee

ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.
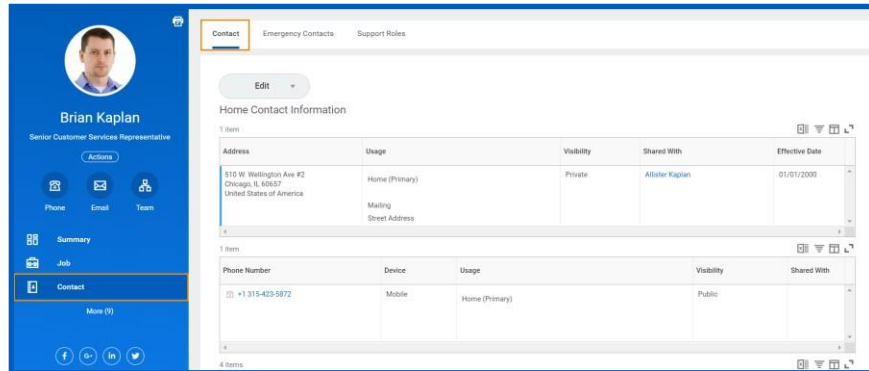
To access your Worker Profile page, click your **Profile** icon > **View Profile**.

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

ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab on the left. The **Contact** subtab is selected.

2. Click **Edit** and select **Change My Home Contact Information** to change your personal contact information. Within each section,

    click the **Edit** icon to change existing information or click **Add** to add new information. You can also click within a field to edit.

3. Click **Submit** and **Done** to save your changes.

ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Contact** tab.

2. Click the **Emergency Contacts** subtab.

3. Click **Edit**. Enter or modify your emergency contacts.

4. Click **Submit** and **Done** to save your changes.

MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal** tab. The **Personal Information** subtab is selected.

2. Click **Edit**. Enter or modify your personal information.

3. Click **Submit** and **Done** to save your changes.

VIEW YOUR IDENTITY PAPERWORK

1. Click the **Personal** tab.

2. Click the **IDs** subtab. You cannot make changes to this information; you can only view it.

3. Click the **Documents** subtab. Click the document links to download or view documents. Click **Add** to attach documents to your profile, **Edit** to make changes to documents, or **Delete** to remove them.

CHANGE YOUR LEGAL NAME

1. Click your **Related Actions** (Actions) button.

2. Select **Personal Data** > **Change My Legal Name**.

3. Enter your new information, including any required information.

4. Click **Submit**.

5. Click **To Do** and **Submit** to submit proof of your name change or click **Done** to submit later.

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CHANGE YOUR PREFERRED NAME

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

1. Click your **Related Actions** button.
2. Select **Personal Data** > **Change My Preferred Name**.
3. Clear the **Use Legal Name as Preferred Name** checkbox.
4. Enter your new information.
5. Click **Submit** and **Done**.

ADD OR CHANGE YOUR PHOTO

1. All new photos or changes to existing photos are completed through local Security teams. The picture they take for your security badge will also be the one used for Workday.
2. Visit your local Security team. They will take a new photo and upload it to Workday.

ADD AND VIEW YOUR SOCIAL NETWORKS

1. From your **Related Actions**, click **Personal Data** > **Social Networks**.
2. Click **Edit** to change an existing network, or **Add Social Network Account** to add a new one. You can maintain up to four networks.
3. Enter the social network and user name or web address you want to add. You can only add one account for each social network.
4. Click **OK** and **Done**.

DELETE A SOCIAL NETWORK

1. From your **Related Actions**, click **Personal Data** > **Social Networks**.

2. Click **Delete** next to the appropriate network.
3. Click **Submit** and **Done**.

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.

CHANGE A BUSINESS TITLE

1. From your **Related Actions**, click **Job Change** > **Change My Business Title**.
2. Enter the Effective Date.
3. Enter the proposed Business Title.
4. Click **Submit** and **Done**.

Note: Depending on your organization's security, this may be routed to another department for approval.

MANAGE WORKER PROFILE SUMMARY INFORMATION

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

1. Click the **Career** tab. The **Professional Profile** subtab is selected.
2. Click **+ Add** next to a section.

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3. Add your own information or edit existing information, including your statements, job history, education, skills, and internal projects.

4. Click **Submit** and **Done**.

UPLOAD MY EXPERIENCE

1. Click the **Job** 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 region.

4. Click **OK** and **Done**.

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

5. From the notification, click the **Click Here** link to review and complete the profile data.

6. Use the guided editor or the Summary section to validate and refine your uploaded data.

7. Click **Submit** and **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 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.

5. Enter a comment at the bottom of the page and tap **Submit**. A confirmation page displays.

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