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.

> Note: All instructions in this job aid start from the Worker Profile page. To access your Worker Profile page, click your Profile Photo, then View Profile.

ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab on the left. The Contact subtab displays.
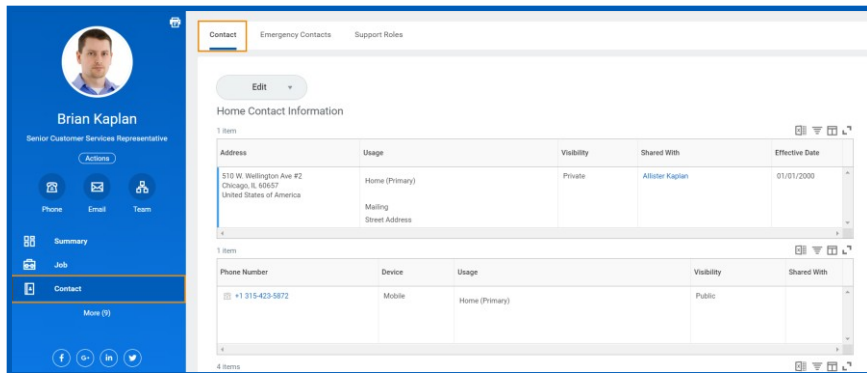
2. Click **Edit** and select **Change My Home Contact Information** to change your personal contact information. Within each section, click the **Edit** icon 🖉 to change existing information, click the **Delete** ✕ icon to remove existing information, or the **Undo** ↩ icon to revert to the last saved version. You can also click **Add** to add new information. 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 displays.

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. Depending on your security permissions, you can click **Edit** to make changes to documents, or **Delete** to remove them.

CHANGE YOUR LEGAL NAME

1. Click your **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 **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. From your **Actions** button, click **Personal Data** > **Change My Photo**.
2. Click the **Select files** button to locate, upload, and crop 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 corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your Worker Profile page.
3. Click **OK** and **Submit**.
4. Depending on your organization's configuration, you may need further approval before the change takes effect.

> Note: The supported file formats depend on your organization's configuration. Typical formats include .png, .jpg, and .gif.

ADD AND VIEW YOUR SOCIAL NETWORKS

1. From your **Actions** button, 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 three networks.
3. Select the social network, then enter the username 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 **Actions** button, 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 **Actions** button, 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 for approval.

UPLOAD MY EXPERIENCE

1. Click the **Summary** tab.

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**.

5. From the notification, click the **Review** button 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**.