This job aid details how to access and navigate your profile in Workday. Contact Information and Basic Navigation will be covered.

CONTACT INFORMATION

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 in the upper right-hand corner of the Home page, then View Profile.

ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab on the left (you may have to click the **More** link to see all subtabs). The Contact subtab displays.
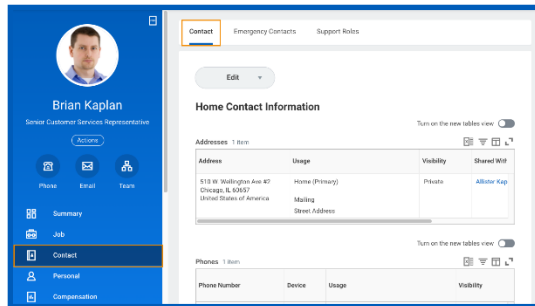
2. Click **Edit** and select **Change My Home Contact Information** to change your personal contact information. Within each section, click the **Edit** icon to change existing information, click the **Delete** × icon to remove existing information, or the **Undo** ↶ icon to revert to the last saved version. You can also click **Add** to add new information. Click within a field to edit.

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

ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Contact** tab.

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

3. Click **Edit (**or **Add)**. Enter or modify your emergency contacts.

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

CHANGE YOUR PREFERRED NAME

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

1. Click the **Personal** tab and then click the **Names** subtab.

2. Under **Preferred Name**, click **Edit**.

3. Clear the **Use Legal Name as Preferred Name** checkbox.

4. Enter your new information.

5. Click **Submit**.
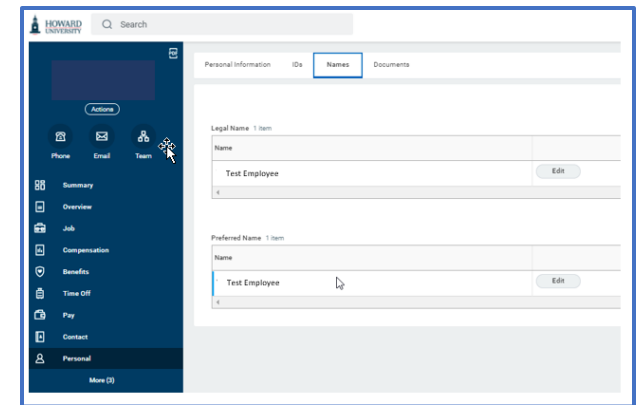
NAVIGATION

LOCATE YOUR PLACE IN THE ORGANIZATION

Workday provides your department's reporting structure. This can help you understand your place within the organization.

From the Home page:

1. Click your **Profile** photo > **View Profile**.

2. Click the **Job** tab. Multiple subtabs (Job Details, Employment Data, Manager History, etc.) will be presented that you can click to view various aspects of your Job.

3. Click the **Management Chain** subtab. Information about your management chain displays.
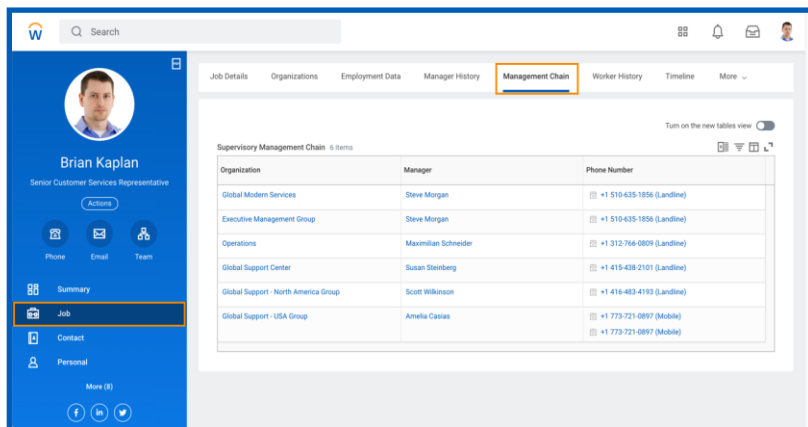
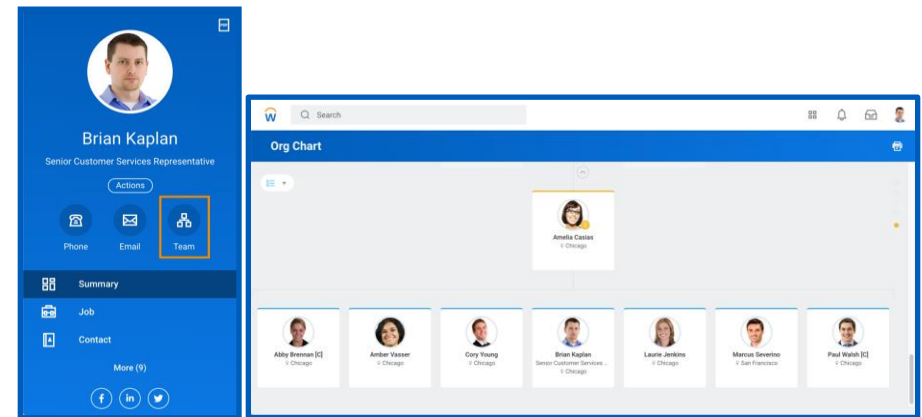## LOCATE YOUR ORGANIZATION

From the Home page:

1. Click your **Profile** photo > **View Profile**.
2. Click the **Job** tab.
3. Click the **Organizations** subtab. Information about the organizations you belong to displays.

LOCATE YOUR ORGANIZATIONAL CHART

Workday provides a chart of your organization's hierarchy.

From the Home page:

1. Click your **Profile** photo > **View Profile**.

2. Click the **Team** icon. Your org chart includes information about your team, HR support, and your manager's manager.

3. In the top-right corner of the page, hover over the dots to reveal your management chain. Click the names in the chain to navigate your hierarchy or use the arrows at the top or bottom of the org chart. You can also use the pull-down menu in the top left to view your org chart with or without contingent workers, matrix reports, or open positions.
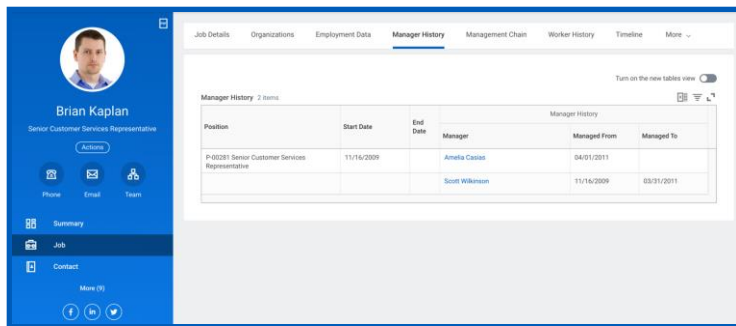
REVIEW YOUR JOB HISTORY

From the Home page:

1. Click your **Profile** photo > **View Profile**.

2. Click the **Job** tab.

3. Click the **Manager History** subtab. Your job history displays. Manager history includes information about your prior job titles, managers, start dates, and end dates.


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. Your request will be routed to the HR Partner for approval. Once approved, your photo will appear in your Profile.

UPLOAD MY EXPERIENCE

You can upload education or job history from resumes or other documents into Workday.

1. Click the **Summary** tab on your **Profile** page.

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 the file will appear as successfully uploaded.

5. Click **OK** and the data from your upload will be loaded into Workday fields.

6. You will be provided the **Review Professional Profile Upload** page where you can update your **Education** and **Job History**. Click **Job History**.

7. Click the **Edit** icon to update the **Job History** and the **Accept** icon to save your changes.
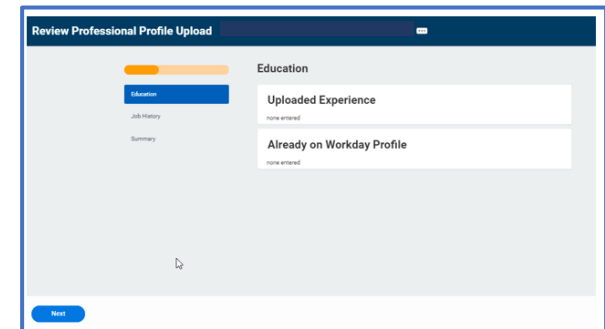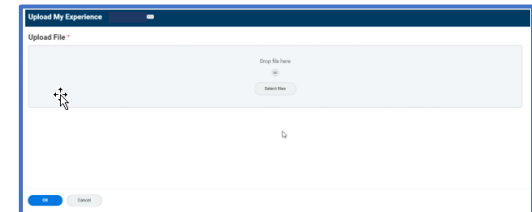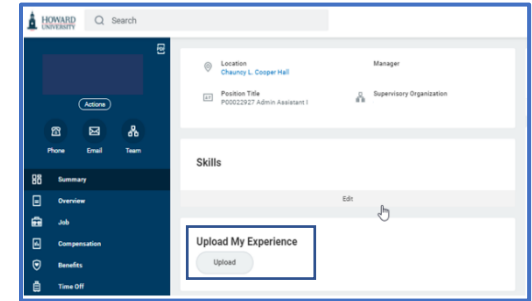
8. Click the **Summary** button to view your **Education** and **Job History**.

9. Click **Submit**.

10. Click **View Details** in the **You Have Submitted** pop-up.

11. Click **Done**.