

Managing Your Personal Information

Please ensure your personal information is accurate and always updated.

Worker Profile Page: displays information about you.

Access Your Worker Profile Page




1. Select your Profile Photo on the top right-hand corner of the screen.
2. Select View Profile.

Add or Change Your Contact Information

1. From your worker profile click on **Contact** on the left. The Contact subtab displays.

The screenshot shows the 'Contact' subtab selected in the worker profile. The main content area displays 'Home Contact Information' with a table of addresses and a 'Phones' section below it.

Address	Usage	Visibility	Shared With
510 W. Wellington Ave #2 Chicago, IL 60657 United States of America	Home (Primary) Mailing Street Address	Private	Allister Kaplan

2. Select **Edit** and select **Change My Home Contact Information** to change your personal contact information. Within each section, select the **Edit** icon  to change existing information, the **Delete** icon  to remove existing information, or the **Undo** icon  to revert to the last saved version. You can also select **Add** to add new information. Select within a field to edit.
3. Select **Submit** to save your changes.

Add or Change Emergency Contacts

1. From your worker profile click on **Contact** on the left. The Contact subtab displays.
2. Choose the **Emergency Contacts** subtab.
3. Select **Edit**. Enter or modify your emergency contacts.
4. Select **Submit** to save your changes.

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Modify Your Personal Information

1. From your worker profile click on **Personal** on the left. The Personal Information subtab displays.
2. Select **Edit**. Enter or modify your personal information.
3. Select **Submit** to save your changes.

View Your Identity Paperwork

1. From your worker profile click on **Personal** on the left. The Personal Information subtab displays.
2. Choose the **IDs** subtab. You cannot make changes to this information; you can only view it.
3. Choose the **Documents** subtab. Select the document links to download or view documents. Select **Add** to attach documents to your profile. Depending on your security permissions, you can select **Edit** to make changes to documents or **Delete** to remove them.

Change Your Legal Name

1. From your worker profile click on **Actions** on the left.
2. Select **Personal Data > Change My Legal Name**.
3. Enter your new information, including any required information.
4. Select **Submit**.
5. Select **To Do** and **Submit** to submit proof of your name change, or select **View Details**, then **Done** to submit later.

Change Your Preferred Name

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

1. From your worker profile click on **Actions** on the left.
2. Select **Personal Data > Change My Preferred Name**.
3. Clear the Use Legal Name as Preferred Name checkbox.
4. Enter your new information.
5. Select **Submit**.

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Add or Change Your Photo

1. From your worker profile click on **Actions** on the left.
2. Select **Personal Data > Change My Photo**.
3. Select 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 display on your Worker Profile page.
4. Select **OK** and **Submit**.
5. Your photo will be sent for approval before the change takes effect.

View Transaction History

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

1. From your worker profile click on **Job** on the left. The Job Details subtab displays.
2. Choose the **Worker History** subtab (you might have to click **more** first). Your business process history displays.
3. Select **View Worker History by Category**. Workday organizes the data into different tabs to make it easier to review.

Upload My Experience



1. From your worker profile click on **Summary** on the left.
2. Under Upload My Experience, select the **Upload** button.
3. In the Upload File area, select **Select files** to browse for a file. You can also drag your file into the region.
4. Select **OK**.
5. From the Review Professional Profile Upload page, use the Guided Editor or the Summary section to validate and refine your uploaded data.
6. Select **Submit**.

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Mobile – Modify Your Personal Information

From the Home page:

1. Tap your **Profile** photo, then tap **View Profile**. 
2. In the upper-right corner, tap the **Related Actions icon** .
3. Tap **Personal Data** > **Change My Personal Information**.
4. Tap the **Edit** icon where you want to update your personal information.
5. You can update personal information such as marital status, gender identity, and preferred pronoun. This gives you more control over how to share your personal information with your organization.
6. Tap **Submit** to save your changes.

Mobile – Change Your Contact Information

From the Home Page:

1. Tap your **Profile photo**, 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.

Mobile – Update Your Profile Photo

From the Home Page:

1. Tap your **Profile photo**, then tap **View Profile**.
2. Tap your **Profile photo** again.
3. Select **Choose from Library** or **Import Attachment** on iPhone, or select **Gallery** on Android to use an existing photo.
4. Your photo will be sent for approval before the change takes effect.