

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.

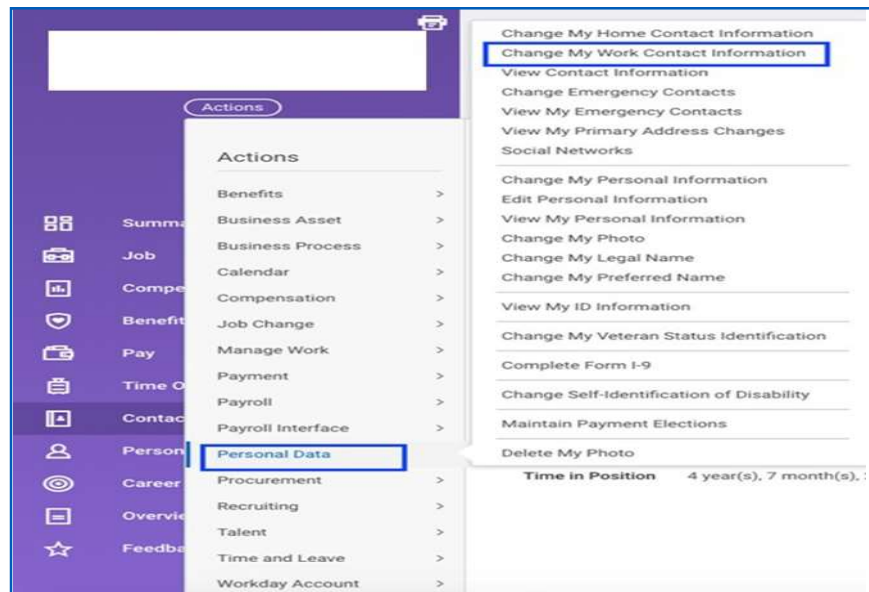


Note: All instructions in this job aid start from the Worker Profile page. To access your Worker Profile page, click your Profile icon, then View Profile.

CHANGE YOUR WORK CONTACT INFORMATION

From the home page:

1. Click on the Cloud Icon in the upper right-hand corner of the home page.
2. Click on View Profile under your name.
3. Click on Actions Tab under your name
4. Click your **Actions** Actions button.



5. Select **Personal Data**

Getting Started

Change Your Work Contact Information

Employee

6. Click on **change my work contact information**

7. Enter your new information under the Address, Phone, Email, Instant Messenger, Web Address fields.

The screenshot shows a web interface titled "Change My Work Contact Information". The form is divided into several sections for updating contact details:

- Business Location:** Includes a "Business Address" field with the example "716 REDWOOD ST, BALTIMORE, MD 21202" and a location pin icon. Below it are sections for "Primary Work Location" (with a note "Current work location is Business location.") and "Alternate Work Location" (with a dropdown menu showing "Select" and "Add").
- Address:** A section with an "Add" button.
- Phone:** A section with an "Add" button.
- Email:** A section with an "Add" button.
- Instant Messenger:** A section with an "Add" button.
- Web Address:** A section with an "Add" button.

At the bottom of the form, there are three buttons: "Submit" (in orange), "Save for Later", and "Cancel".

8. Click submit and then click done.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner