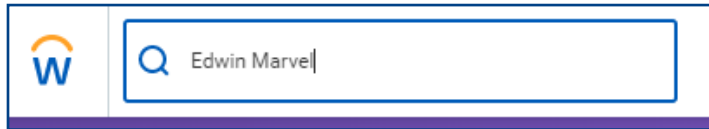


EDIT GOVERNMENT IDs FOR WORKER

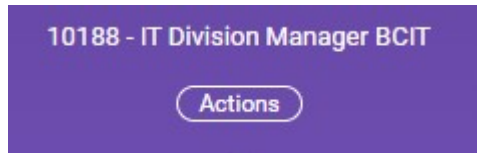
Use this Job Aid to add or edit government IDs for employees. Government ids include Government issued identification such as national ids, passport, visas etc.

STEPS UPDATE THE GOVERNMENT ID'S

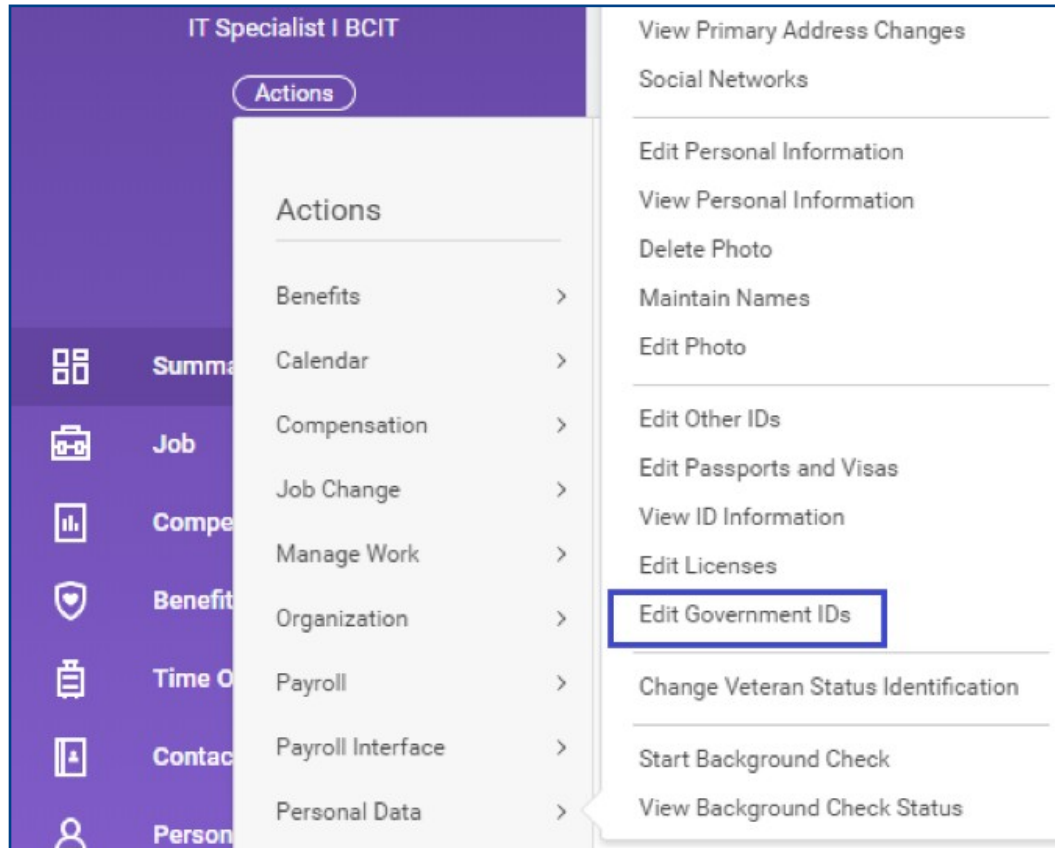
1. Type the Worker's name into the search bar.



2. Click on the Worker's name to open his or her profile
3. Click the Actions button.



4. Hover on **Personal Data** → **Edit Government IDs**



5. View the National IDs already entered on the National IDs tab. To replace a Placeholder ID, remove the Placeholder ID and enter the real social security number in Add/Edit ID. And To add a social security number or ITIN, select the plus sign under the National IDs tab.

National IDs 1 item

	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series
	United States of America	Social Security Number (SSN)	123-12-1234	...				

Government IDs 0 items

	*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data							

enter your comment

Submit Save for Later Cancel

- Use the Prompt Icon within each field to enter the Country, National ID Type, Identification # and Expiration Date (if applicable). Issue Date and Verification Date (today's date) are optional.

National IDs 0 items

	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series
No Data								

Government IDs 1 item

	*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
-	United States of America	Temporary Resident Card (I-688)	123654123	08 / 03 / 2020	08 / 31 / 2021	08 / 13 / 2020	

enter your comment

Submit Save for Later Cancel

- Click on the **Submit** icon to submit this task.
- The Approval task will be triggered to Manager/HR Admin.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.