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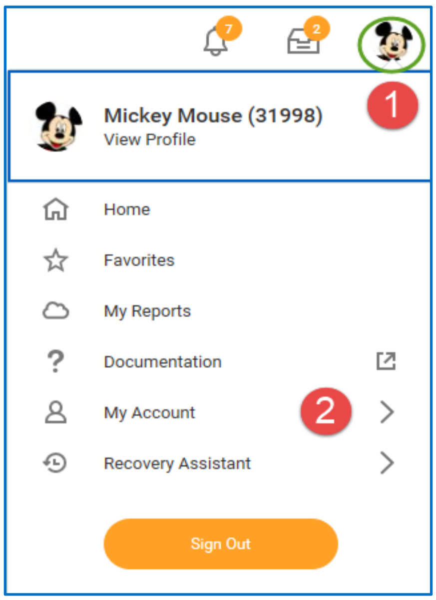
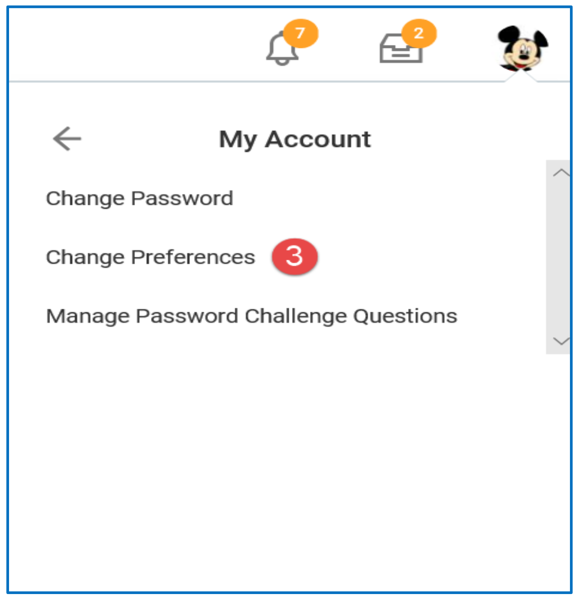
You can edit a variety of features on your account, including languages, search functionality, workflows, and notification preferences.

Changing your Preferences

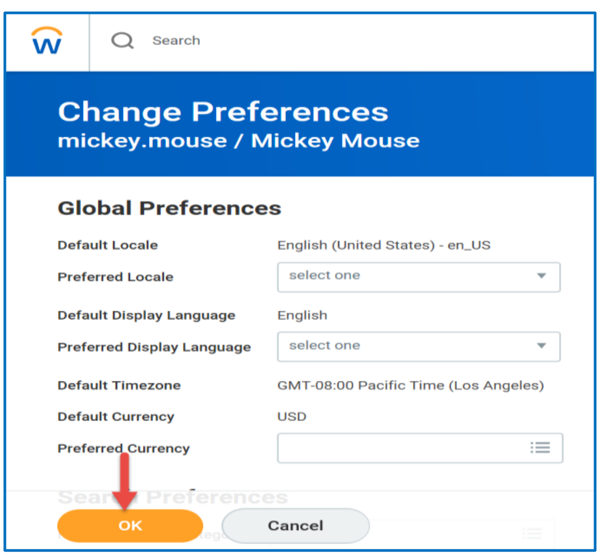
From the Home page:

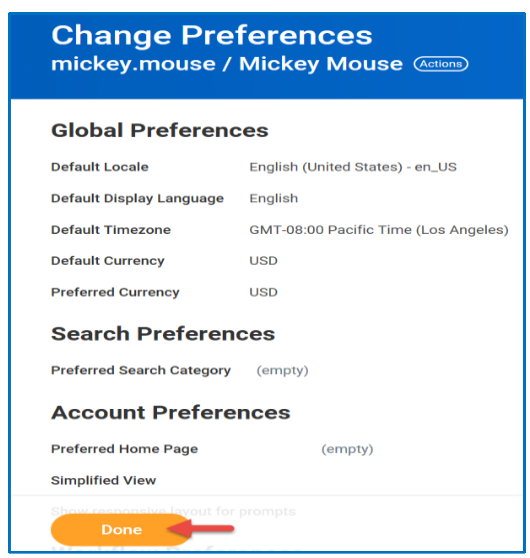
1. Click your **Profile** icon
2. Click on **My Account**
3. Click on **Change Preferences**





Change any of the items listed on the Change Preferences page.



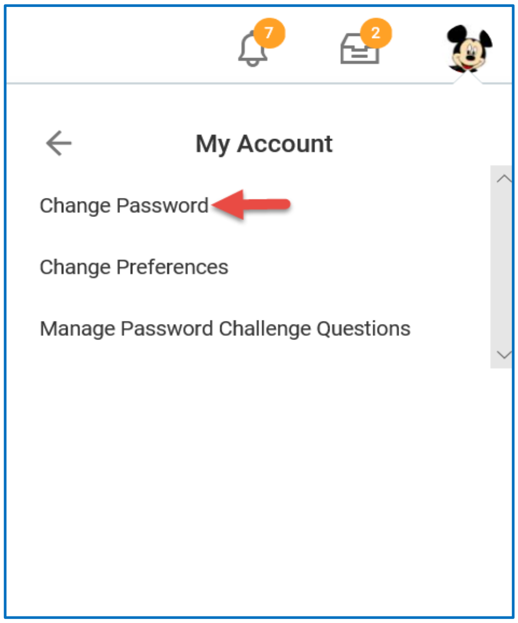


Click **OK**, then click **Done**.

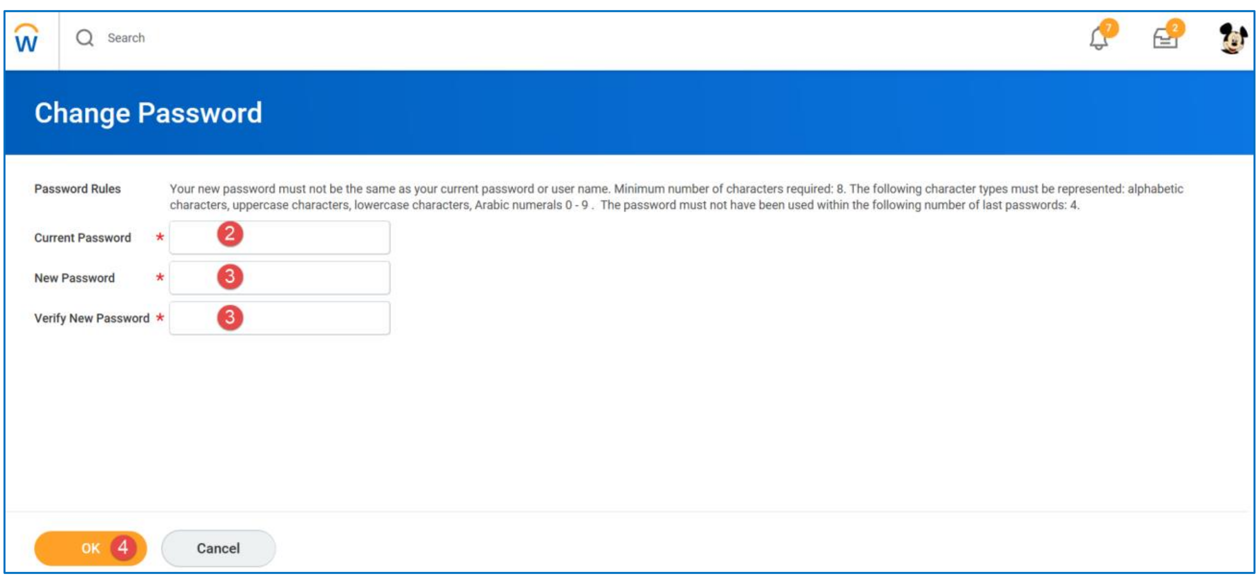
Changing your Password

From the Home page:

1. Click your **Profile** icon > **My Account** > **Change Password**.



2. Enter your current password.
3. Enter your new password twice.
4. Click OK.

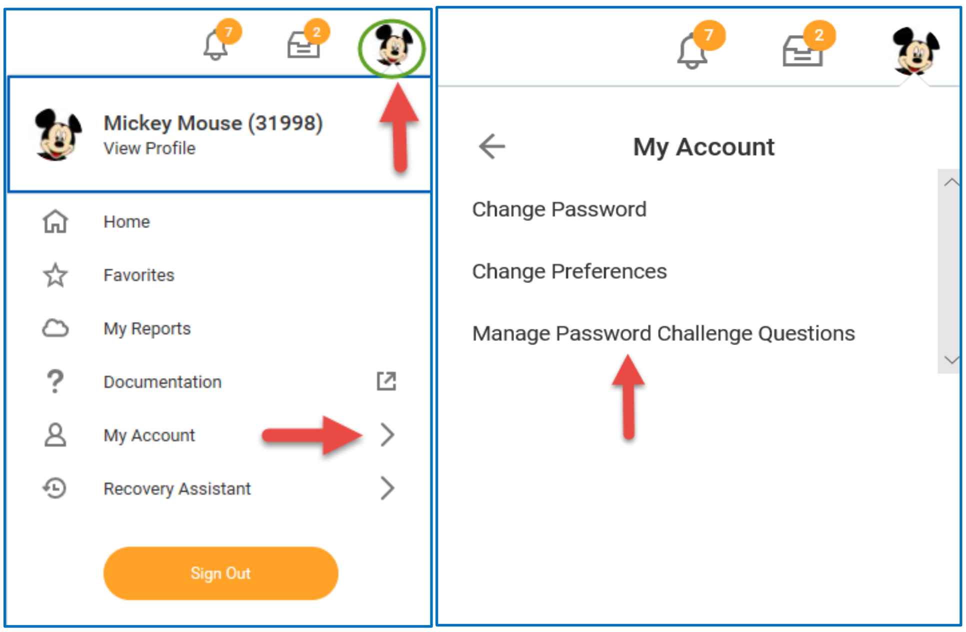


Manually Change Your Password Challenge Questions

If you forget your password, you will have to answer challenge questions to reset it. You can modify these questions at any time.

From the Home page:

1. Click your **Profile** icon > **My Account** > **Manage Password Challenge Questions**.



2. In the **Select the First Security Challenge Question** field, use the pull-down menu to choose from the list of available challenge questions.
3. Enter your answer.
4. Repeat this for all required fields.

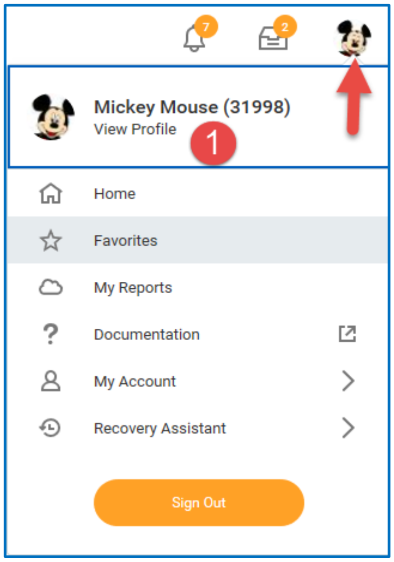
Click **OK**, then click **Done**.

Locate Your Place in The Organization

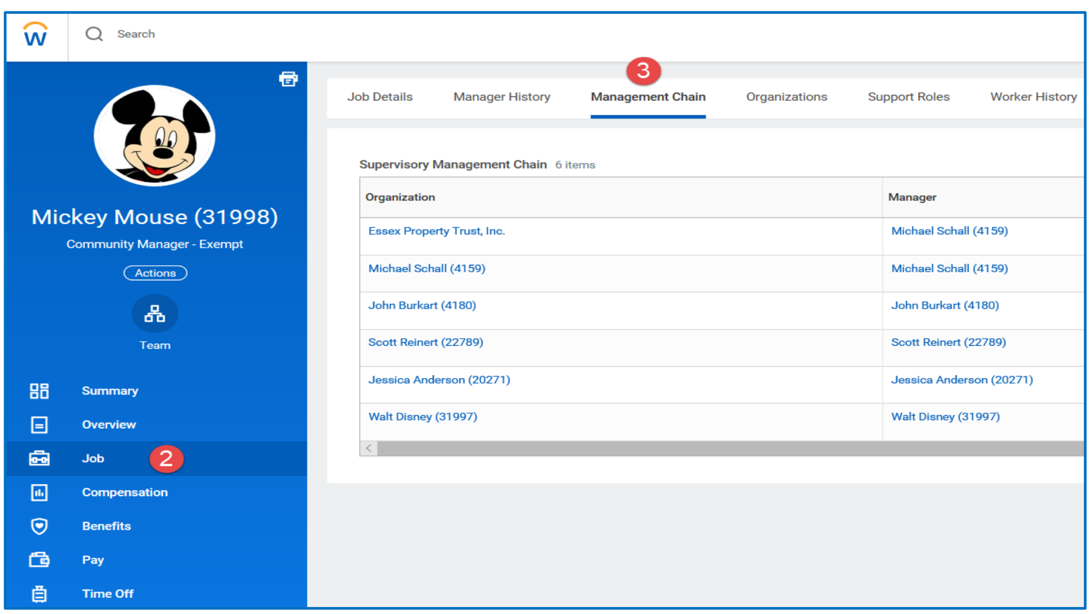
Workday displays the reporting structure of your department. This can help you understand your place within the organization.

From the Home page:

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



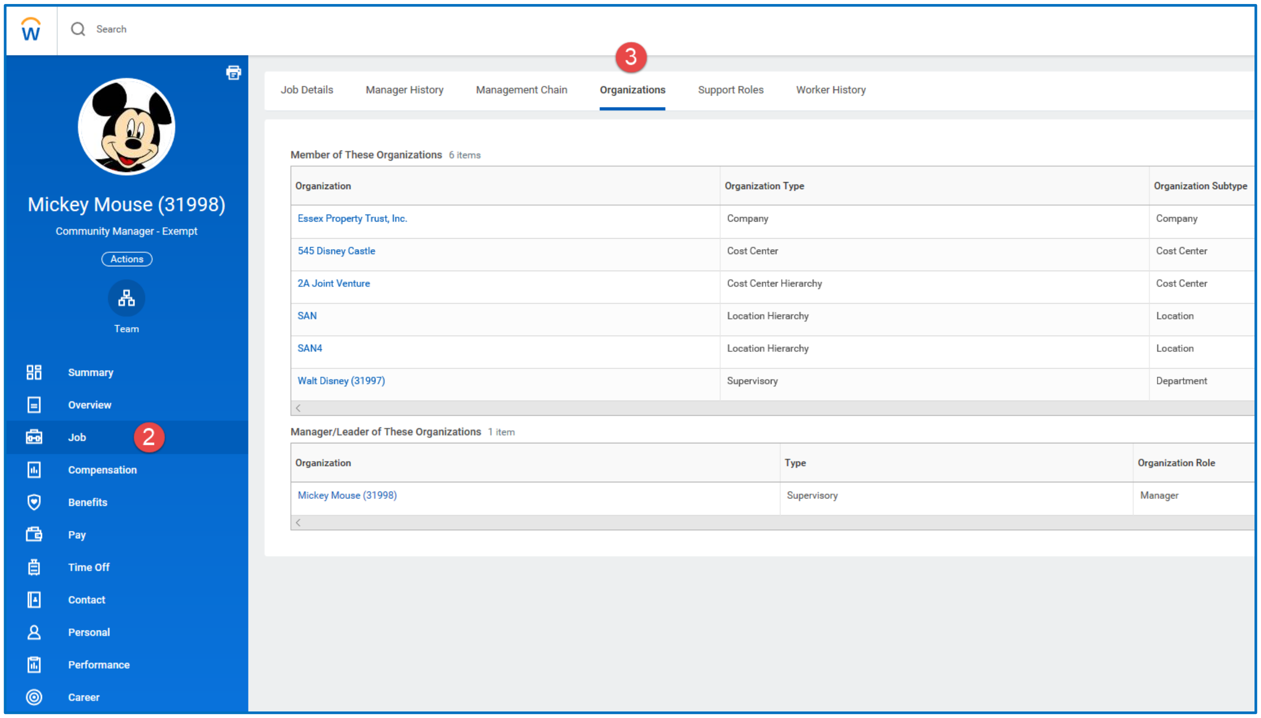
2. Click the **Job** tab.
3. Click the **Management Chain** subtab. Information about your management chain displays.



Locate Your Organization

From the Home page:

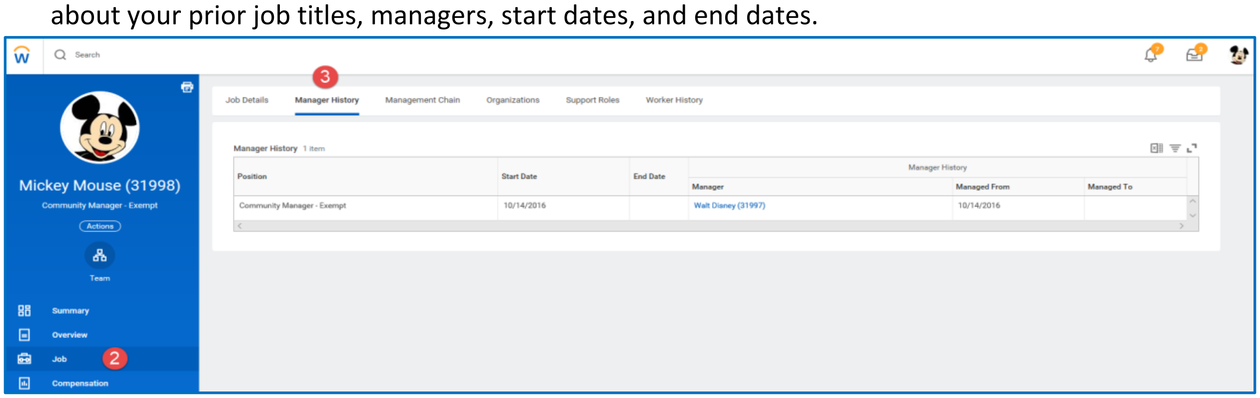
1. Click your **Profile** icon > **View Profile**.
2. Click the **Job** tab.
3. Click the **Organizations** subtab. Information about the organizations you belong to displays.



Review Your Job History

From the Home page:

1. Click your **Profile** icon > **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.

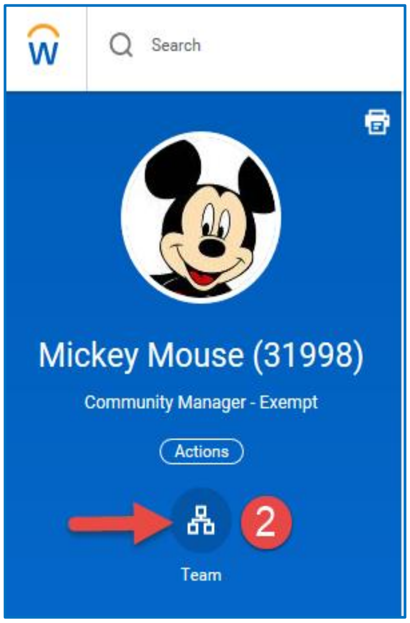


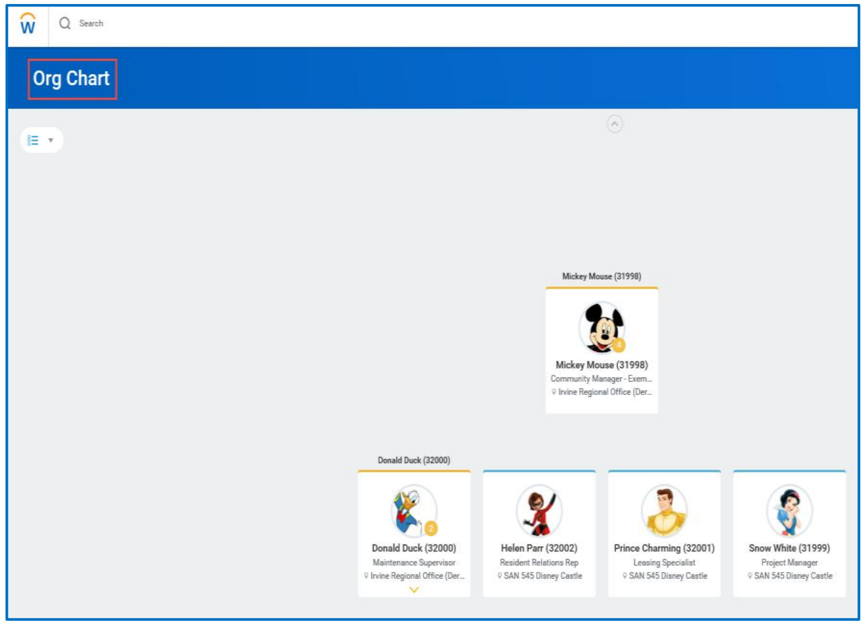
Locate Your Organizational Chart

Workday provides a chart of your organization's hierarchy.

From the Home page:

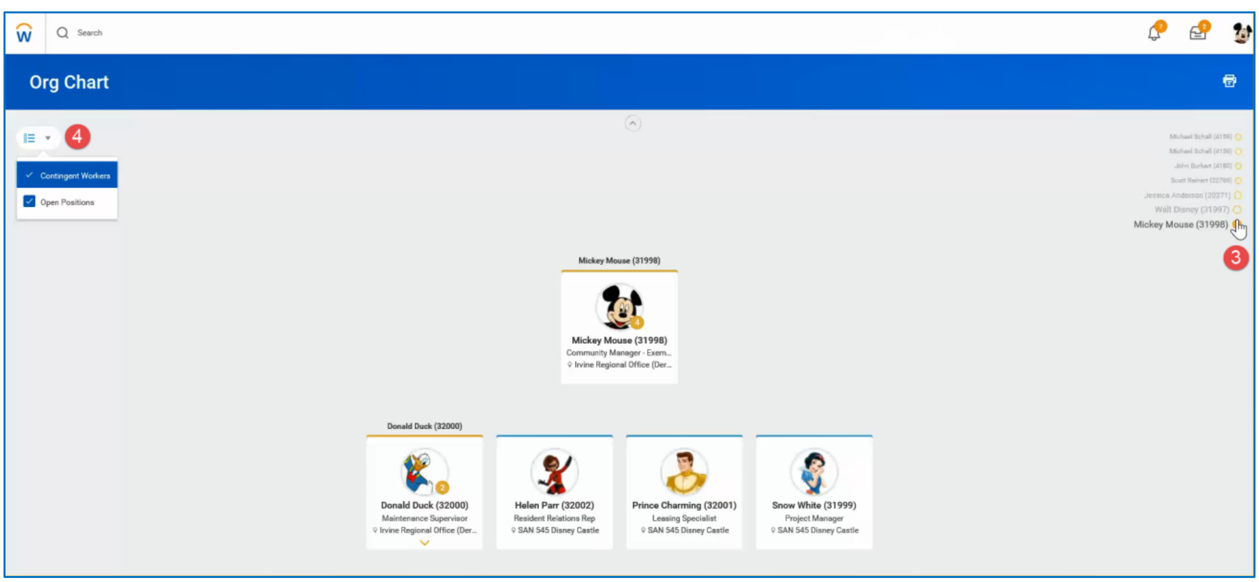
1. Click your **Profile** icon > **View Profile**.
2. Click the **Team** button. Your **Org Chart** includes information about your team, HR support, and your manager's manager.





3. Click the names in the top right corner to navigate through your management chain.

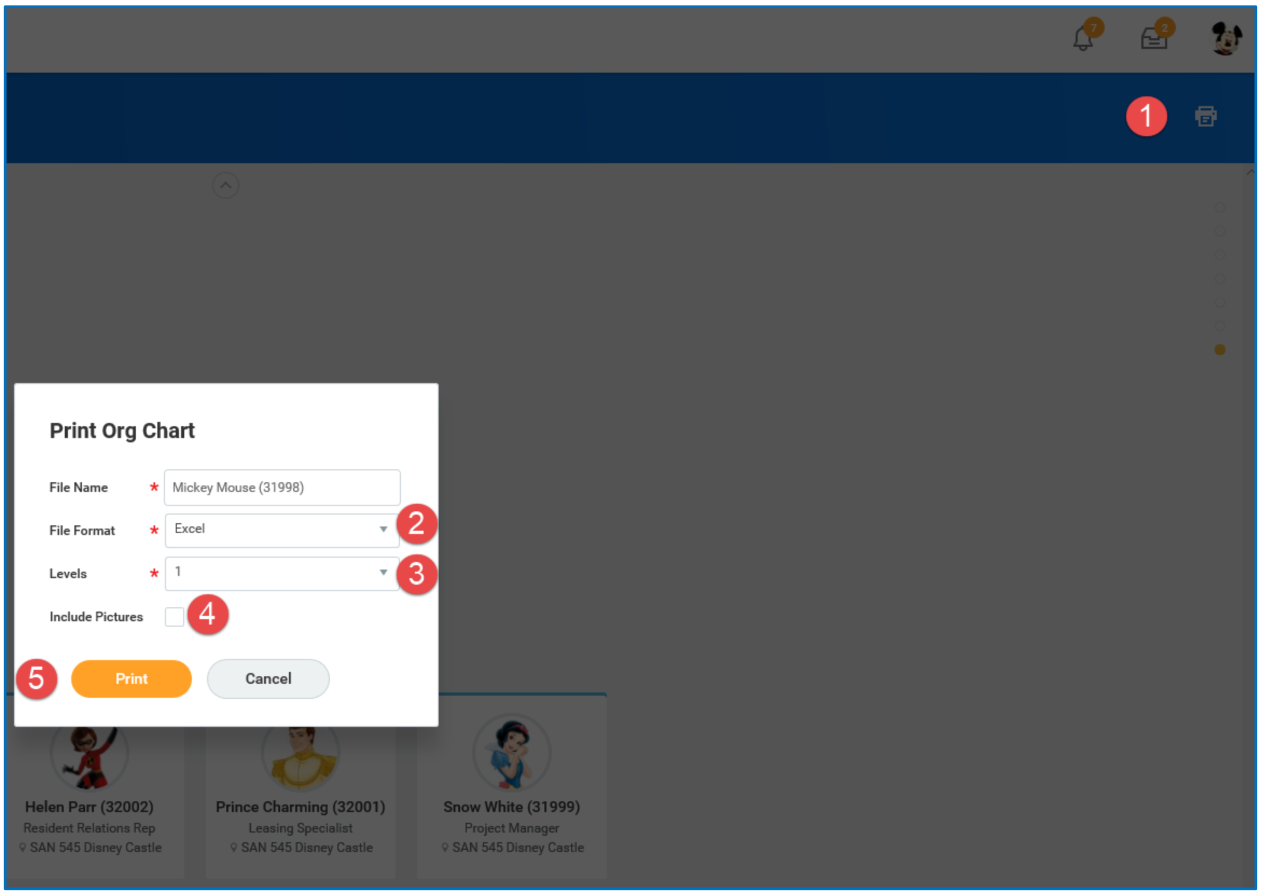
4. You can also use the pull-down menu in the top left to view your org chart with or without contingent workers, matrix reports, or open positions.



Export Your Org Chart to Excel

From the Org Chart:

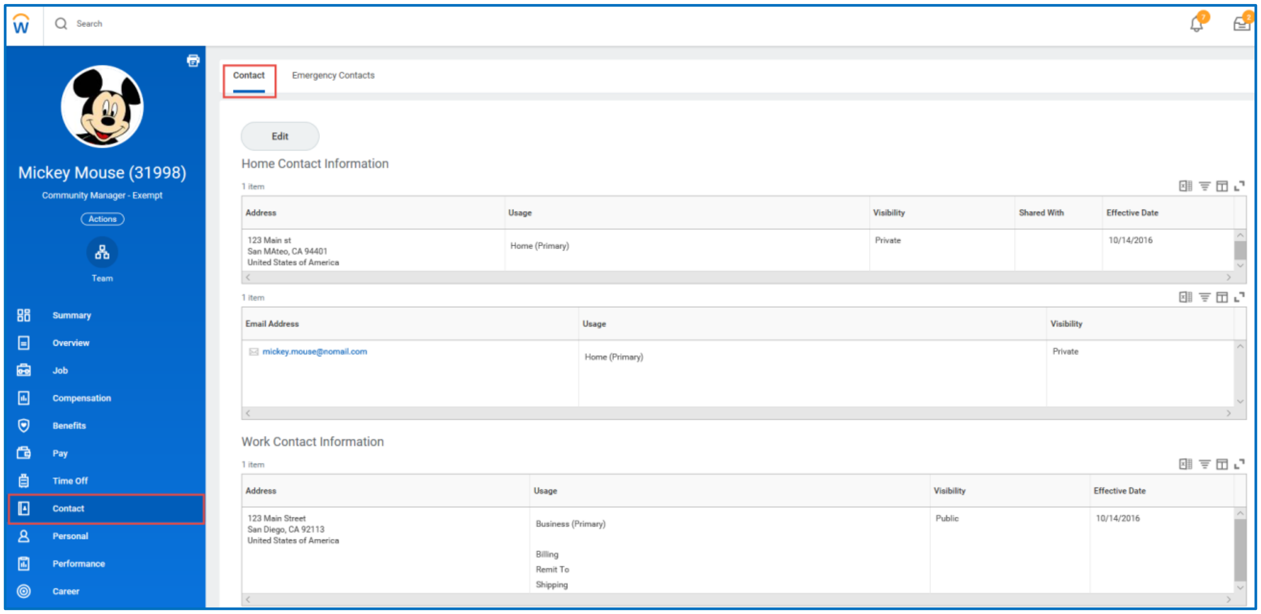
1. Click the **Printer** icon .
2. Select **Excel** as the File Format.
3. Select how many **Levels** of your org chart you'd like to print.
4. Optionally, select **Include Pictures**. The pictures will download as a .zip file.
5. Click **Print**.



Access Your Worker Profile Page

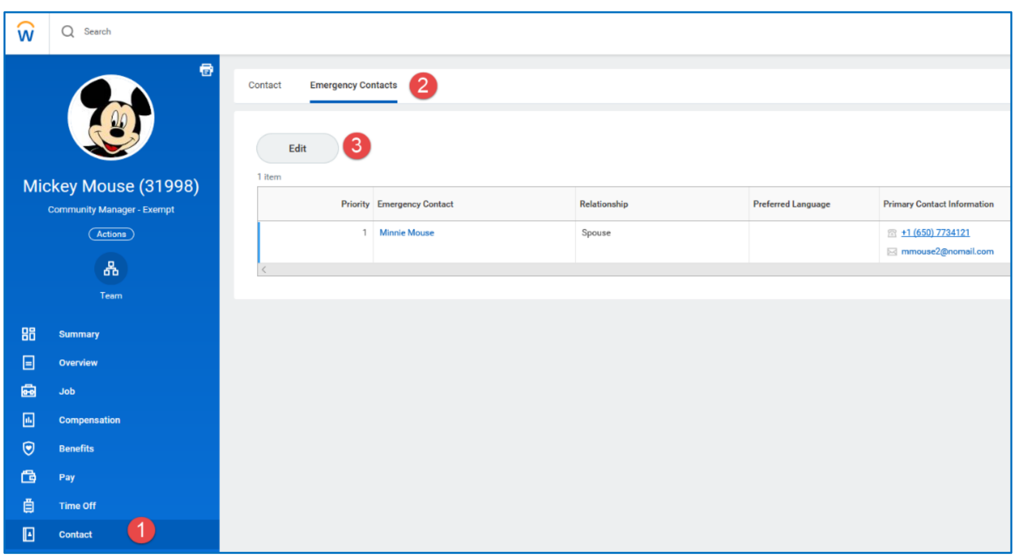
Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.

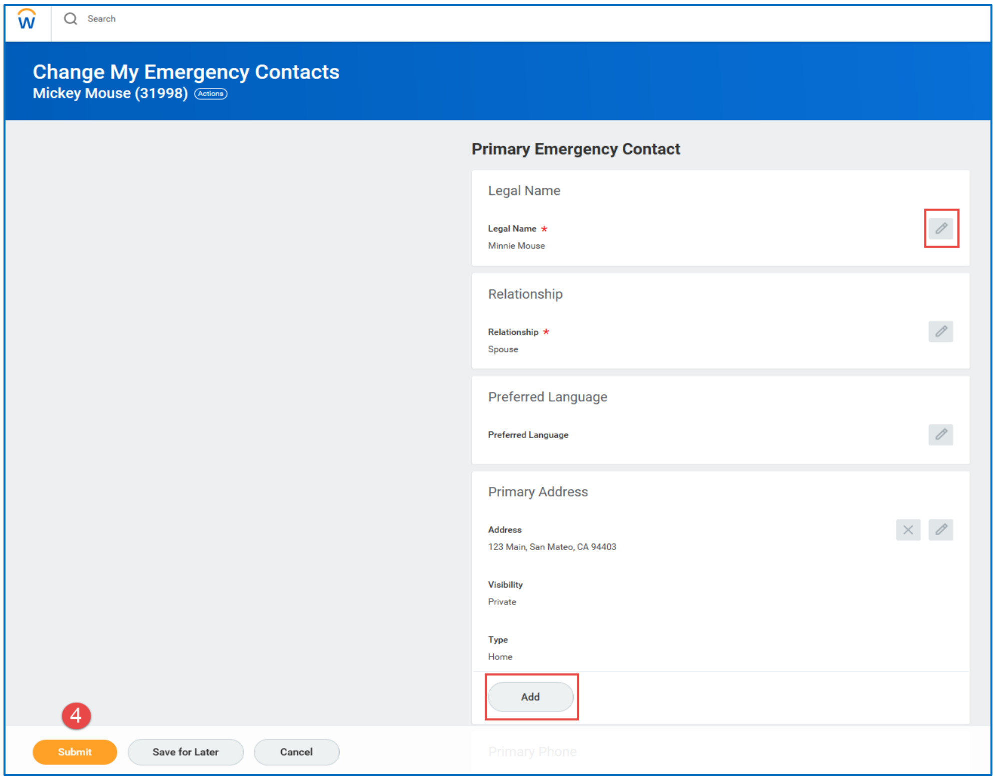
To access your worker profile page, click your **Profile** icon, **View Profile**. Your Worker Profile page displays.



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**.

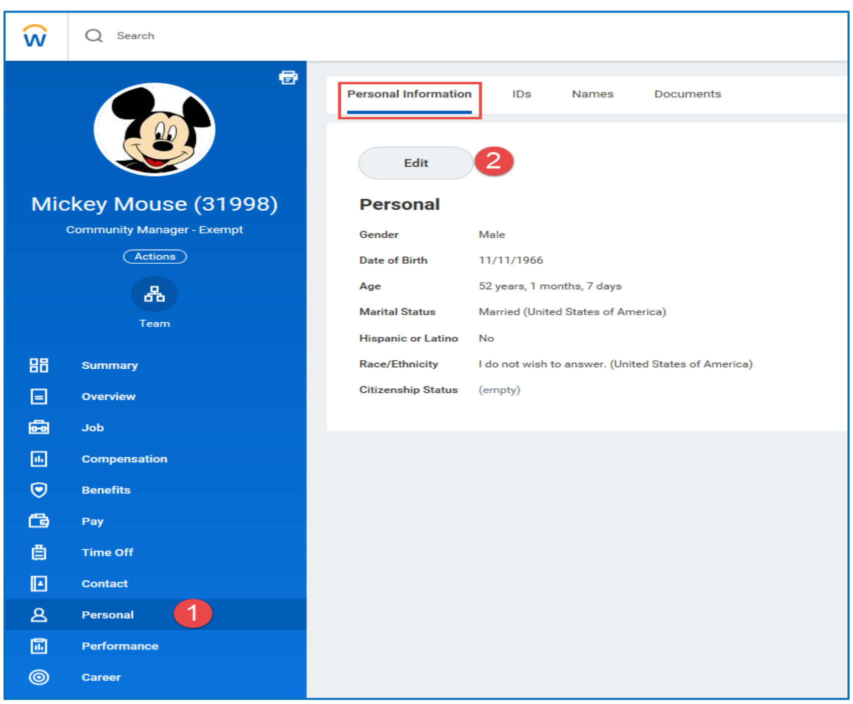


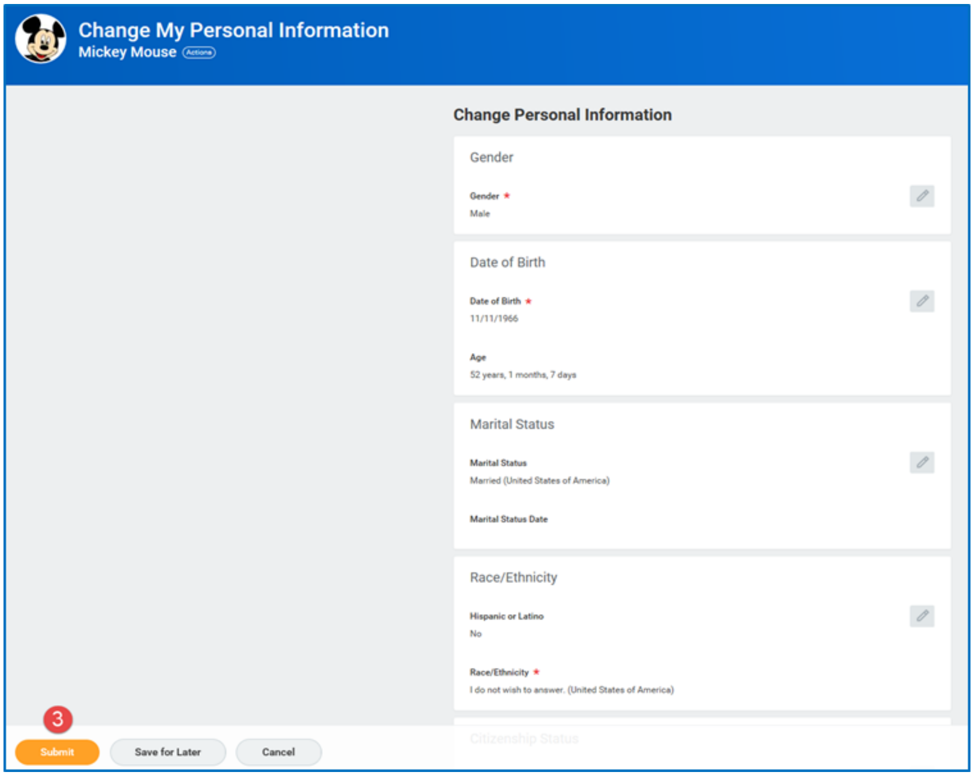


Within each section, click the **Edit** icon to change existing information or click **Add** to add new information.

Modify Your Personal Information

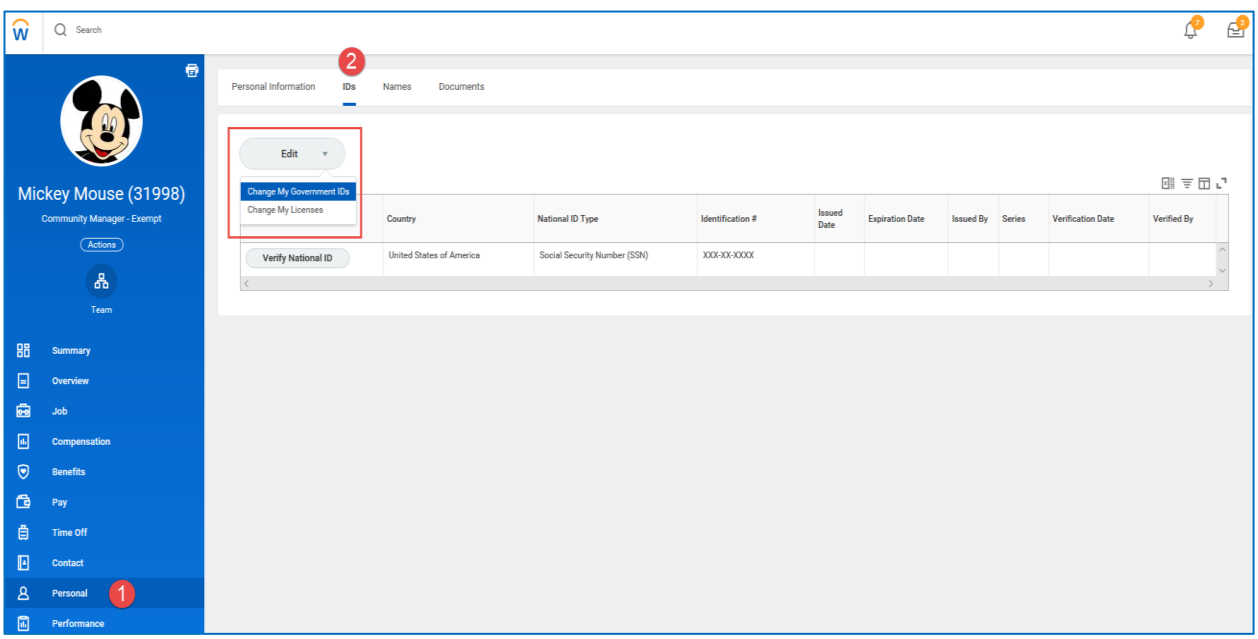
1. Click the **Personal** tab from the Worker Profile. The **Personal Information** subtab is selected.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit**.

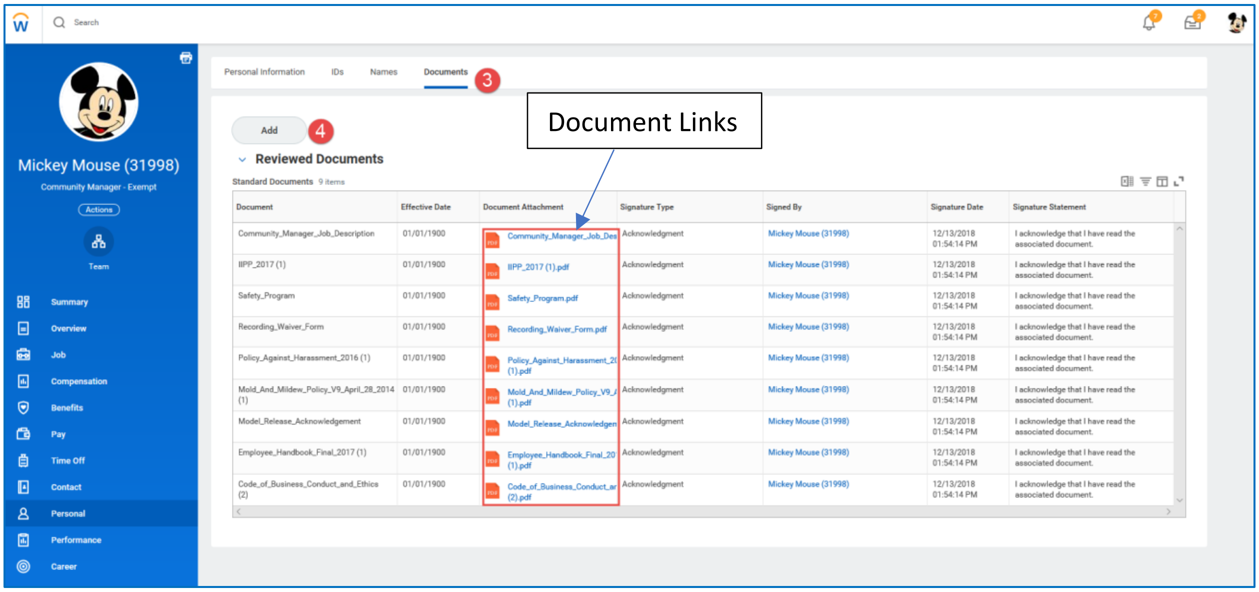




View Your Identity Paperwork

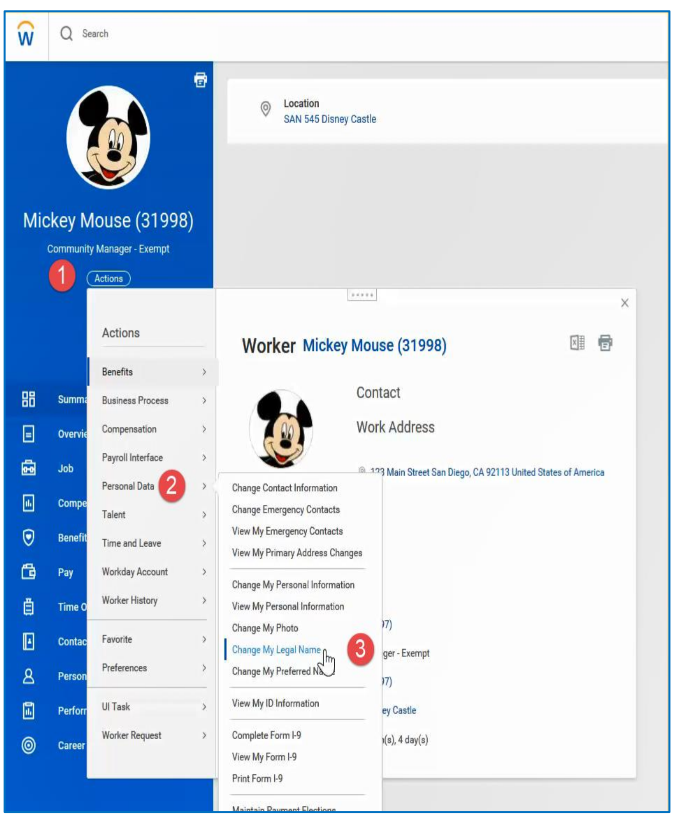
1. Click the **Personal** tab.
2. Click the **IDs** subtab to make any changes in this section by then clicking on **Edit**.
3. Click the **Documents** subtab. Click document links to download or view documents.
4. Click **Add** to attach documents to your profile.

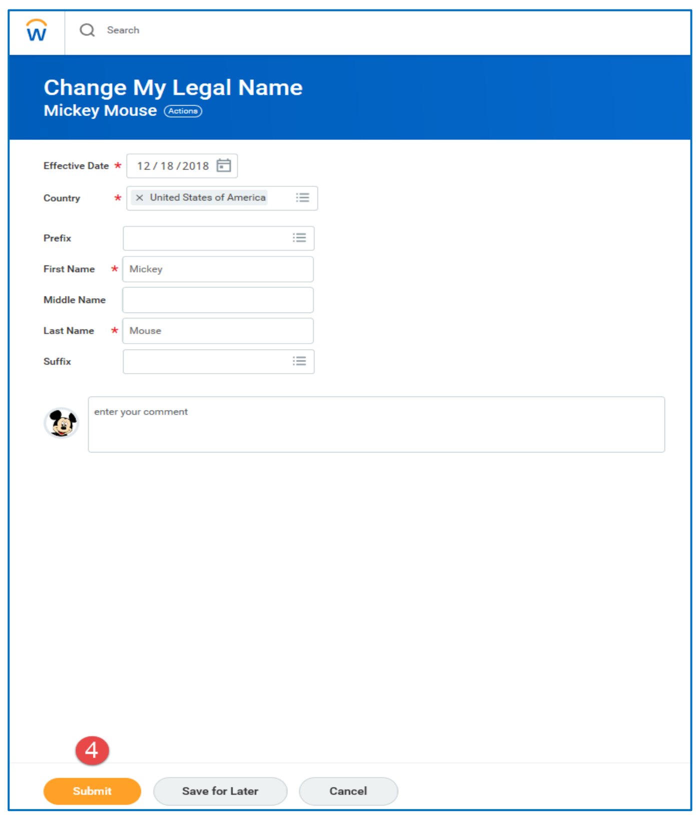




Change Your Legal Name

1. Click your **Related Actions** button. Actions
2. Select **Personal Data** > **Change My Legal Name**.
3. Enter your new information, including any required information.
4. Click **Submit**.

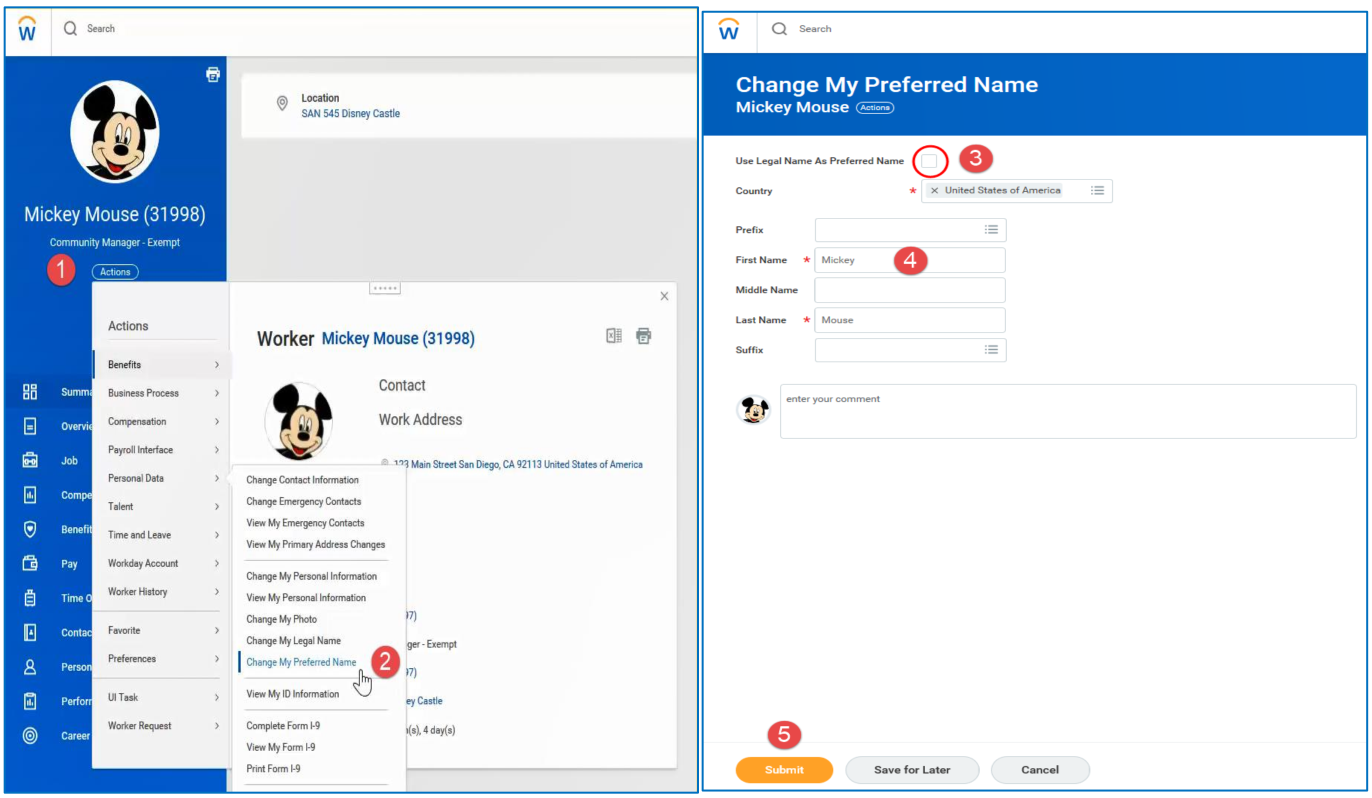




Change Your Preferred Name

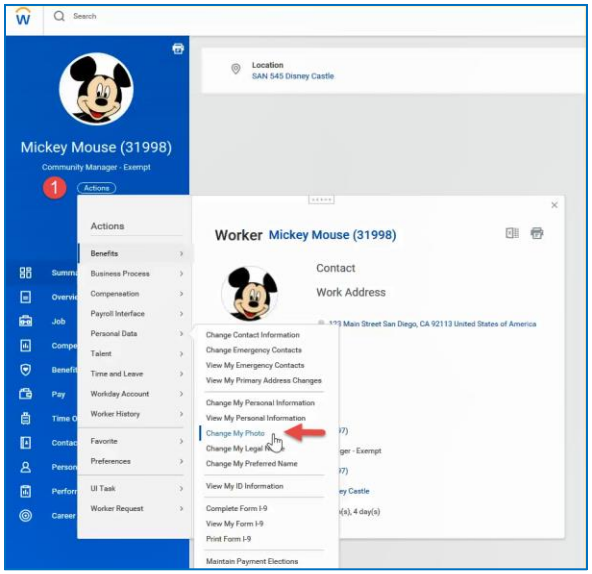
If you choose, your preferred name will display within Workday instead of your legal name.

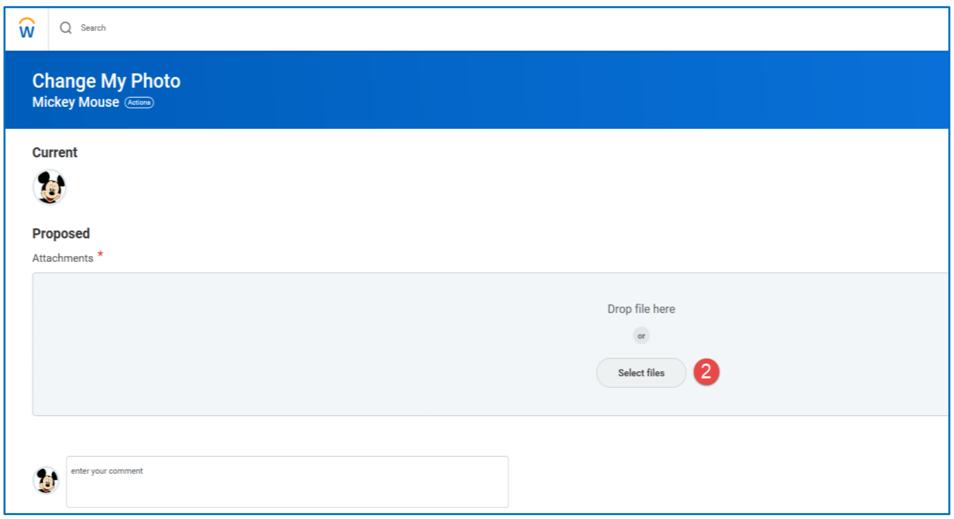
1. Click your **Related Actions** button.
2. Select **Personal Data** > **Change My Preferred Name**.
3. Uncheck **Use Legal Name as Preferred Name**.
4. Enter your new information.
5. Click **Submit** and **Done**.

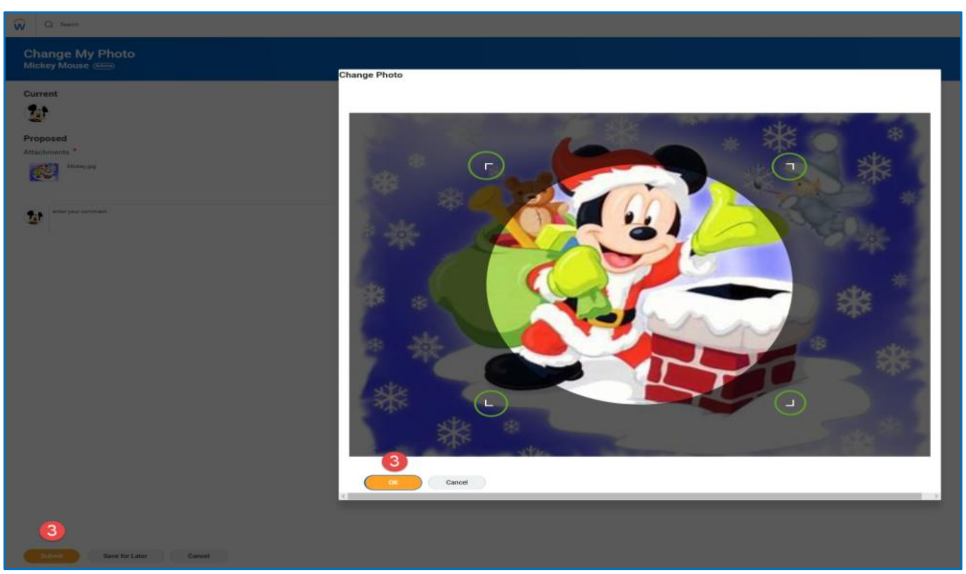


Add or Change Your Photo

1. Click your **Related Actions button** > **Personal Data** > **Change My Photo**.
2. Click the **Select files** button to locate, crop, and upload 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 white corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your Profile page.
3. Click **OK** and **Submit**.


Search
Location
SAN 545 Disney Castle
Mickey Mouse (31998)
Community Manager - Exempt
1
Actions
Actions
Benefits
Business Process
Compensation
Payroll Interface
Personal Data
Talent
Time and Leave
Workday Account
Worker History
Favorite
Preferences
UI Task
Worker Request
Worker Mickey Mouse (31998)
Contact
Work Address
Change Contact Information
Change Emergency Contacts
View My Emergency Contacts
View My Primary Address Changes
Change My Personal Information
View My Personal Information
Change My Photo
Change My Legal Name
Change My Preferred Name
View My ID Information
Complete Form I-9
View My Form I-9
Print Form I-9
Maintain Payment Elections

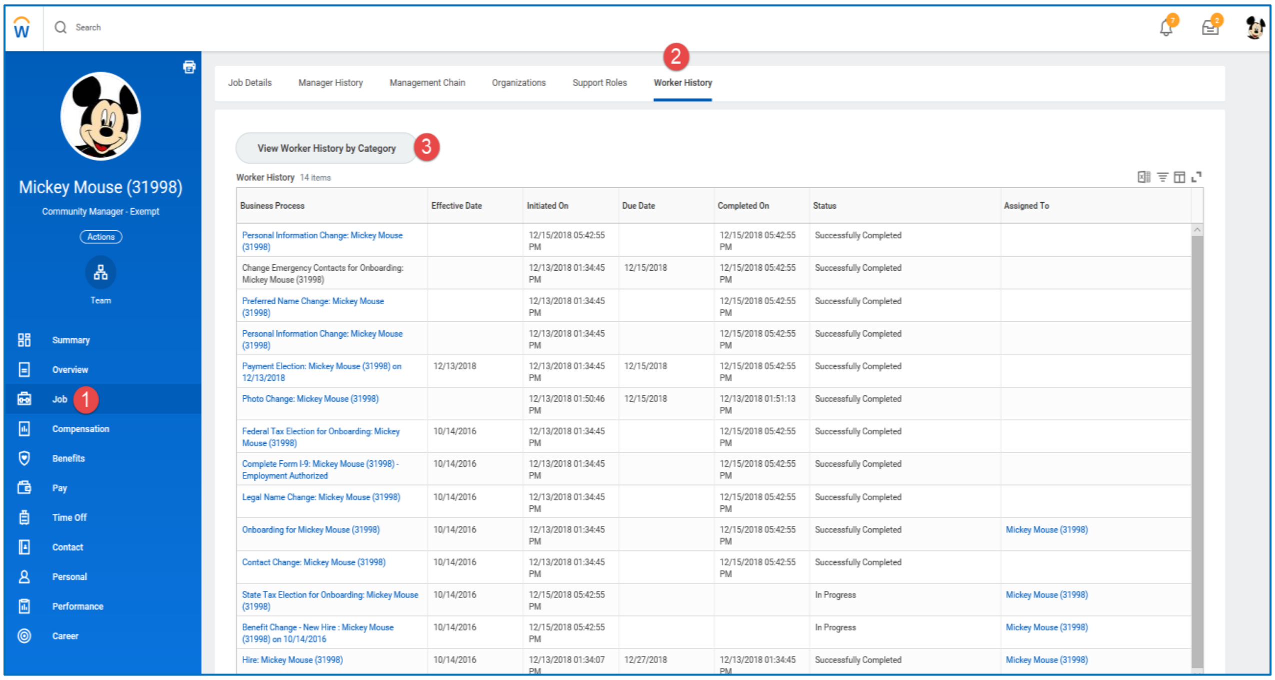

Search
Change My Photo
Mickey Mouse
Actions
Current
Proposed
Attachments *
Drop file here
or
Select files
2
enter your comment


Change My Photo
Mickey Mouse
Current
Proposed
Attachments *
Change Photo
3
OK
Cancel
3
Submit
Save for Later
Cancel

View Transaction History

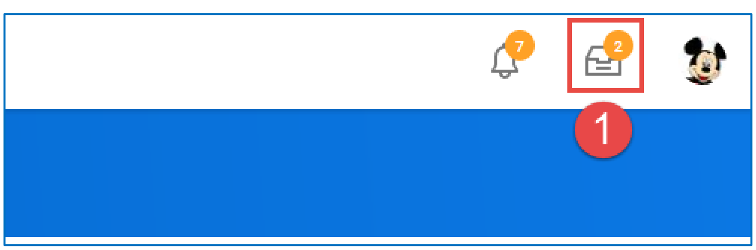
View your transaction history to see information such as benefit enrollment or personal data change dates.

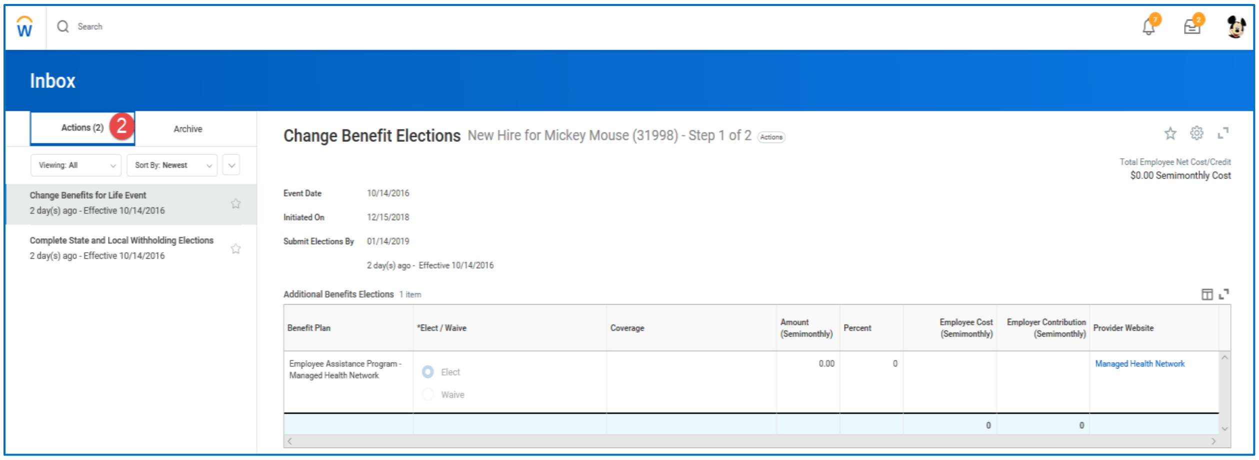
1. Click the **Job** tab.
2. Click the **Worker History** subtab. Your business process history displays.
3. Click **View Worker History by Category**. The data is organized into different tabs to make it easier for you to review your history.

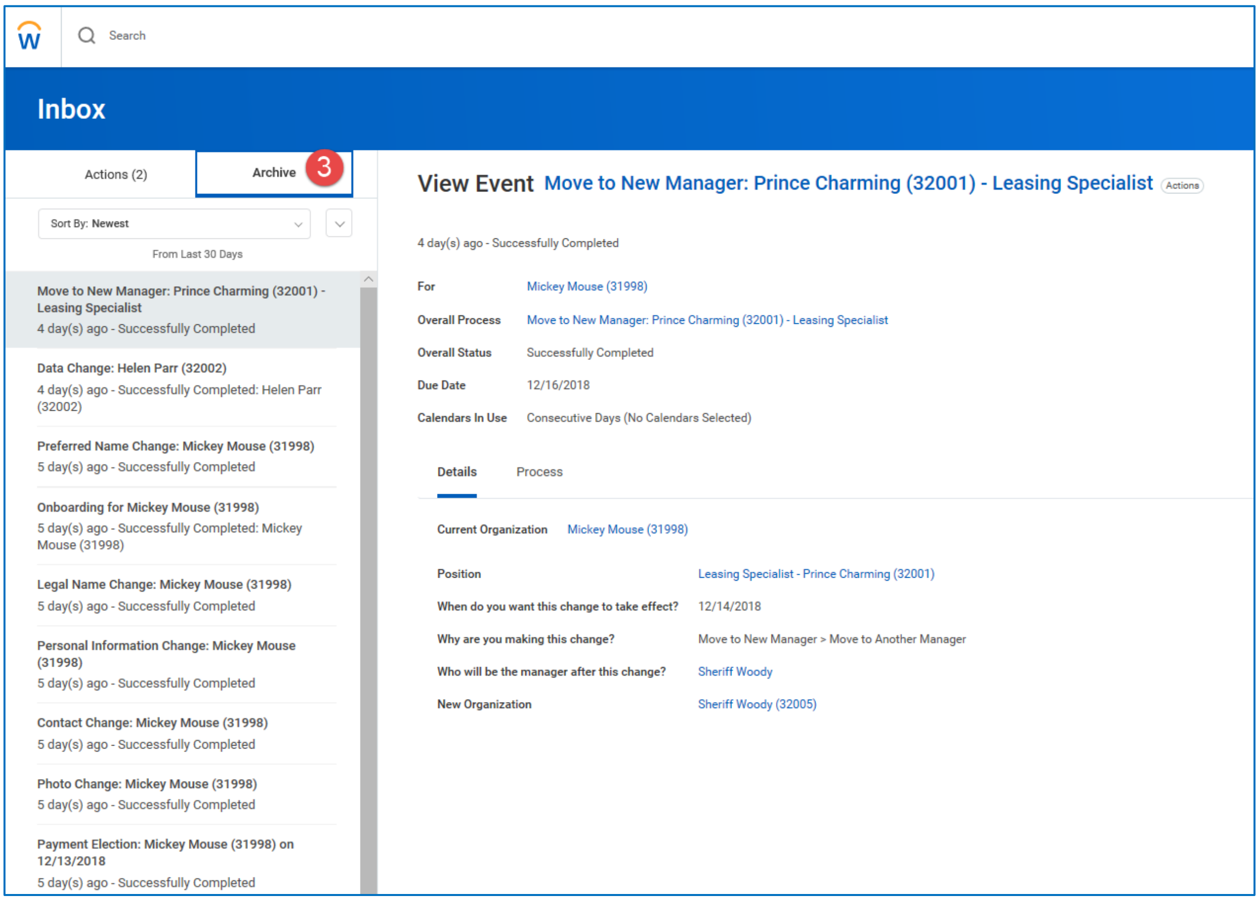


View Your Inbox

1. Click the **Inbox** icon near your **Profile** icon.
2. Click the **Actions** tab to view your business process tasks, approvals, and to dos.
3. Click the **Archive** tab to access the status of any business process in which you have been involved.




Search
Inbox
Actions (2)
2
Archive
Viewing: All
Sort By: Newest
Change Benefits for Life Event
2 day(s) ago - Effective 10/14/2016
Complete State and Local Withholding Elections
2 day(s) ago - Effective 10/14/2016
Change Benefit Elections New Hire for Mickey Mouse (31998) - Step 1 of 2
Total Employee Net Cost/Credit
$0.00 Semimonthly Cost
Event Date 10/14/2016
Initiated On 12/15/2018
Submit Elections By 01/14/2019
2 day(s) ago - Effective 10/14/2016
Additional Benefits Elections 1 item
Benefit Plan
*Elect / Waive
Coverage
Amount (Semimonthly)
Percent
Employee Cost (Semimonthly)
Employer Contribution (Semimonthly)
Provider Website
Employee Assistance Program - Managed Health Network
Elect
Waive
0.00
0
Managed Health Network
0
0


Search
Inbox
Actions (2)
Archive
3
Sort By: Newest
From Last 30 Days
Move to New Manager: Prince Charming (32001) - Leasing Specialist
4 day(s) ago - Successfully Completed
Data Change: Helen Parr (32002)
4 day(s) ago - Successfully Completed: Helen Parr (32002)
Preferred Name Change: Mickey Mouse (31998)
5 day(s) ago - Successfully Completed
Onboarding for Mickey Mouse (31998)
5 day(s) ago - Successfully Completed: Mickey Mouse (31998)
Legal Name Change: Mickey Mouse (31998)
5 day(s) ago - Successfully Completed
Personal Information Change: Mickey Mouse (31998)
5 day(s) ago - Successfully Completed
Contact Change: Mickey Mouse (31998)
5 day(s) ago - Successfully Completed
Photo Change: Mickey Mouse (31998)
5 day(s) ago - Successfully Completed
Payment Election: Mickey Mouse (31998) on 12/13/2018
5 day(s) ago - Successfully Completed
View Event Move to New Manager: Prince Charming (32001) - Leasing Specialist
Actions
4 day(s) ago - Successfully Completed
For Mickey Mouse (31998)
Overall Process Move to New Manager: Prince Charming (32001) - Leasing Specialist
Overall Status Successfully Completed
Due Date 12/16/2018
Calendars In Use Consecutive Days (No Calendars Selected)
Details
Process
Current Organization Mickey Mouse (31998)
Position Leasing Specialist - Prince Charming (32001)
When do you want this change to take effect? 12/14/2018
Why are you making this change? Move to New Manager > Move to Another Manager
Who will be the manager after this change? Sheriff Woody
New Organization Sheriff Woody (32005)

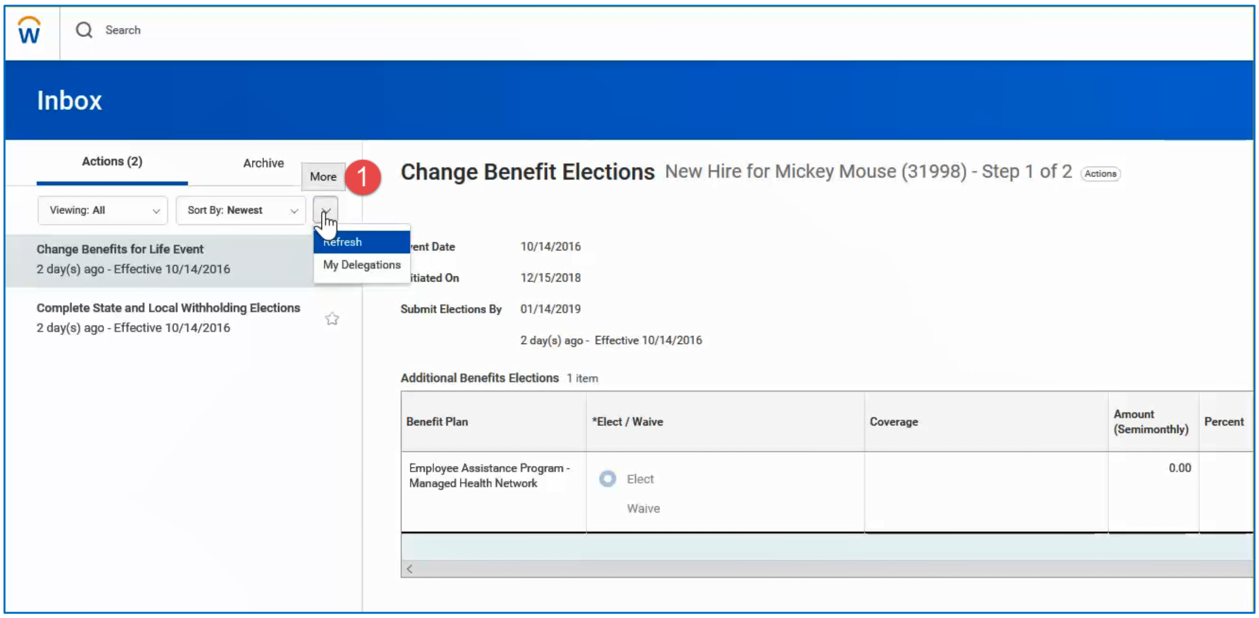
Delegate Your Inbox

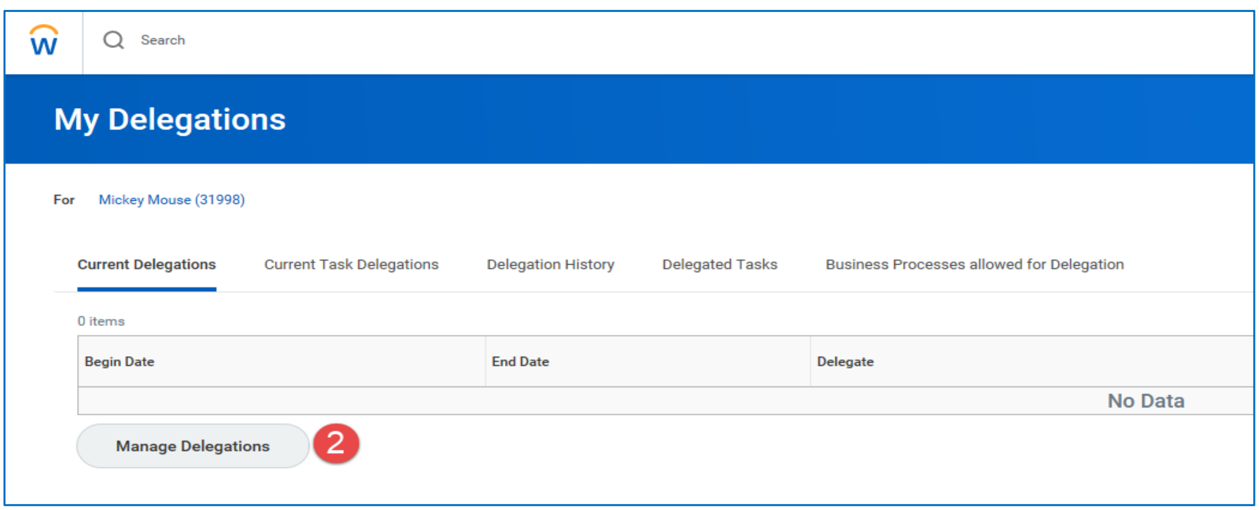
Workday allows you to delegate your Inbox items to a colleague if you are unable to perform the actions yourself due to time off or a leave of absence.

From the Actions tab:

1. Click **More** > **My Delegations**.

2. Click **Manage Delegations**.





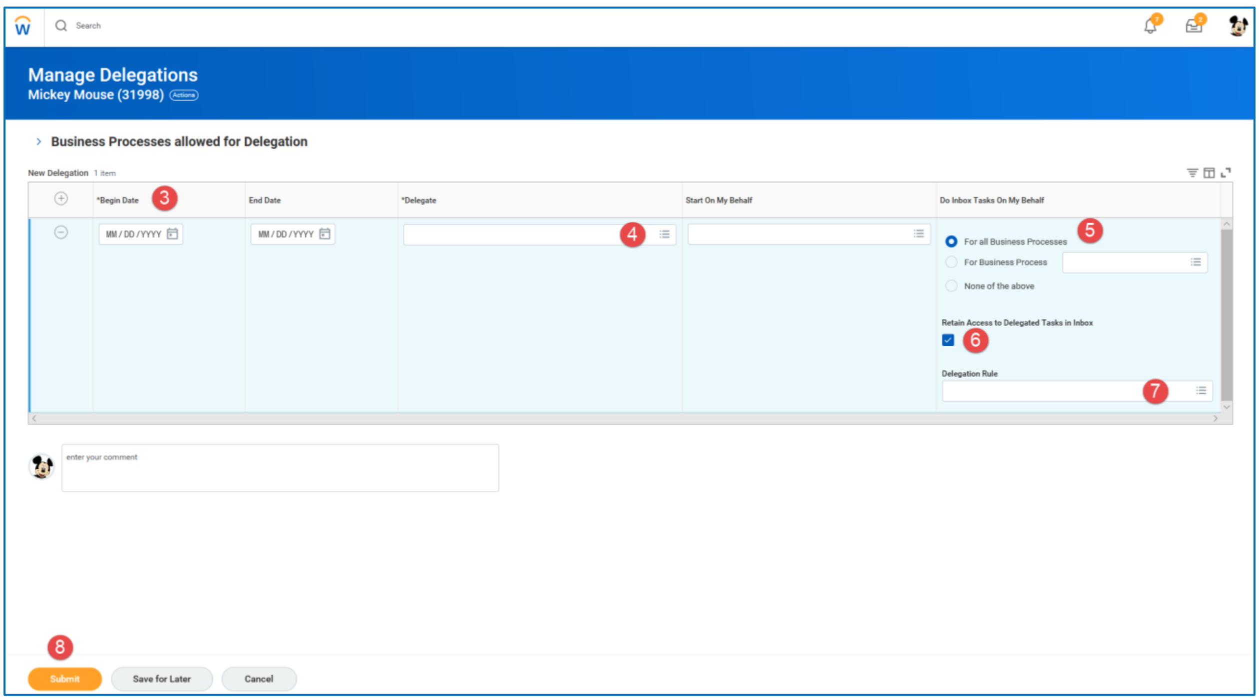
3. Enter the **Begin Date** and **End Date** for the delegation.

4. Select a user to delegate your tasks to in the **Delegate** field.

Important Note: If you are only delegating Inbox tasks, leave the **Start on My Behalf field** blank. This option is for delegating the initiation of business processes.

5. In the **Do Inbox Tasks on My Behalf field**, select whether to delegate all business processes, specific business processes, or none of the above.
6. Select the **Retain Access to Delegated Tasks in Inbox** checkbox to view and modify your Inbox while delegated.
7. Select a **Delegation Rule** if you are delegating a business process.
8. Click **Submit**. A confirmation displays.

   Click **Done.**

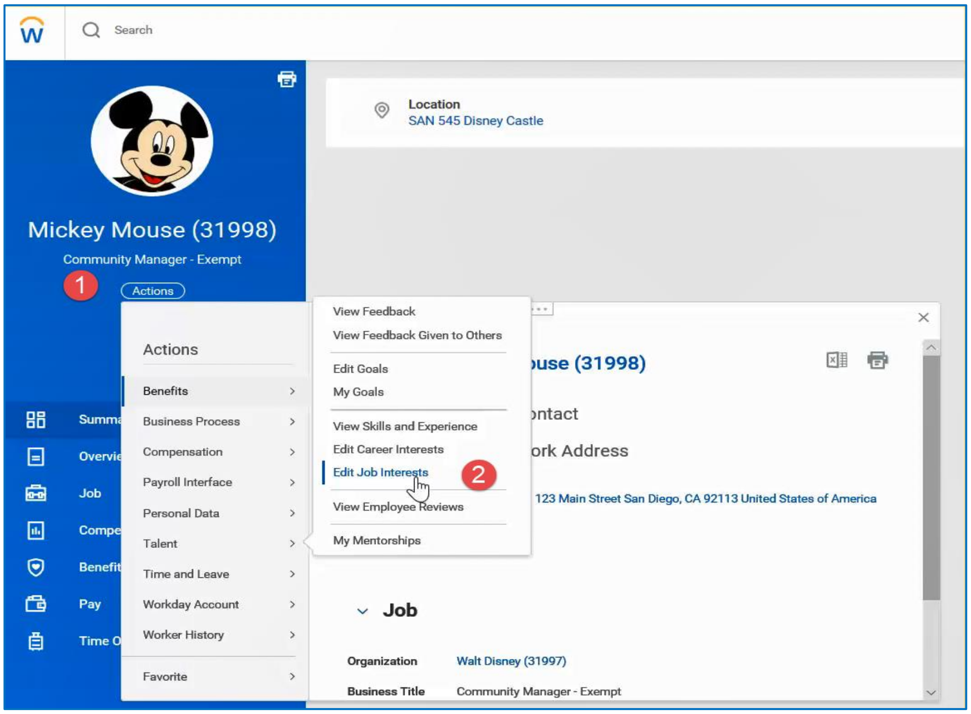


Important Note: Select the **Business Processes Allowed for Delegation** tab from your My Delegations page to view which business processes you can delegate.

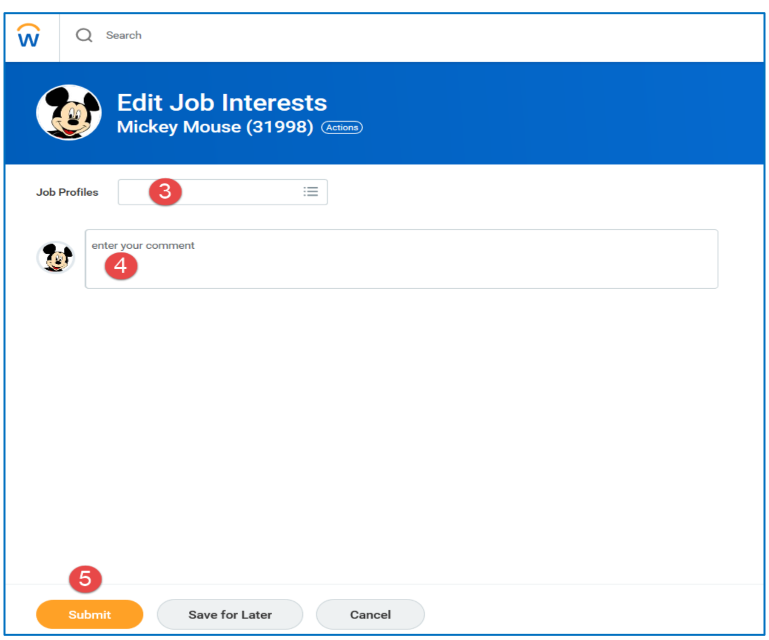
Manage Job Interests

From your Employee Profile page:

1. Click your **Related Actions**.
2. Select **Talent** > **Edit Job Interests**.



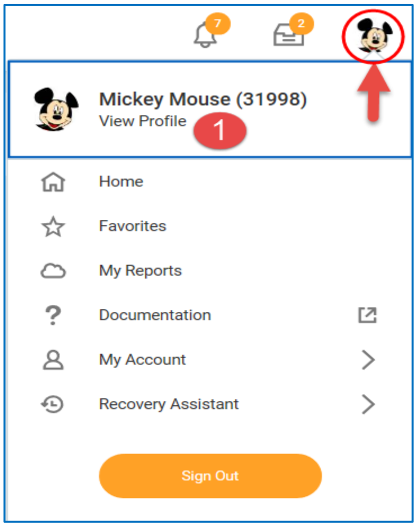
3. Select one or more Job Profiles from the prompt.
4. Enter any comments.
5. Click **Submit**, then **Done**.



View Feedback

From the Home page:

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



2. Click your **Related Actions**.
3. Select **Talent** > **View Feedback**.