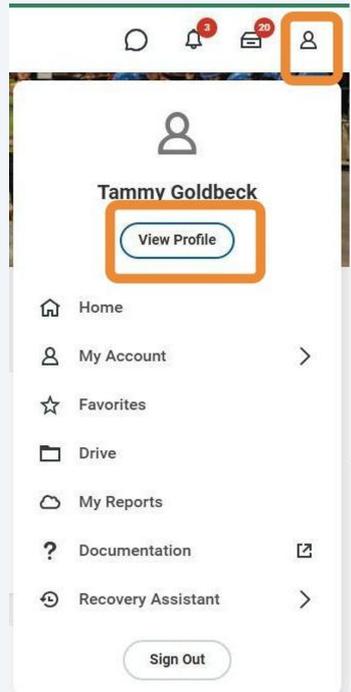


Workday - Change Government IDs

Workday allows you to upload Government IDs in Workday. You can upload a copy of your Passport, Drivers License, State Issued Identification Cards, etc.

- 1 Click top right little person icon to navigate to your worker profile.



2

Scroll down on the left menu and click on Personal > IDs tab > Edit. You will see the following Identification options in the drop down menu:

Step 1: Change my Government IDs

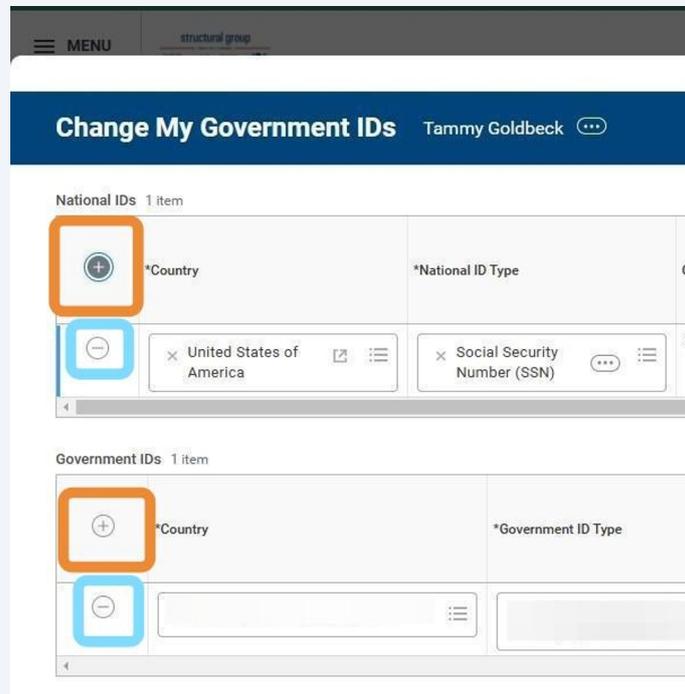
Step 2: Change my License

Step 3: Change my Passport and Visas

The screenshot displays a user profile interface for Tammy Goldbeck, HR Operations Manager. On the left, a dark blue navigation menu lists various sections: Summary, Job, Compensation, Benefits, Pay, Contact, Personal (highlighted with a red box and the number 1), and Career. The main content area has a top navigation bar with tabs for Personal Information, Names, IDs (highlighted with a red box and the number 2), and Documents. Below the 'IDs' tab, there is an 'Edit' button (highlighted with a red box and the number 3) that has opened a dropdown menu. This menu contains three options: 'Change My Government IDs' (highlighted in blue), 'Change My Licenses', and 'Change My Passports and Visas'. Below the dropdown, there is a 'Verify National ID' button. The main content area also features a table for 'Additional Government IDs' with one item listed: United States of America, Form I-94, une authorization. Below this is a section for 'Licenses' with one item listed: License ID Type, Class.

3 Click the + button to add New and follow the prompts.

After you've added an ID, if you need to remove it before Submitting, Click the minus button "-" to remove a row of data, if needed. (Blue square)



4

All Government IDs & National IDs must include a supporting Attachment. Click "Select Files" to locate the appropriate attachment. After you have selected the file, you will select the appropriate Document Type.

Click Submit. All ID requests will be routed to Human Resources Operations for review and approval. Once HR Ops reviews and approves, you will see the ID added to your worker profile.

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel