

Workday - 3 tasks to complete

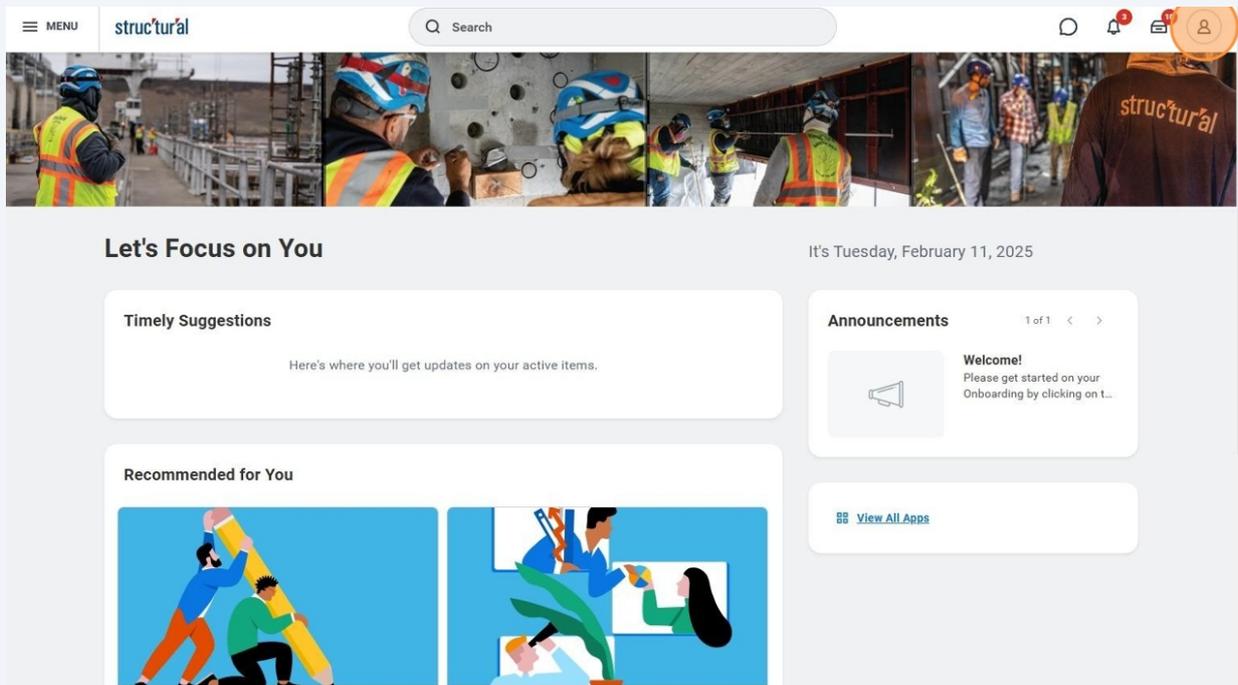


Welcome to Workday! Please complete the following tasks to get acquainted with the Workday system:

1. Change your Preferred Name
2. Change your Workday photo
3. Update your Emergency Contacts

1

To change your Preferred Name, click the icon in the upper right hand side of the screen to navigate to your Worker profile.



2 Click "View Profile"

The screenshot shows the top navigation bar of the Structural application. On the left is a 'MENU' icon. In the center is the 'structural' logo and a search bar. On the right are notification and user icons. Below the navigation bar is a banner image of construction workers. A dropdown menu is open on the right, showing the user's profile 'On behalf of: Harold Potter' with a 'View Profile' button circled in orange. The menu also lists 'Home', 'My Account', 'Favorites', 'Drive', 'My Reports', 'Documentation', and 'Recovery Assistant'. Below the banner are sections for 'Let's Focus on You', 'Timely Suggestions', and 'Recommended for You'. An 'Announcements' section is also visible.

3 Click "Actions"

The screenshot shows the profile page for Harold Potter. The left sidebar is dark blue and contains a 'Team' section with a 'Tech 4' profile card and an 'Actions' button circled in orange. Below this is a list of menu items: Summary, Job, Compensation, Benefits, Absence, Pay, Contact, Personal, Performance, and Career. The main content area is divided into three columns. The first column shows 'Location: Maryland - Remote', 'Manager: John Lunn', 'Cost Center: 40 Baltimore Structural', and 'Company: 3 Structural Preservation Systems, LLC'. The second column is titled 'Job Details' and lists various attributes like Employee ID, Supervisory Organization, Job, Business Title, Job Profile, Employee Type, Management Level, Time Type, FTE, Location, Hire Date, Original Hire Date, Continuous Service Date, Length of Service, Time in Position, and Time in Job Profile. The third column is titled 'Contact Information - Public' and shows 'Work Address: REMOTE REMOTE, MD 12345 United States of America'.

4

Click "Personal Data", then "Change My Preferred Name"

The screenshot shows a user profile page for Harold Potter, Tech 4. The left sidebar contains a navigation menu with categories: Summary, Job, Competency, Benefits, Absence, Pay, Contact, Personal, Performance, and Career. The 'Personal Data' option is highlighted with an orange circle. A sub-menu is open, listing various options: View Worker History, View Skills, Request Absence, Change My Photo, View Support Roles, Benefits, Business Process, Compensation, Change My Preferred Name (highlighted with an orange rectangle), Change My Name Pronunciation, View My ID Information, Change My Veteran Status Identification, Complete Form I-9, Change Self-Identification of Disability, Maintain My Payment Elections, and Delete My Photo. The main content area displays profile information: Manager John Lunn, Company 3 Structural Preservation Systems, Address (partially visible), Location Maryland - Remote, and Time in Position 0 year(s), 5 month(s), 23 day(s).

5

Make the necessary edits to your Preferred Name, then click "Submit"

Change My Preferred Name Harold Potter

Use Legal Name As Preferred Name

Country

* × United States of America 

Prefix

First Name * Harry

Middle Name

Last Name * Potter

Suffix

enter your comment



Submit

Save for Later

Cancel

6

You will see the Preferred Name change on your Workday profile.

The screenshot shows a Workday profile page for a user named 'Harry Potter', Tech 4. The page is divided into several sections:

- Header:** Includes a 'MENU' icon, the 'structural' logo, a search bar, and notification icons.
- Left Sidebar:** A dark blue sidebar with a user profile card for 'Harry Potter' (Tech 4) and a list of navigation options: Summary, Job, Compensation, Benefits, Absence, Pay, Contact, Personal, Performance, and Career.
- Main Content Area:**
 - Location:** Maryland - Remote
 - Manager:** John Lunn
 - Cost Center:** 40 Baltimore Structural
 - Company:** 3 Structural Preservation Systems, LLC
 - Job Details:** A table listing various attributes such as Employee ID (100242), Supervisory Organization, Job (Tech 4), Business Title, Job Profile, Employee Type (Regular), Management Level (Individual Contributor), Time Type (Full time), FTE (100.00%), Location (Maryland - Remote), Hire Date (08/19/2024), and Length of Service (0 year(s), 5 month(s), 23 day(s)).
 - Contact Information - Public:** Work Address: REMOTE REMOTE, MD 12345 United States of America.

7

To change your Workday photo, click the icon in the upper right hand side of the screen to navigate to your Worker profile.

The screenshot shows a Workday worker profile page. The top navigation bar is identical to the previous screenshot. Below the navigation bar is a banner image showing construction workers in safety gear. The main content area is titled 'Let's Focus on You' and includes the date 'It's Tuesday, February 11, 2025'. There are three main sections:

- Timely Suggestions:** A box with the text 'Here's where you'll get updates on your active items.'
- Announcements:** A section with a '1 of 1' indicator and a 'Welcome!' message: 'Please get started on your Onboarding by clicking on L...'. Below this is a 'View All Apps' link.
- Recommended for You:** A section with two illustrations: one showing two people building a tower with blocks, and another showing a person presenting a large green leaf to a group of people.

8

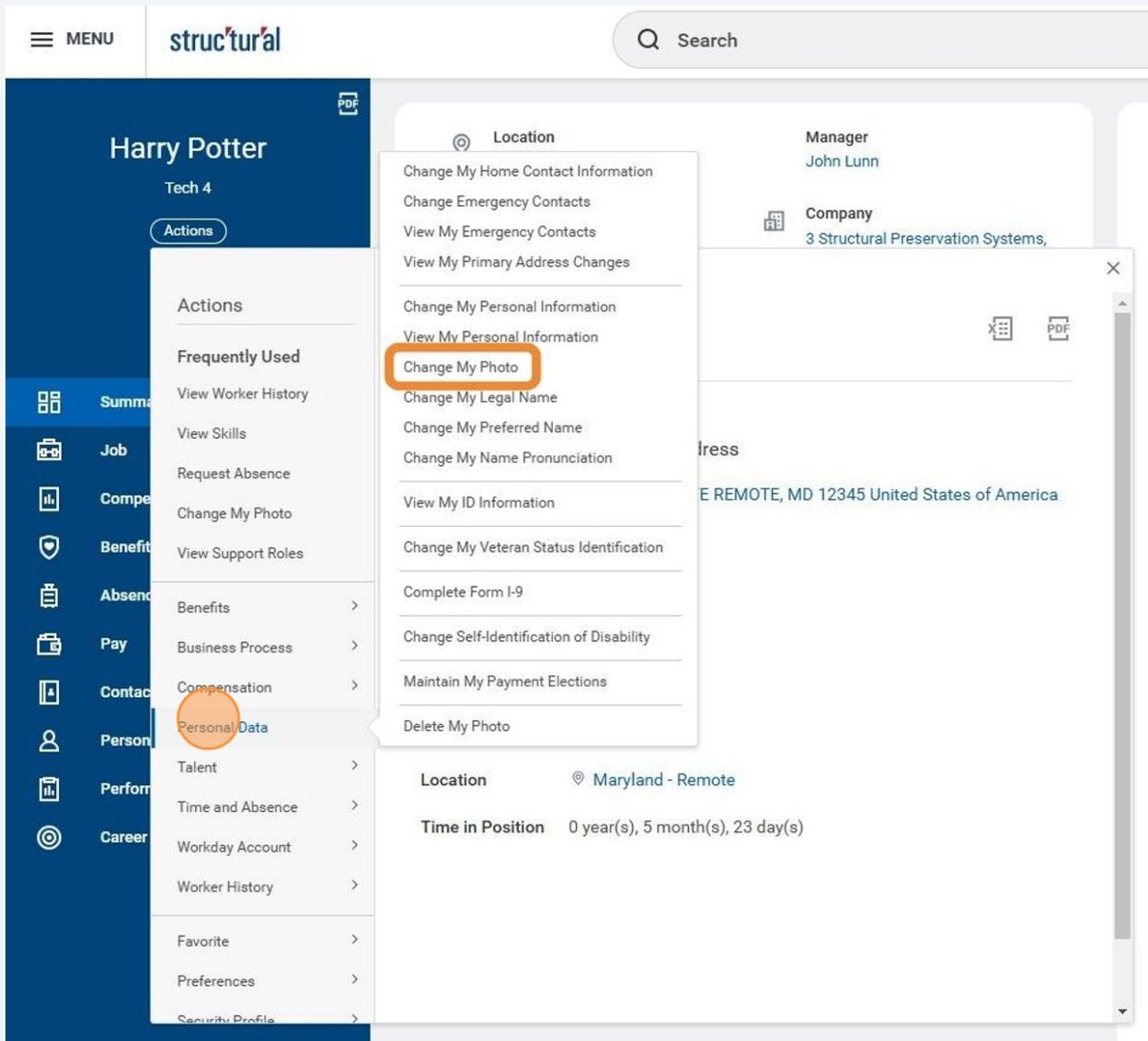
Click "Actions"

The screenshot shows the Structural HR system interface for employee Harry Potter. The interface is divided into several sections:

- Header:** Includes a "MENU" icon, the "structural" logo, a search bar, and notification icons.
- Left Navigation Panel:** A dark blue sidebar with the employee's name "Harry Potter" and a "Tech 4" badge. A circular "Actions" button is highlighted. Below the name are icons for "Team", "Summary", "Job", "Compensation", "Benefits", "Absence", "Pay", "Contact", "Personal", "Performance", and "Career".
- Main Content Area:**
 - Location:** Maryland - Remote
 - Manager:** John Lunn
 - Cost Center:** 40 Baltimore Structural
 - Company:** 3 Structural Preservation Systems, LLC
 - Job Details:**

Employee ID	100242
Supervisory Organization	Structural Group (Peter Emmons) >> John Lunn
Job	Tech 4
Business Title	Tech 4
Job Profile	Tech 4
Employee Type	Regular
Management Level	Individual Contributor
Time Type	Full time
FTE	100.00%
Location	Maryland - Remote
Hire Date	08/19/2024
Original Hire Date	08/19/2024
Continuous Service Date	08/19/2024
Length of Service	0 year(s), 5 month(s), 23 day(s)
Time in Position	0 year(s), 5 month(s), 23 day(s)
Time in Job Profile	0 year(s), 5 month(s), 23 day(s)
 - Contact Information - Public:** (Section header)

9 Click "Personal Data", then "Change My Photo"



10 Click "Select files". The following file types are accepted: PNG, JPG, GIF, BMP

Change My Photo

Harry Potter 

Current



Proposed

Attachments *

Drop file here

or

Select files

enter your comment

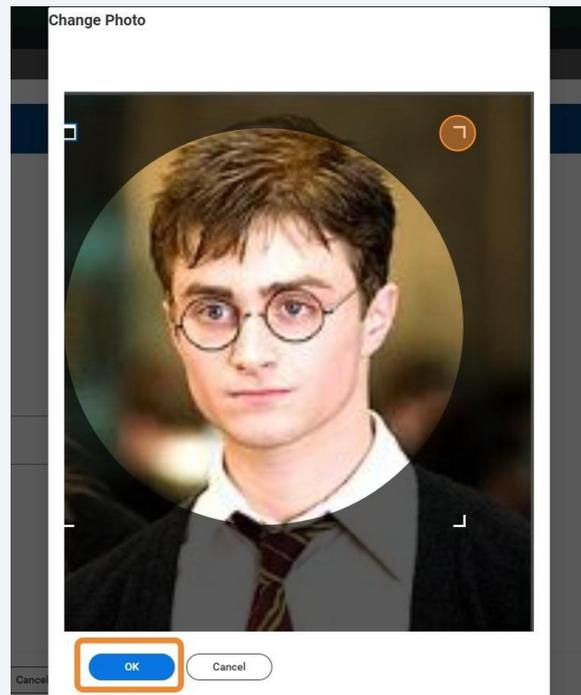


Submit

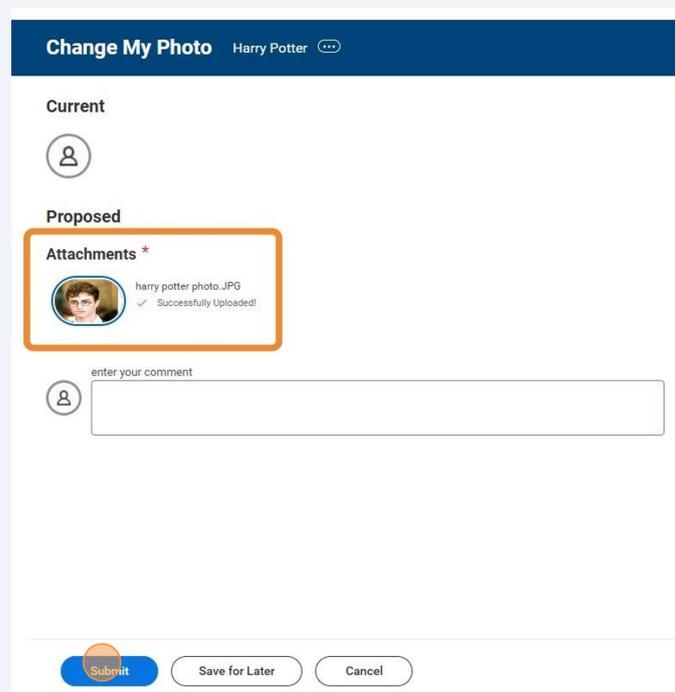
Save for Later

Cancel

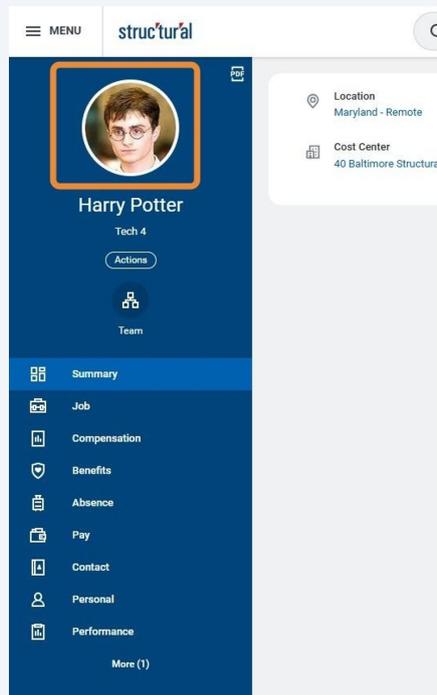
11 Click the corners to drag or crop the photo as necessary. Click "OK"



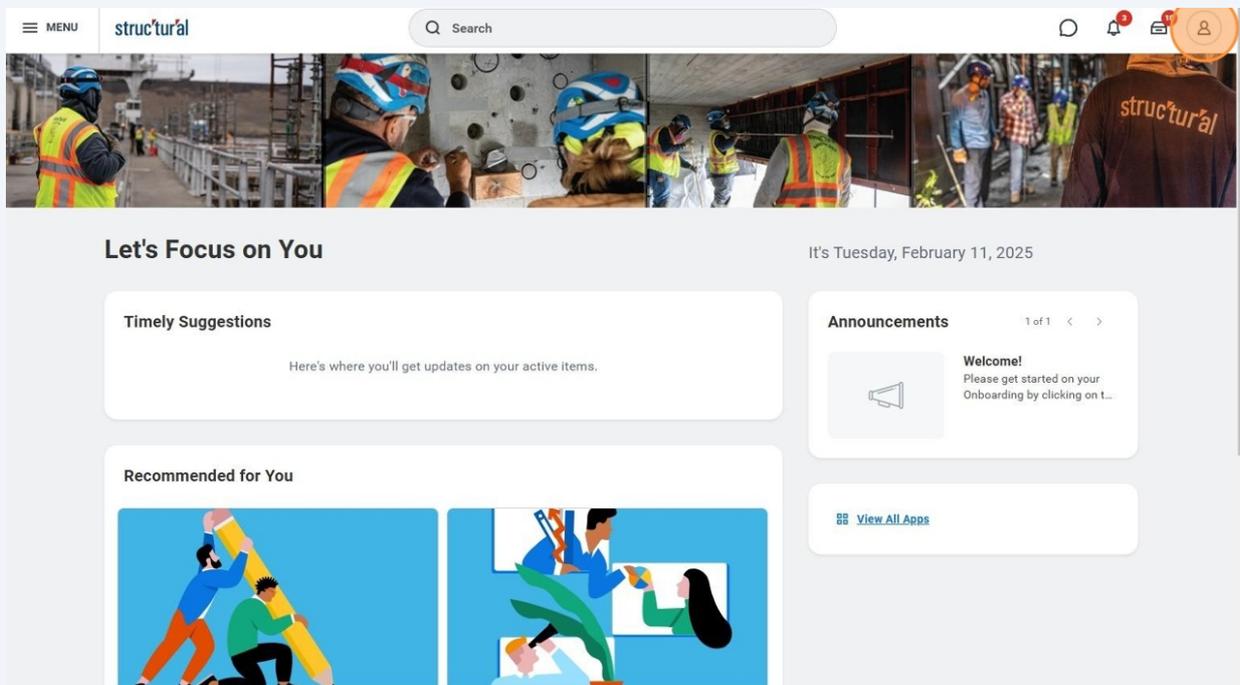
12 The image may appear stretched. Proceed anyway and Click "OK"



13 You should now see your Workday profile photo updated.



14 To Review/edit your Emergency Contacts, click the icon in the upper right hand side of the screen to navigate to your Worker profile.



15 Click "Actions"

The screenshot shows a user interface for an employee profile. At the top left is a 'MENU' icon. The logo 'structural' is in the top left, and a search bar is in the top center. The profile card on the left features a photo of Harry Potter, his name, and a 'Tech 4' badge. A red circle highlights the 'Actions' button. Below the profile card is a vertical navigation menu with options: Summary, Job, Compensation, Benefits, Absence, Pay, Contact, and Personal. The main content area is divided into two columns. The left column contains metadata: Location (Maryland - Remote), Manager (John Lunn), Cost Center (40 Baltimore Structural), and Company (3 Structural Preservation Systems, LLC). The right column is titled 'Job Details' and lists various attributes: Employee ID (100242), Supervisory Organization (Structural Group (Peter Emmons) >> John Lunn), Job (Tech 4), Business Title (Tech 4), Job Profile (Tech 4), Employee Type (Regular), Management Level (Individual Contributor), Time Type (Full time), FTE (100.00%), Location (Maryland - Remote), Hire Date (08/19/2024), Original Hire Date (08/19/2024), Continuous Service Date (08/19/2024), Length of Service (0 year(s), 5 month(s), 23 day(s)), Time in Position (0 year(s), 5 month(s), 23 day(s)), and Time in Job Profile (0 year(s), 5 month(s), 23 day(s)). At the bottom right, there is a section for 'Contact Information - Public'.

16

Click "Personal Data", then Click Change Emergency Contacts

The screenshot shows a user profile for Harry Potter, Tech 4. The profile includes a circular photo, name, title, and an 'Actions' button. A sidebar on the left contains navigation icons for Summary, Job, Compensation, Benefits, Absence, Pay, Contact, Personal Data, and Performance. The 'Personal Data' option is highlighted with an orange circle. A dropdown menu is open from 'Personal Data', with 'Change Emergency Contacts' highlighted by an orange rectangle. Other options in the dropdown include 'Change My Home Contact Information', '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', 'Change My Name Pronunciation', 'View My ID Information', 'Change My Veteran Status Identification', 'Complete Form I-9', 'Change Self-Identification of Disability', 'Maintain My Payment Elections', and 'Delete My Photo'. The background shows profile details: Location (Maryland - Remote), Manager (John Lunn), Cost Center (40 Baltimore Structural), and Company (3 Structural Preservation Systems, LLC). A modal window for address changes is partially visible on the right.

17 Clicking the pencil button will allow you to Edit your Emergency Contact.

MENU structural Q Search

Change Emergency Contacts Harry Potter ⋮

Primary Emergency Contact

Legal Name

Legal Name *

Hermione Granger

Relationship

Relationship *

Other

Preferred Language

Preferred Language

Primary Address

Primary Phone

18 Required Emergency Contact fields include:

1. Legal name of Emergency Contact person
2. Phone number of Emergency Contact person
3. Email address of Emergency Contact person
4. Relationship to you

19

Clicking the Check Box will complete the Edit process. You may add Alternate Emergency Contacts by clicking the Add button.

When you are finished with making all updates needed, click "Submit"

The screenshot shows a form for editing an emergency contact. The form is divided into several sections:

- Address ***: A text input field containing "professordumbledore@gmail.com". A checkmark icon in an orange circle is in the top right corner of this section.
- Type ***: A dropdown menu showing "Home".
- Details**: A section with a right-pointing chevron icon.
- Add**: A button to add a new contact.
- Additional Email**: A section with an "Add" button.
- Alternate Emergency Contacts**: A section header with an orange border. Below it is another "Alternate Emergency Contacts" section with an "Add" button. An orange arrow points to this "Add" button.

At the bottom of the form, there is a comment section with a profile picture icon, a text input field labeled "enter your comment", and three buttons: "Submit" (highlighted with an orange border), "Save for Later", and "Cancel".