Workday - 3 tasks to complete
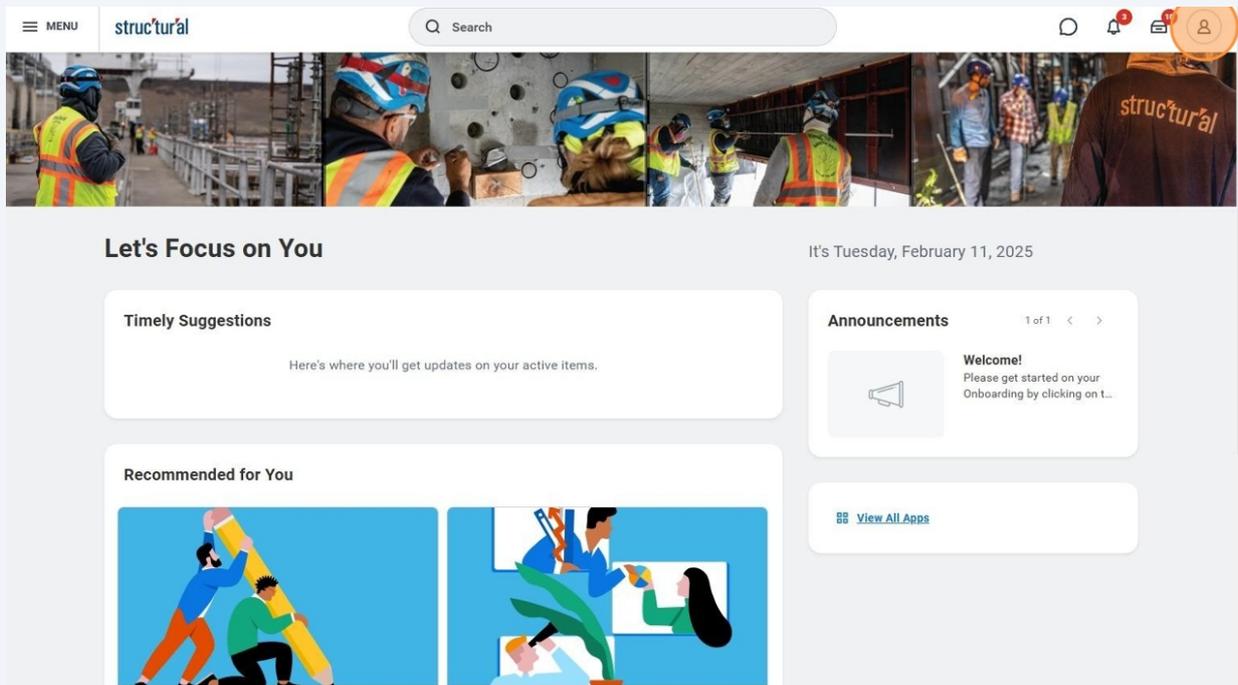
> (i) Welcome to Workday! Please complete the following tasks to get acquainted with the Workday system:
>
> 1. Change your Preferred Name
>
> 2. Change your Workday photo
>
> 3. Update your Emergency Contacts

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"

3 Click "Actions"

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

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.

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

8   Click "Actions"

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Harry Potter

Tech 4
Actions

Team

🏴 Summary	
📁 Job	
📊 Compensation	
🛡 Benefits	
📋 Absence	
💼 Pay	
📱 Contact	
👤 Personal	
📊 Performance	
🎯 Career	

📍 Location
Maryland - Remote

🏢 Cost Center
40 Baltimore Structural

Manager
John Lunn

🏢 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

9 Click "Personal Data", then "Change My Photo"
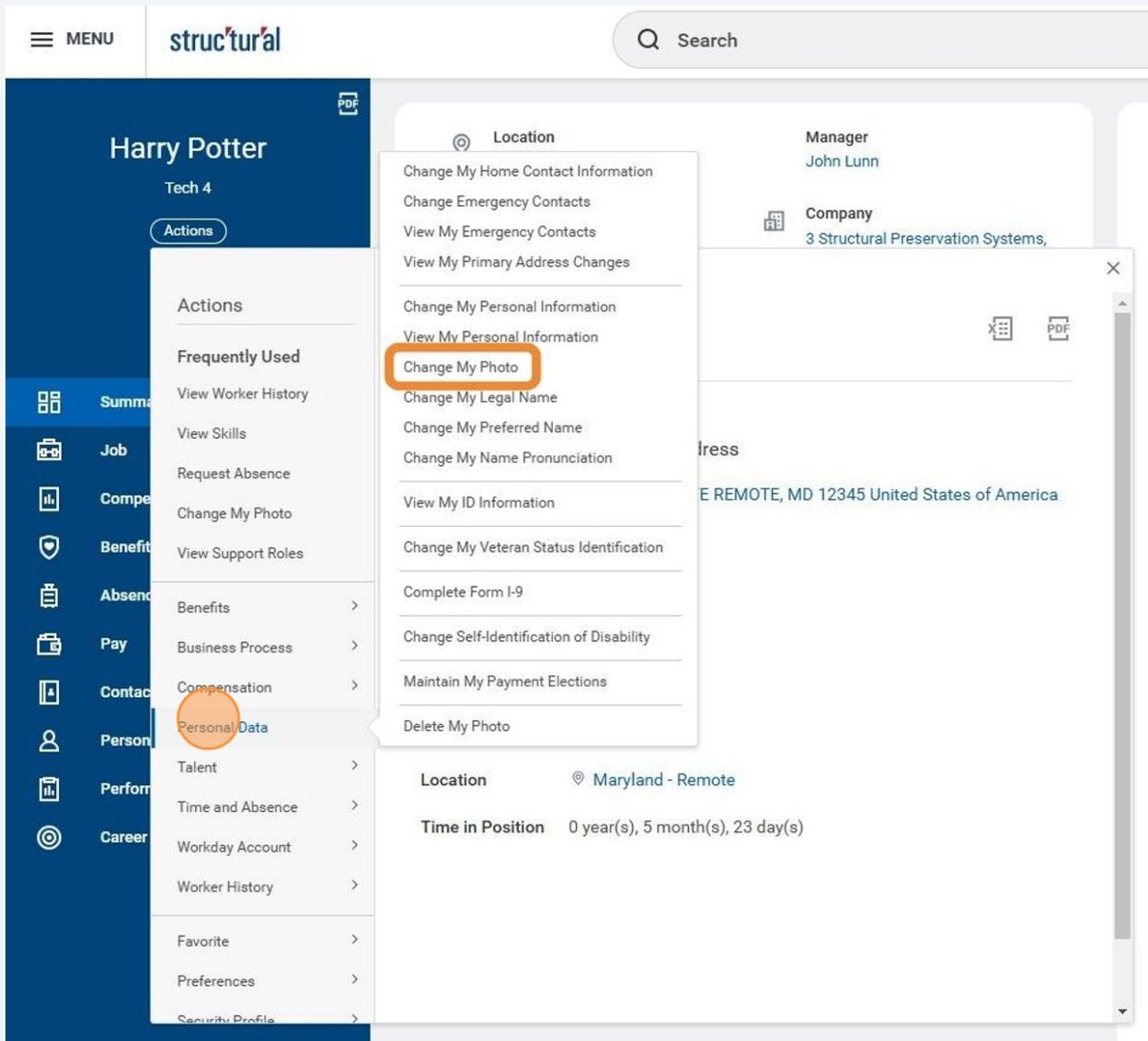
10   Click "Select files". The following file types are accepted: PNG, JPG, GIF, BMP

Change My Photo   Harry Potter ⋯

Current

👤

Proposed

Attachments *

Drop file here

or

Select files

enter your comment

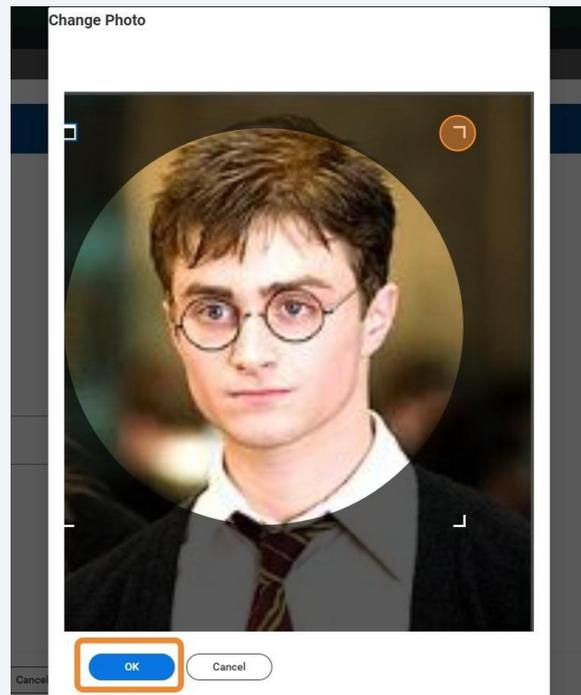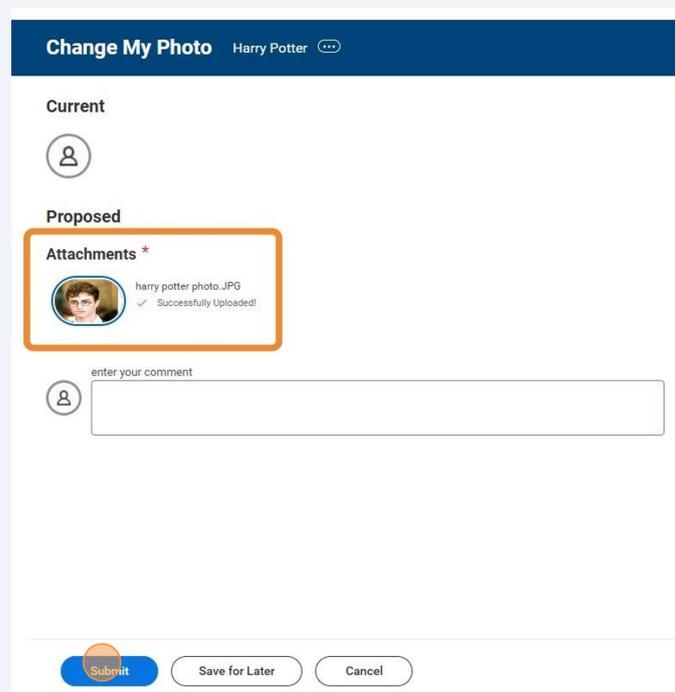👤

[   ]

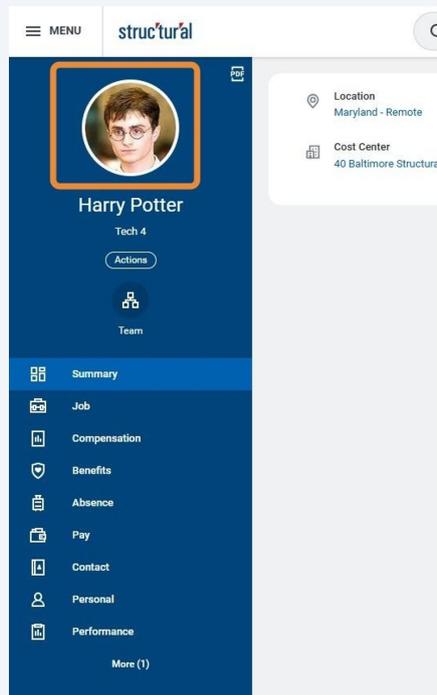Submit   Save for Later   Cancel

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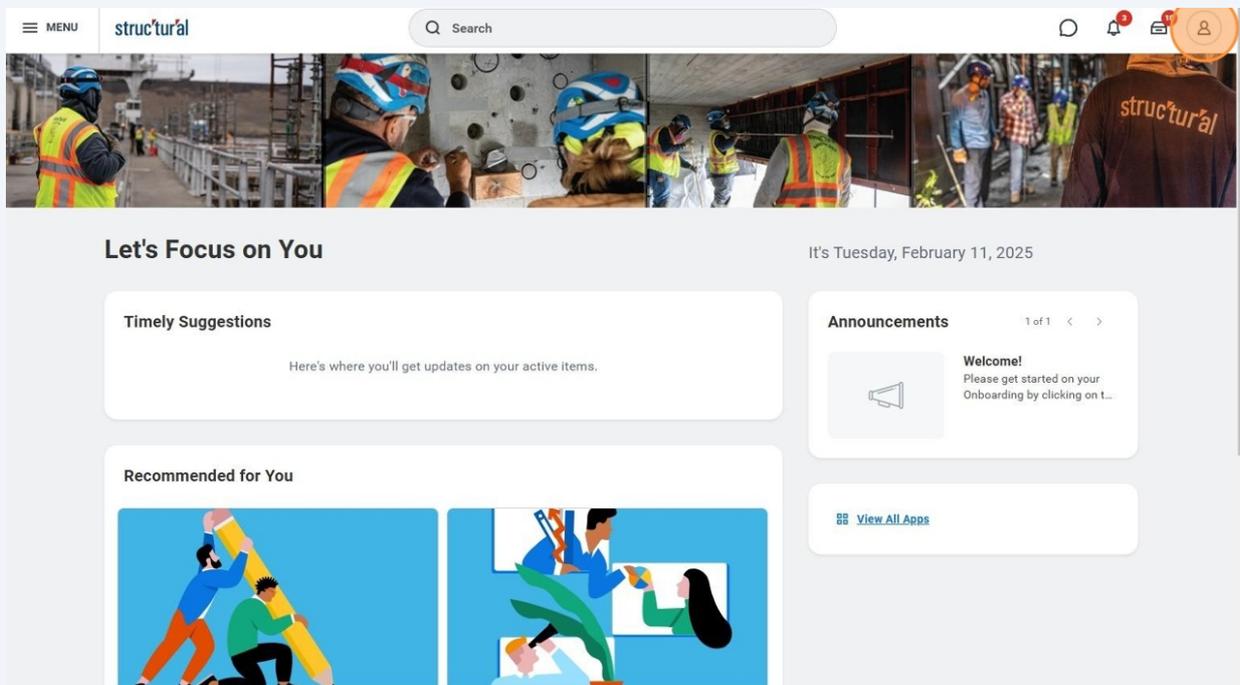

12 The image may appear stretched. Proceed anyway and Click "OK"

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"

16   Click "Personal Data", then Click Change Emergency Contacts

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

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Change Emergency Contacts Harry Potter ⋯

Primary Emergency Contact

Legal Name

Legal Name *

Hermione Granger   ✎

Relationship

Relationship *

Other   ✎

Preferred Language

Preferred Language   ✎

Primary Address

Add

Submit   Save for Later   Cancel

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"

Address *

professordumbledore@gmail.com

Type *

× Home

> Details

Add

Additional Email

Add

Alternate Emergency Contacts

Alternate Emergency Contacts

Add

enter your comment

Submit   Save for Later   Cancel