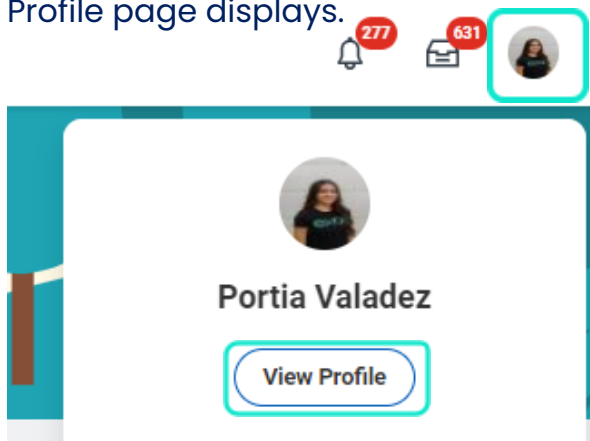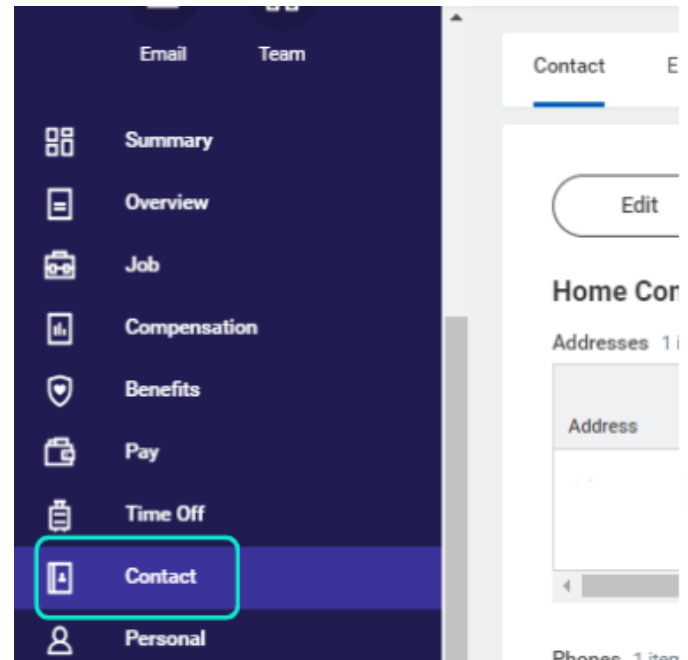exos

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.

Note: You can also modify your personal information by clicking on the Personal Information worklet on your home page, selecting the action that you would like to make, and following the directions below.

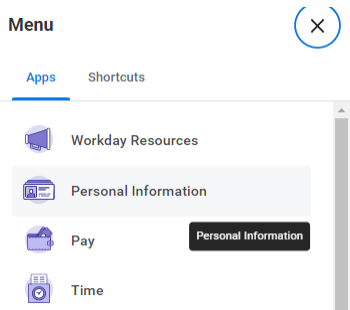## ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab. The Contact subtab is selected.

2. Click **Edit**. Within each section click the **Edit** ✎ icon to change existing information or click **Add** to add new information. You can also click within a field to edit.
3. Click **Submit**.

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.
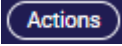
4. Click **Submit**.
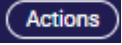
MODIFY YOUR PERSONAL INFORMATION

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**.

CHANGE YOUR LEGAL NAME

1. Click your **Actions** button . [Actions]
2. Select **Personal Data** > **Change My Legal Name**.
3. Enter your new information, including any required information.
4. Under **Attachments**, upload proof of name change (i.e. driver's license, Social Security card, birth certificate, marriage certificate). Choose the **Category** for the uploaded image.
5. Click **Submit** and **Done.**

CHANGE YOUR PREFERRED NAME

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

1. Click your **Actions** button . [Actions]
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 **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**.
4. Once your photo is selected and submitted, your photo will be sent for approval.
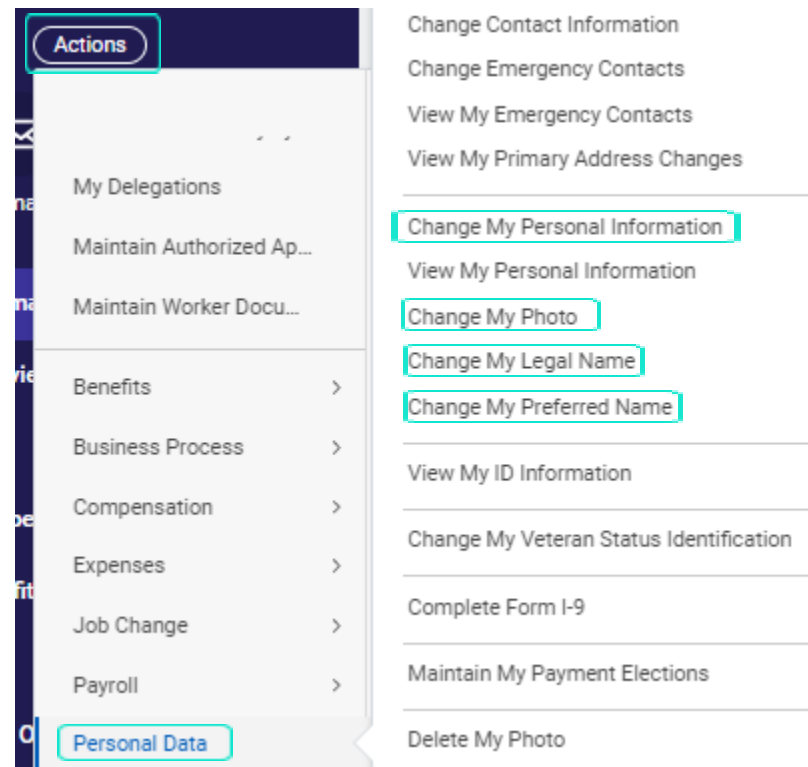
VIEW TRANSACTION HISTORY

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.
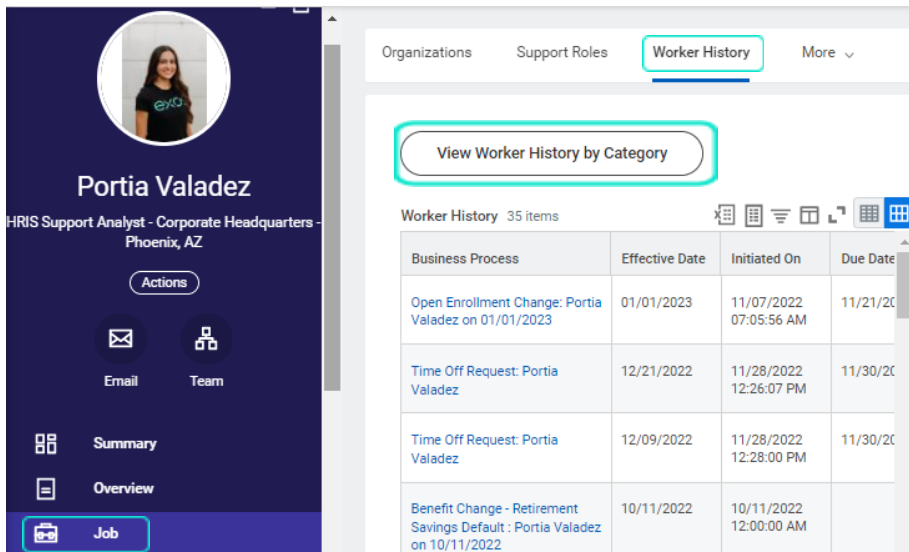
WORKDAY MOBILE APP

CHANGE YOUR CONTACT INFORMATION ON YOUR MOBILE DEVICE

From the Homepage:

1. Tap your **Profile** icon in the upper right, then tap View Profile.
2. Tap the **Related Actions** ••• icon in the upper right.
3. Tap **Personal Data** > **Change Contact Information**.
4. Tap the **Edit** ✏ icon to update and edit the information. Some information is required, as identified by an asterisk.
5. Optional: Enter a comment at the bottom of the page.
6. Tap **Submit**. A confirmation page displays and lists any needed approval.

UPDATE YOUR PROFILE PHOTO ON YOUR MOBILE DEVICE

From the Homepage:

1. Tap your **Profile** icon in the upper right, then tap **View Profile**.
2. Tap your **Profile Image** at the top of the screen.
3. Select **Choose from Library** or **Import Attachment** on iPhone or **Gallery** on Android to use an existing photo. Alternatively, select **Camera** to take a new photo.
4. Once your photo is selected and submitted, your photo will be sent for approval.