

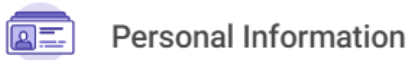
## USE HOME ADDRESS AS WORK ADDRESS

If you are team member working from home, you will need to follow the steps below to ensure that your payroll taxes are withheld correctly.

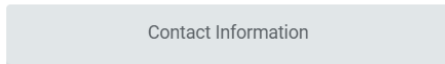
### Getting Started

From the Workday Homepage:

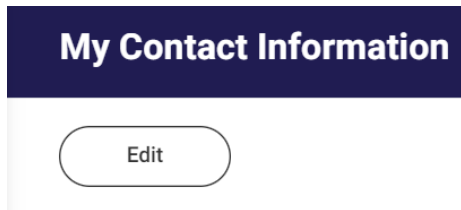
1. Click on the Personal Information worklet on the menu.



2. Click Contact Information under Change.



3. Click on Edit.



4. Scroll down to the Work Contact Information section. Click on add under **Alternate Work Location**.

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5. Enter the **Effective Date**.

6. Check the box under **Use Primary Home Address** for taxation purposes (or you can manually type in your address).

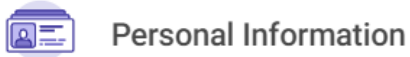
Use Primary Home Address

7. Click the check  button to save your changes.

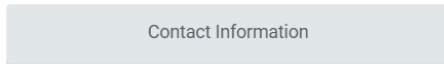
8. Click on Submit.

## EDIT CURRENT ALTERNATE WORK LOCATION

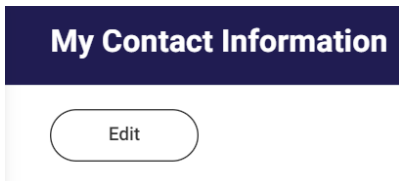
1. Click on the Personal Information worklet on your Home page.



2. Click Contact Information under Change.





3. Click on Edit.




4. Scroll down to the Work Contact Information section. Click on the pencil icon next to Alternate Work Location to edit.

Alternate Work Location

Address  


New Address

Effective Date



Use Primary Home Address

Country \*



Address Line 1 \*

5. Enter the Effective Date.

6. Check the box under Use Primary Home Address for taxation purposes (or you can manually type in your address).

Use Primary Home Address

7. Click the check  button to save your changes.

8. Click on Submit.