

Workday Overview: Contingent Workers

ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location and phone number. Note that the visibility of sensitive information is controlled by individual users' security profiles.

To access your Worker Profile page, click your **Profile** icon 

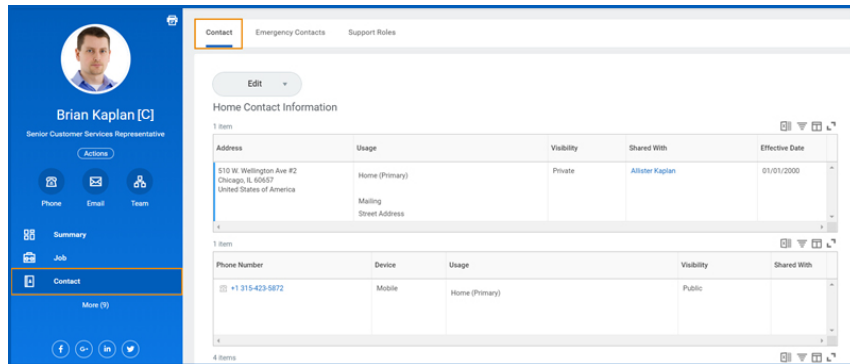
> **View Profile.**




Note: All instructions in this job aid start from the Worker Profile page. **Your Profile icon is always located in the upper right corner of Workday.**

ADD OR CHANGE YOUR CONTACT INFORMATION

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




2. Click **Edit** and select **Change My Home Contact Information** to change your personal contact information. 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** and **Done** to save your changes.

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** and **Done** to save your changes.

CHANGE YOUR LEGAL NAME

1. Click your **Related Actions**  button.
2. Select **Personal Data** > **Change My Legal Name**.
3. Enter your new information, including any required information.
4. Click **Submit**.



Note: Contingent Workers do not need to attach documentation to change their legal name.

CHANGE YOUR PREFERRED NAME

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

1. Click your **Related Actions** button.
2. Select **Personal Data** > **Change My Preferred Name**.
3. Clear the **Use Legal Name as Preferred Name** checkbox.
4. Enter your new information.
5. Click **Submit** and **Done**.

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VIEW TRANSACTION HISTORY

View your transaction history to see 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.

MOBILE

CHANGE YOUR CONTACT INFORMATION FOR IPHONE AND IPAD

From the Home page:

1. Tap your **Profile** icon, then tap **View Profile**.
2. Tap the **Related Actions** icon in the upper-right corner.
3. Tap **Personal Data > Change My Home Contact Information**.
4. Tap the **Edit** icon where you want to update the information and make your edits.
5. Enter a comment at the bottom of the page and tap **Submit**. A confirmation page displays.

