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.

Brian Kaplan [C]	Edit + Home Contact Information		t Roles					
Senior Customer Services Representative	1 item							Effective Date
Actions	Address	Usage			Visibility	Shared With	Shared With	
Phone Email Team	510 W. Wellington Ave #2 Chicago, IL 60657 United States of America	Home (Primary) Mailing Street Address			Private	Allister Kaplar		01/01/2000
Summary	•							,
au 100	1 item							0 V 🖬
	Phone Number		Device	Usage			Visibility	Shared With
Contact More (9)	*1 315-423-5872		Mobile	Home (Primary)			Public	
(f) (c-) (in) (9)	4							,

2. Click Edit and select Change My Home Contact Information to change your personal contact information. Within each section,

click the **Edit** icon do 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.

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Brian Kaplan [C]						
Ch	ange Home Contact Information					
Address						
0	Primary					
	Yes					
	Address					
	510 W. Wellington Ave #2, Chicago, IL 60657					
	Usage					
	Mailing					
	Street Address					
	Visibility					
	Private					
	Phone					
0	Primary					
	Save for Later Submit					

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