








Workday: Keys to Success

The applications within Workday provide many opportunities to view and update information related to your employee profile. In this guide, we are highlighting a few applications and functions that are key for success.

	<p>Your Workday inbox can be accessed in the upper right corner of your Workday home page. This is where you will find tasks to be completed.</p> <p>Key to Success: Check your Workday inbox every day!</p>
 <p>Personal Information</p>	<div data-bbox="684 493 869 659" style="float: left; margin-right: 10px;">  </div> <p>Profile Photo: To add or update your Workday photo, navigate to the Personal Information application on the Workday home page and select Photo.</p> <p><i>Photo Requirements:</i> Please use a photo of only yourself that shows your face. No inappropriate photos will be approved by your business office.</p> <hr/> <p>In the Personal Information application, you can view and/or change Contact Information, Personal Information, Emergency Contacts, Legal Name, Preferred Name, and Worker Documents (acknowledgements and policies).</p>
 <p>Benefits</p>	<p>In the Benefits application you can view and/or change your Beneficiaries, Dependents, Benefits Elections, and access benefits guides and program information. You can also find links to benefits vendor contact information.</p>
 <p>Pay</p>	<p>In the Pay application you can view or update your Withholding Elections and Payment Elections. You can also view your pay slips and timesheets.</p> <div data-bbox="684 1117 1087 1175" style="float: left; margin-right: 10px;">  <p>Compensation</p> </div> <p>Note: To find your compensation information, use the Compensation tab in the sidebar of your employee profile.</p>
 <p>Career</p>	<p>In the Career application, you can view and update your Job History, Education, and other career-related information.</p>