Quick Reference Guide: Maintain Worker Documents

Keep in mind

Each document that is uploaded to Workday will need to have a worker document category assigned.

Steps:

1. From the Home page, click My Account.

2. Click View Profile.

3. From the Worker Profile Page, click the Personal tab.
Quick Reference Guide: Maintain Worker Documents

4. Under the Personal Tab, select **Documents**.

Here you will see all documents that have been uploaded for you.

5. **Click Add.**
Quick Reference Guide: Maintain Worker Documents

6. To upload new worker documents, use the **Drag and Drop feature** or click the **Paper Clip icon** to upload documents.

7. Select the appropriate document category. If medical related information, be sure to select **Benefits** as the document category. If unsure which category to use, select **Other**.

8. Click **OK** when complete.

9. Click **Done** to exit the Worker Documents screen.