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 your name and click View Profile.

2. From the Worker Profile Page, click the Personal tab and select Documents. Here you will see all documents that have been uploaded for you.
Quick Reference Guide: Maintain Worker Documents

4. Click the Add Icon and use the Drag and Drop feature or click the Paper Clip icon to upload documents

5. Click on the Prompt Icon to 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.

6. Click OK when complete.

7. Click Done to exit the Worker Documents screen.