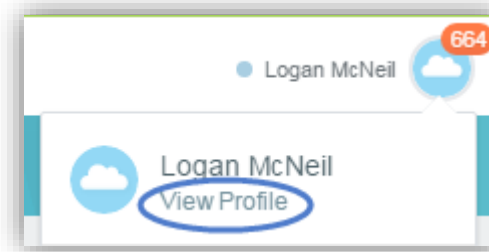


Quick Reference Guide: *Maintain Worker Documents***Keep in mind**

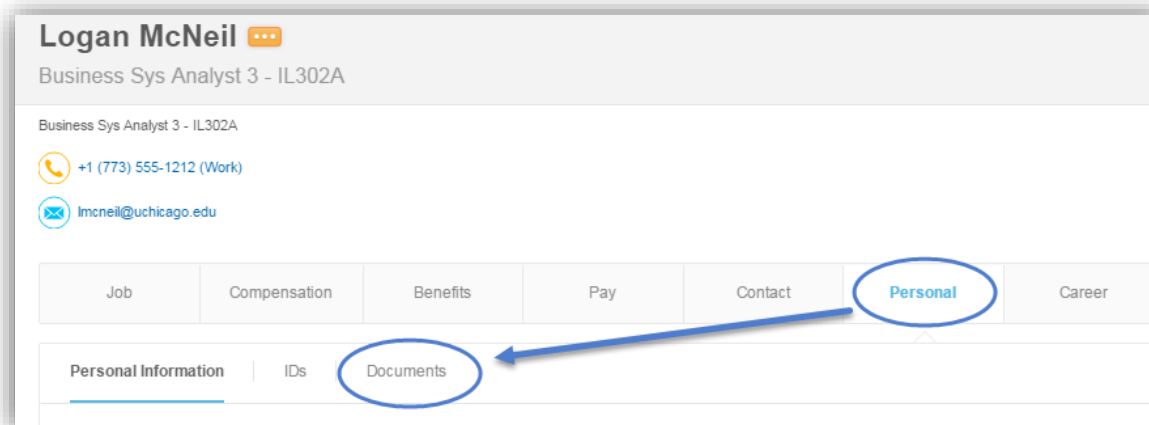
Each document that is uploaded to Workday will need to have a worker document category assigned.

Steps:

1. From the Home Page, click **your name** and click **View Profile**.

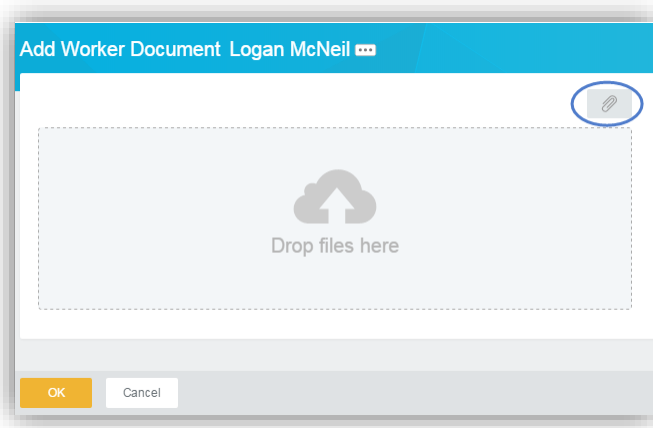



2. From the Worker Profile Page, click the **Personal** tab and select **Documents**. Here you will see all documents that have been uploaded for you.



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.