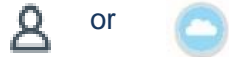
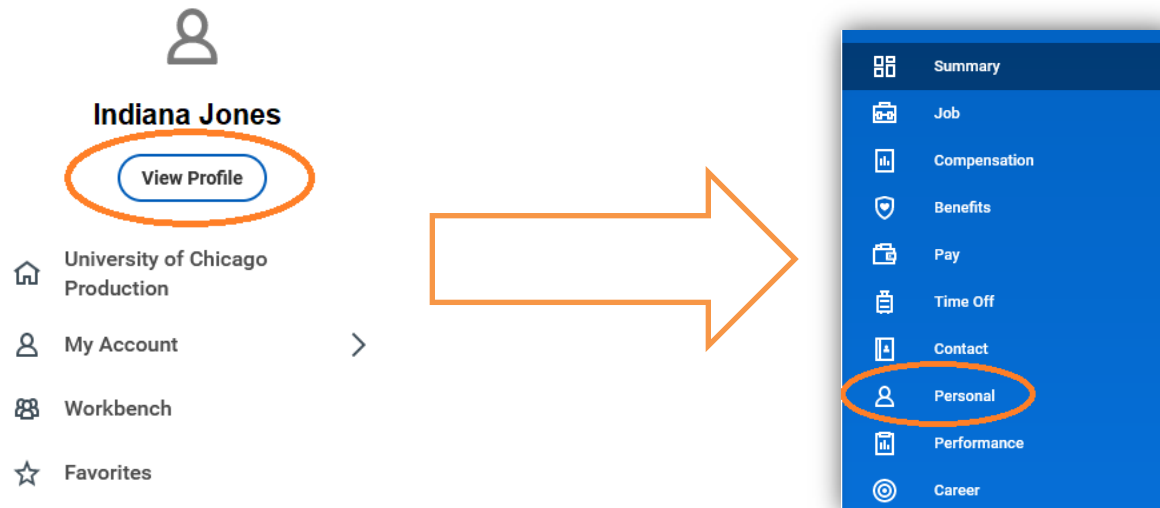


Quick Reference Guide: *Maintain Worker Documents***Steps to upload a document:**

1. From the Home Page, select the **Profile** icon. If you are not on the home page, the **Profile** icon may look like a cloud. Click on the **View Profile** button.

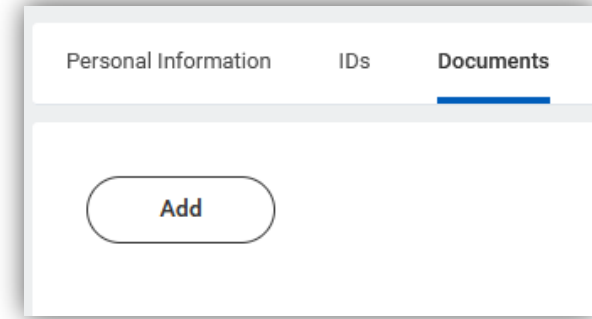


2. From the Worker Profile Page, click on **Personal**.



Quick Reference Guide: *Maintain Worker Documents*

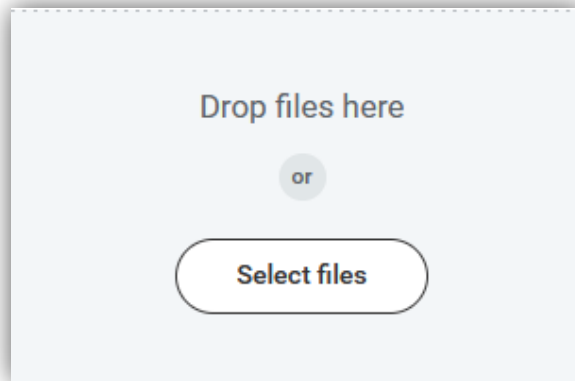
3. Click on the **Documents** tab. This tab displays all documents you can access that have been uploaded to your profile, or which you completed as part of a business process. Some document types have security restrictions, so they may not be visible.




4. Click the **Add** button.



5. Use the **Drag and Drop feature** or click **Select Files** to upload documents. The maximum attachment size is 30 MB (30,720 KB). Most file types are permitted in Workday, although some potentially harmful file types (such as .exe) are blocked.



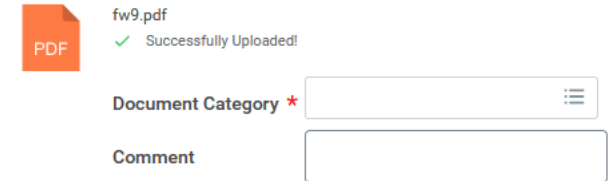
Quick Reference Guide: *Maintain Worker Documents*

6. Click on the **Prompt Icon**  to select the appropriate **Document Category**. All documents must have a document category selected. A **partial** list of categories and examples includes:

- **Benefits** (birth certificates, loss of coverage, marriage certificate)
- **Company Policy Related** (confidentiality agreement, security request)
- **Education** (diploma, transcript)
- **Foreign Nationals** (Permanent Resident card, UPP-192, tax memos)
- **International Student** (I-20, supporting documentation for H1-B visas)
- **Leave of Absence** (Personal Leave of Absence form)
- **Passports and Visas** (US and non-US passports, all visa forms)
- **Performance Documents** (performance evaluation, mid-year review)
- **Personal Information** (driver's license, birth certificate, school ID)
- **Social Security Card** (self-explanatory; please do not use this category for other governmental IDs)

7. Click **OK**  when complete. Click the **Upload** button to add additional documents if necessary.

8. Click **Done**  to exit the Worker Document screen.

Add Worker Document


fw9.pdf
✓ Successfully Uploaded!

Document Category *

Comment

Upload