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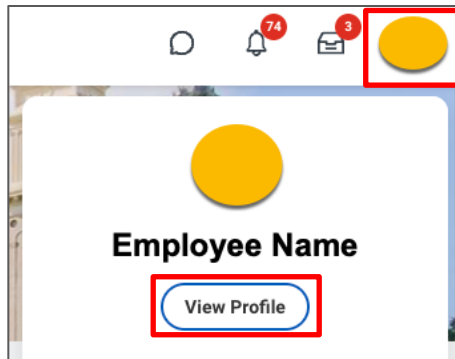
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ACCESS YOUR WORKER PROFILE PAGE

Your Employee Profile page on [USFWorks](#) displays information about you, including your office location, address, email address and phone number. Note that the visibility of sensitive information is controlled by individual users' security profiles.

To access your Employee Profile page:

1. Log in to [USFWorks](#).
2. Click on your profile picture and then View Profile.



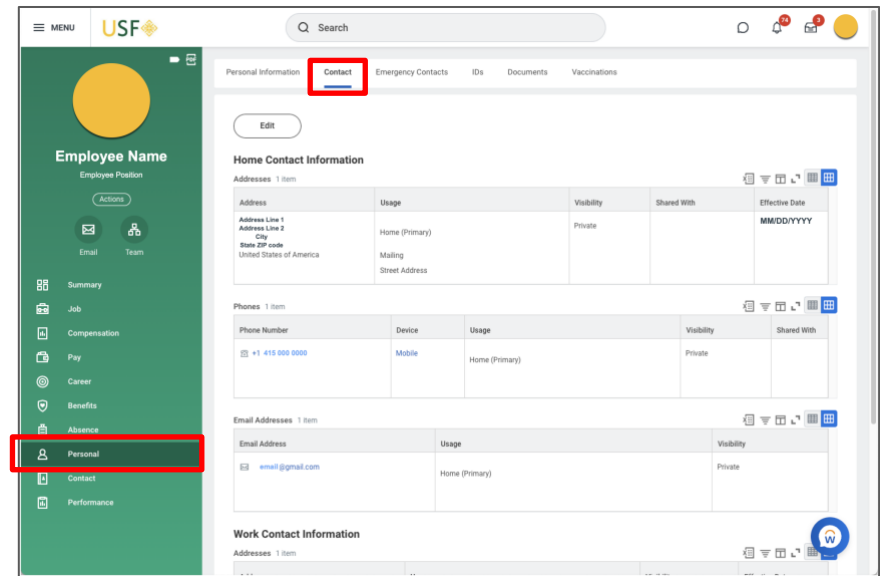
3. You will be taken to your Employee Profile.

Note: All instructions in this job aid start from the Employee Profile page.

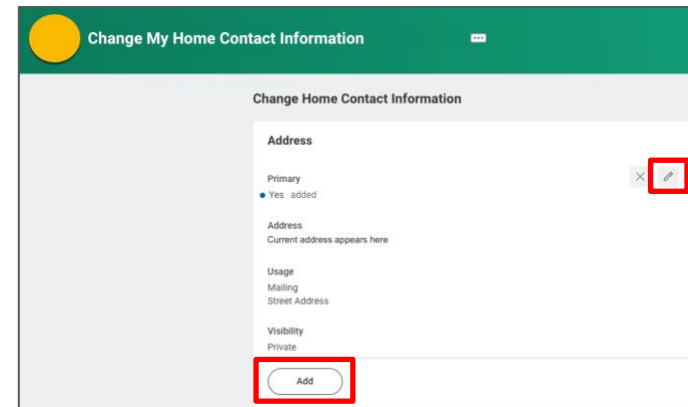
ADD OR CHANGE YOUR CONTACT INFORMATION

It is important that your address is up to date so that you can receive important documents (e.g. W-2s) and tax/compliance reasons.

1. Click the **Personal** tab.
2. Click the **Contact** subtab.

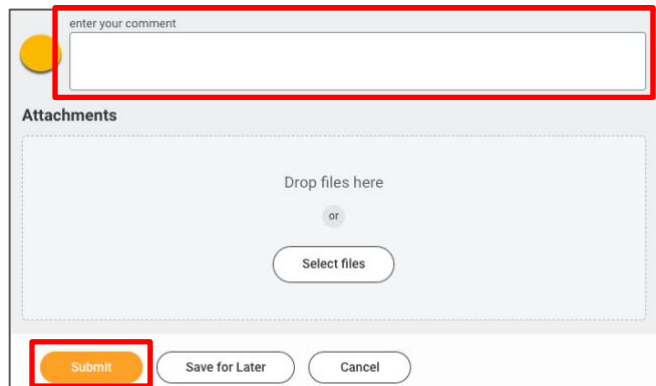


3. Click **Edit**.
4. On the next page, within each section
 - To edit existing contact information, click the **Pencil** icon in the relevant section.
 - To add new information, click **Add** in the relevant section.



5. Enter a comment explaining the change (e.g. I updated my home

address) and then click **Submit**.



The screenshot shows a form with a text input field labeled "enter your comment" at the top, which is highlighted with a red box. Below it is an "Attachments" section with a "Drop files here" area and a "Select files" button. At the bottom of the form, there are three buttons: "Submit" (highlighted with a red box), "Save for Later", and "Cancel".

ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Personal** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit**.

MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal** tab from the Worker Profile.
2. Click the **Personal Information** subtab.
3. Click **Edit**. Enter or modify your personal information.
4. Click **Submit**.

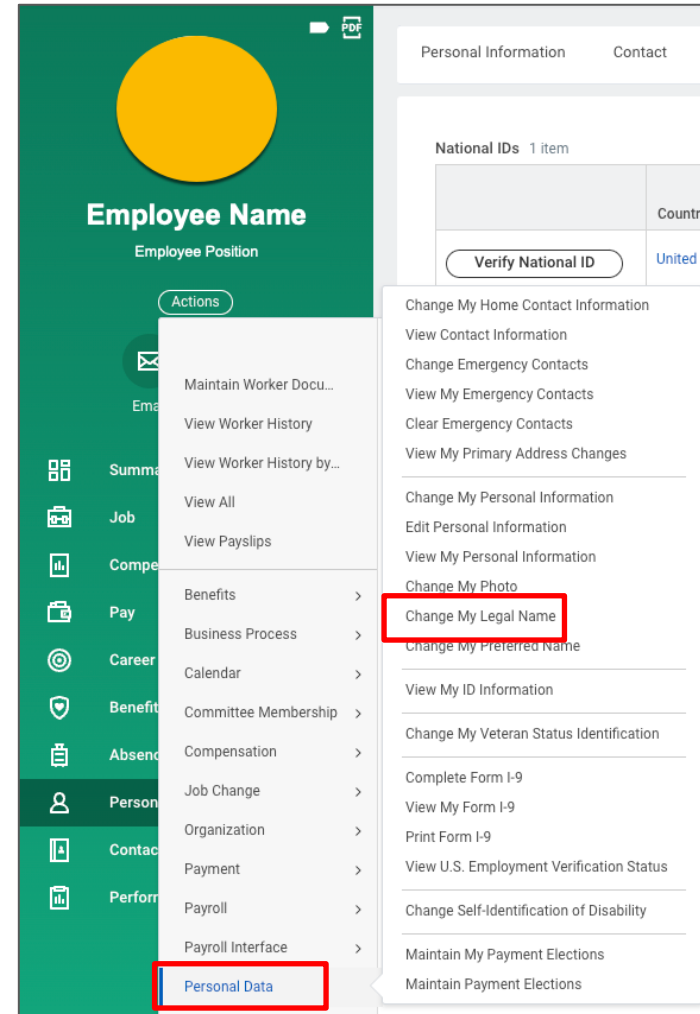
VIEW YOUR IDENTITY PAPERWORK

1. Click the **Personal** tab.
2. Click the **IDs** subtab. You cannot make changes to this information; you can only view it.
3. Click the **Documents** subtab. Click document links to download

or view documents. Click **Add** to attach documents to your profile, **Edit** to make changes to documents, or **Delete** to remove them.

CHANGE YOUR LEGAL NAME

1. Click the **Actions** button.
2. Select **Personal Data > Change My Legal Name**.



The screenshot shows the "Employee Name" page. The "Actions" button is highlighted with a red box. The "Actions" menu is open, and the "Change My Legal Name" option is highlighted with a red box. The "Personal Data" option at the bottom of the menu is also highlighted with a red box.

3. Enter your new information, including any required information.
4. Click **Submit**.
5. Click **To Do** and **Submit**.
6. Contact the Human Resources department at humanresource@usfca.edu to schedule an appointment to complete the Legal Name Change process.

CHANGE YOUR PREFERRED NAME

If you choose, your preferred name will display within Workday instead of your legal name.

1. Click the **Actions** button.
2. Select **Personal Data > Change My Preferred Name**.
3. Uncheck **Use Legal Name as Preferred Name**.
4. Enter your new information.
5. Click **Submit** and **Done**.

ADD OR CHANGE YOUR PHOTO

1. Click the **Actions** button.
2. Select **Personal Data > Change My Photo**.
3. Click the **Select files** button to locate, crop, and upload your image, or drag and drop your image directly into the Attachments section from your local drive. You can crop and adjust the image by dragging the white corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your Profile page.
4. Click **OK** and **Submit**. Your photo has now been sent to HR for approval.
5. Your photo should meet the same photo requirements as those

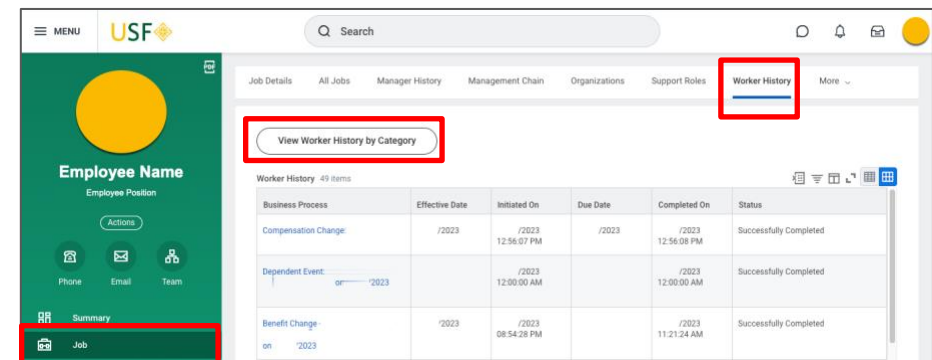
for USF's One Card. [View One Card Photo Requirements](#).

Note: Supported file formats include JPG or JPEG file.

VIEW TRANSACTION HISTORY

View your transaction history to see information such as benefit enrollment or personal data change dates.

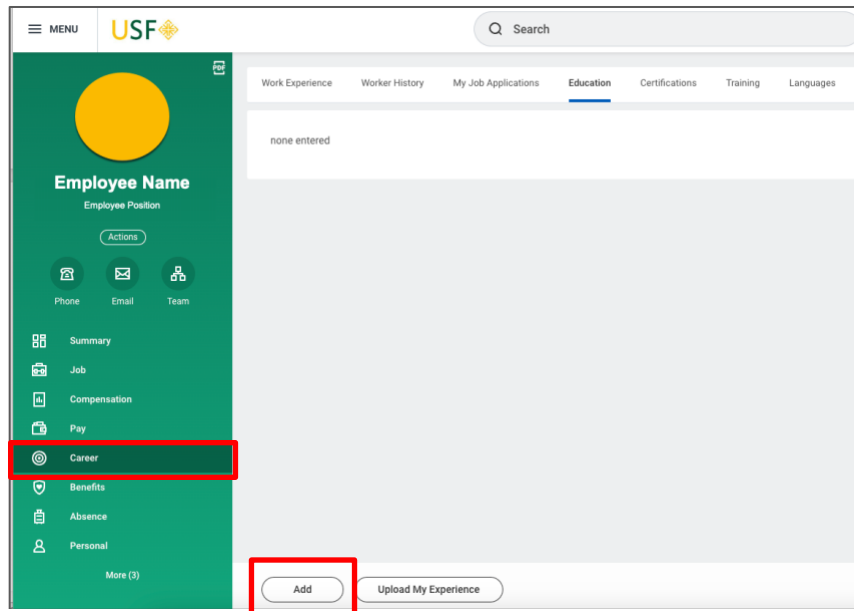
1. Click the **Job** tab.
2. Click the **Worker History** subtab. Your business process history displays.
3. Click **View Worker History by Category**. The data is organized into different tabs to make it easier for you to review your history.



MANAGE PROFESSIONAL EXPERIENCE SUMMARY INFORMATION

You can enhance your Worker Profile with details of your professional experience.

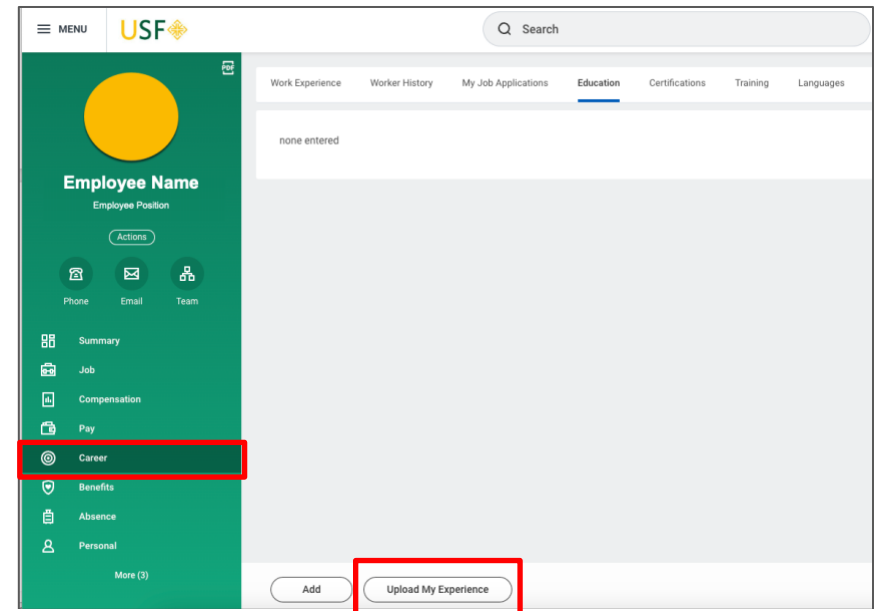
1. Click the **Career** tab.
2. Click the **relevant subtab**.
3. Click **+ Add** next to a section.



4. Add your own information and/or edit existing information, including your education, certifications, training and languages spoken.
5. Click **Submit** and **Done**.

UPLOAD MY EXPERIENCE

1. Click the **Career** tab.
2. Click the **Work Experience** subtab.
3. Click the **Upload** button under Upload My Experience.



4. In the Upload File area, click **Select files** to browse for a file. You can also drag your file into the region.
5. Click **OK** and **Done**.

Note: Workday initiates a background process to upload your Professional Profile data. After the process has completed, a notification displays.
6. From the notification, click the **Click Here** link to review and complete the profile data.
7. Use the guided editor or the Summary section to validate and refine your uploaded data.
8. Click **Submit** and **Done**.