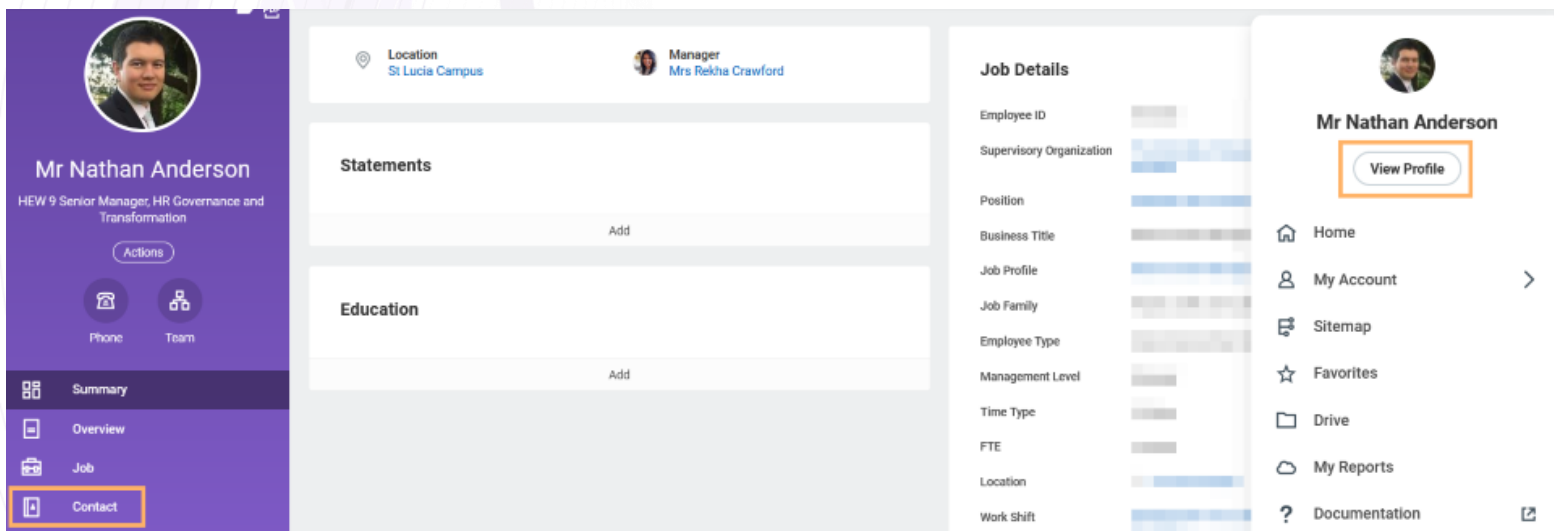# Recording Working from Home in Workday

Please note. Inactivity for 5 minutes will result in Workday automatically logging out. Ensure you are connected to the UQ network when accessing Workday remotely.

A   Access - **View Profile** then select the **Contact** tab on the left hand side of your profile.
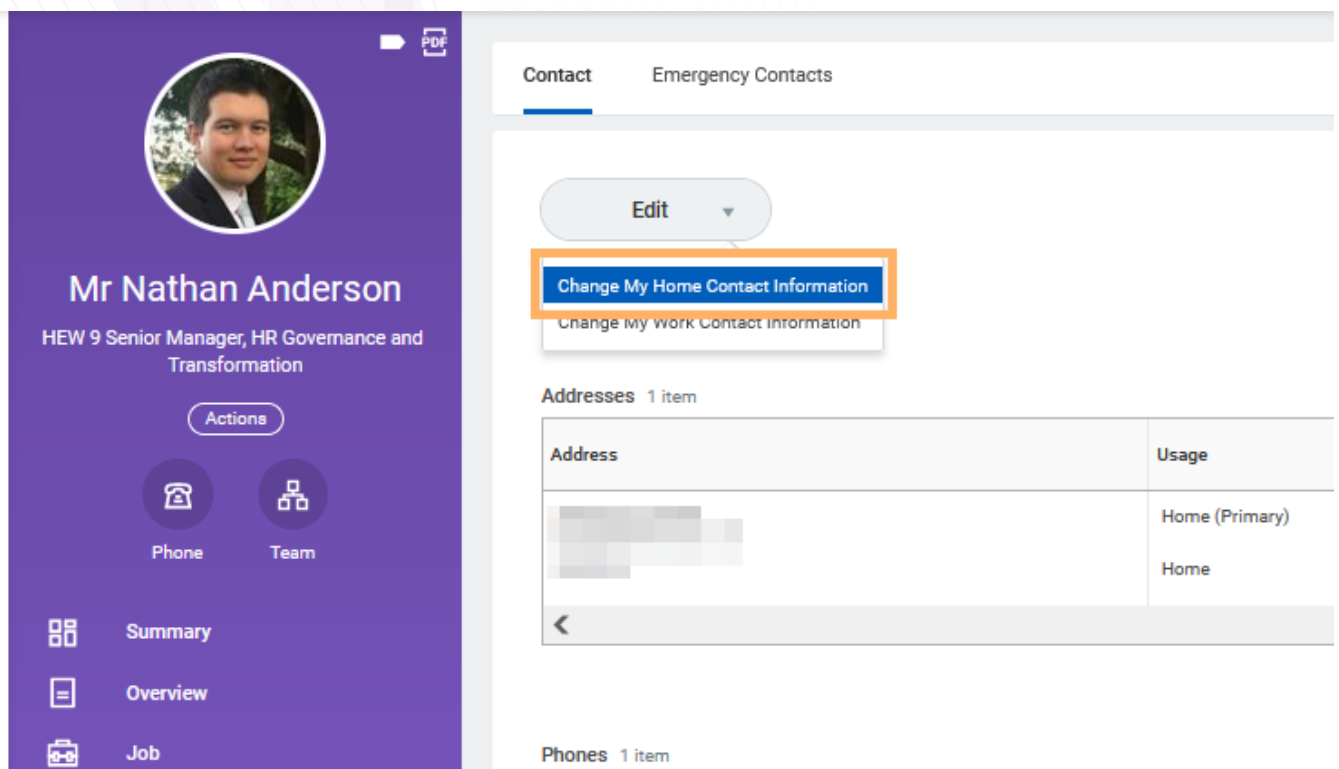
B   Select **Change My Home Contact Information**.

Recording Working from Home in Workday

C Select **Edit** your Primary address if this is where you work from home and **add** to the **Usage** field - **Work From Home**. Add the **Number of days you work per week** and which **Days of the week** as appropriate. Click **Submit** to complete.

Effective Date

21/02/2022

Primary
☑

Country *
✕ Australia

Address Line 1 *

Address Line 2

Suburb/Locality *

State or Territory *
✕ Queensland

Postal Code *

Usage
✕ Home
✕ Work From Home

Number of Days Per Week
2

Days of the Week
✕ Monday
✕ Tuesday

Visibility *

Submit   Save for Later   Cancel