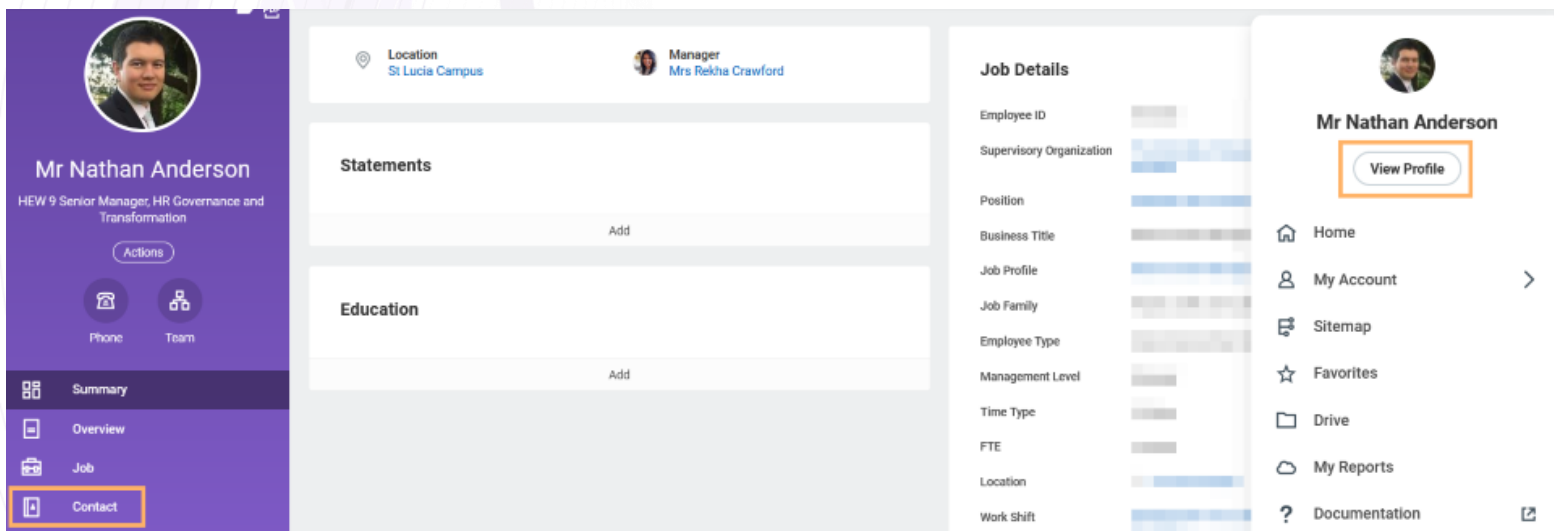


# Recording Working from Home in Workday

**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.



Mr Nathan Anderson  
HEW 9 Senior Manager, HR Governance and Transformation

Location: St Lucia Campus  
Manager: Mrs Rekha Crawford

**Statements**  
Add

**Education**  
Add

**Job Details**

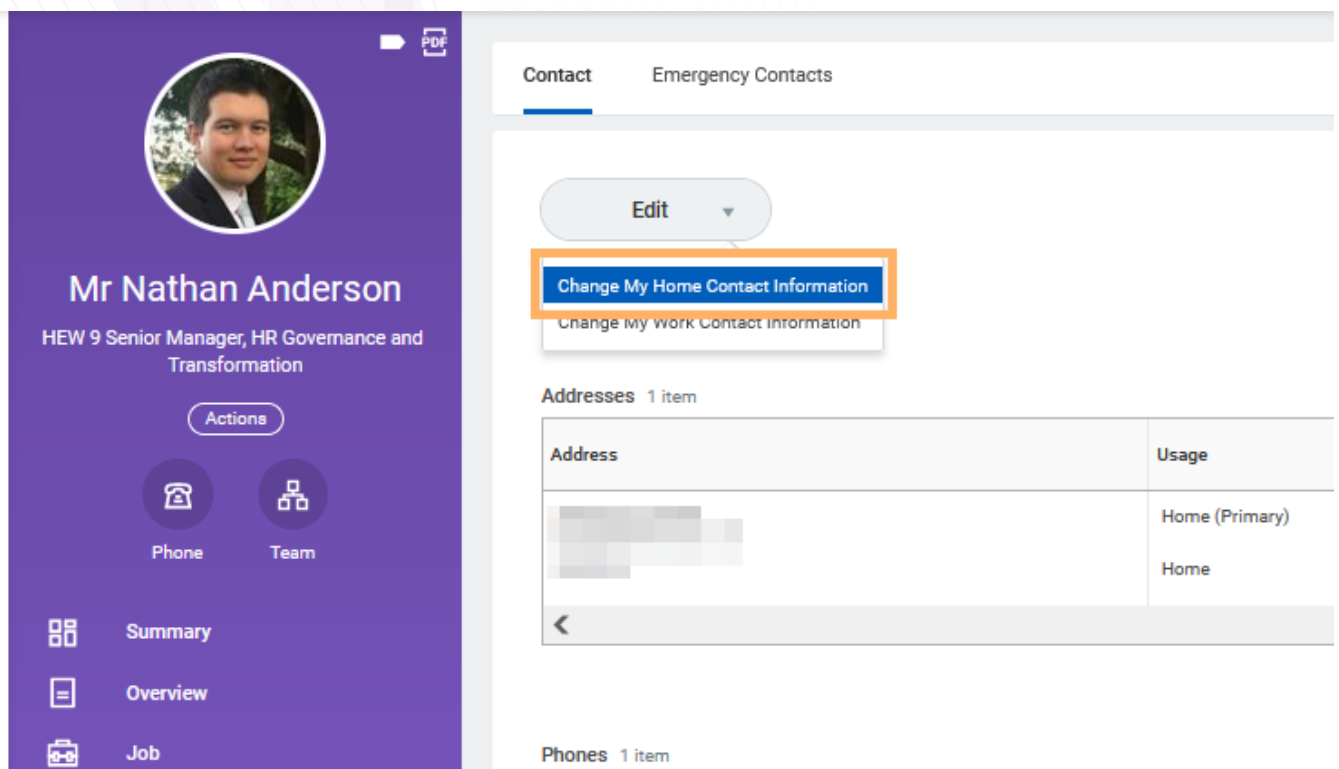
Employee ID	
Supervisory Organization	
Position	
Business Title	
Job Profile	
Job Family	
Employee Type	
Management Level	
Time Type	
FTE	
Location	
Work Shift	

**Mr Nathan Anderson**  
**View Profile**

- Home
- My Account
- Sitemap
- Favorites
- Drive
- My Reports
- Documentation

B

Select **Change My Home Contact Information**.



Mr Nathan Anderson  
HEW 9 Senior Manager, HR Governance and Transformation

**Contact** Emergency Contacts

**Edit**

- Change My Home Contact Information**
- Change My Work Contact Information

**Addresses** 1 item

Address	Usage
	Home (Primary)
	Home

**Phones** 1 item

# 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

Submit

Save for Later

Cancel

Visibility \*

Deletion