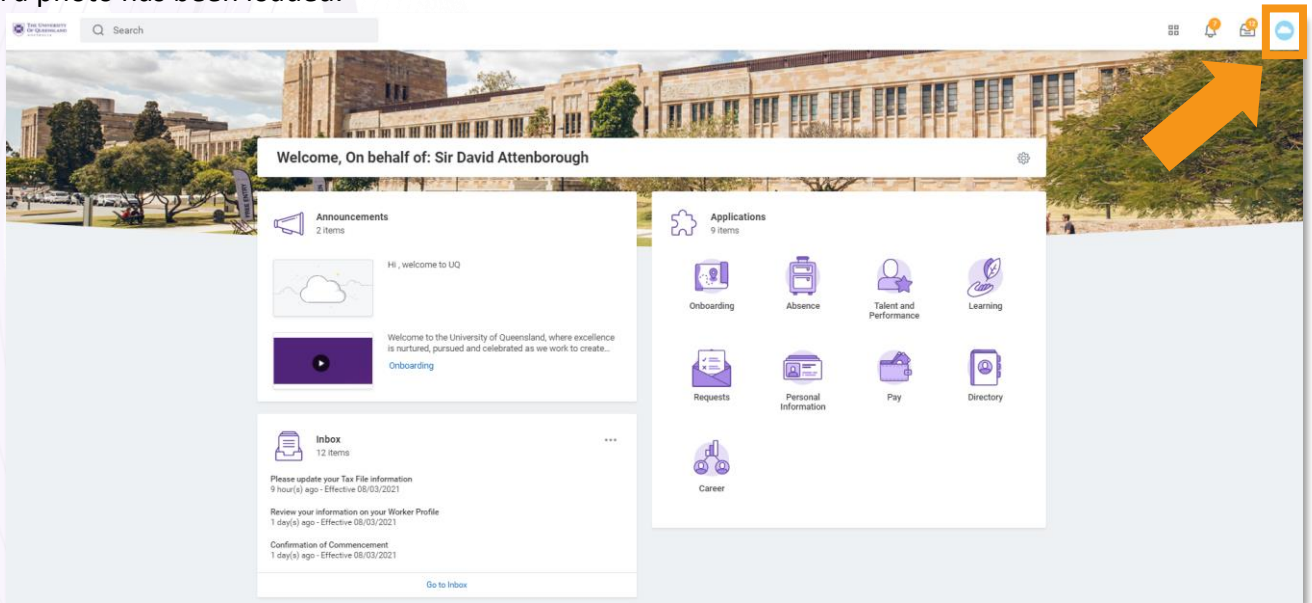


Update My Worker Personal Data

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.

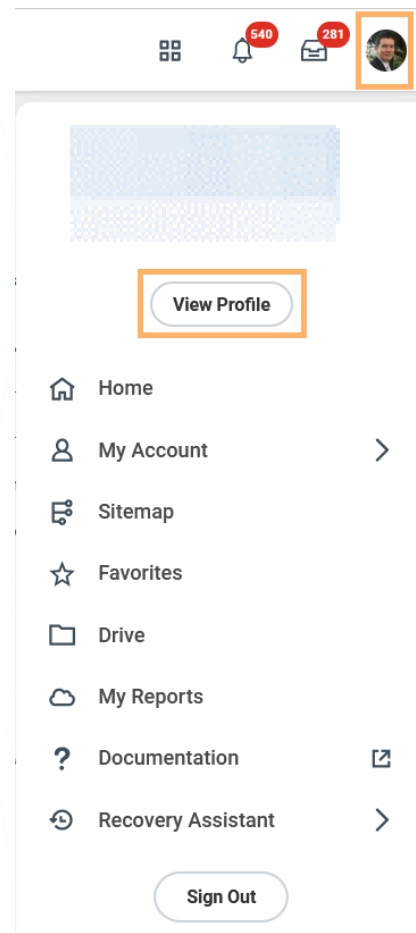
A

On your home page, click the worker profile photo in the top right-hand corner. This will appear as a cloud until a photo has been loaded.



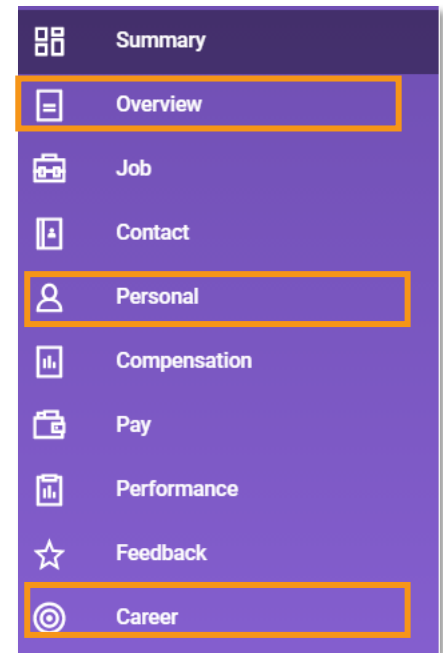
B

From the drop-down menu, click **View Profile**.



Update My Worker Personal Data

C On your *Profile*, you are able to make updates to your personal data via the **Overview**, **Personal** and **Career** tabs.



D Click through each tab to make updates to the following options:

- **Overview:** Skills, Job History, Languages, Certifications, Education, Internal Projects, Professional Affiliations, Achievements (Awards and Activities).

Skills Job History Internal Projects Education Languages Certifications Achievements Professional Affiliations

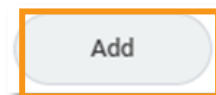
E • **Personal:** Personal Information Change e.g. Nationality, DOB, Legal / preferred name, Edit ID Information, Photo Change, Contact Change (Home and Work), Payment Elections (Bank Details), Edit Licenses, Passport and Visa Change.

Personal Information Names IDs Documents

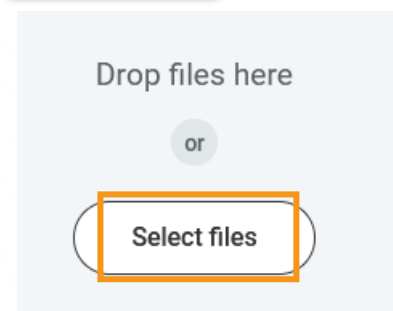
F • **Career:** Learning, Training, Competencies, Talent Statement.

Learning Training Competencies Interests Development Plans Development Objectives Talent Statements

G Once in the area requiring updating, click **Edi** or **Add** to make updates in line with system prompts and upload any relevant documents as required.



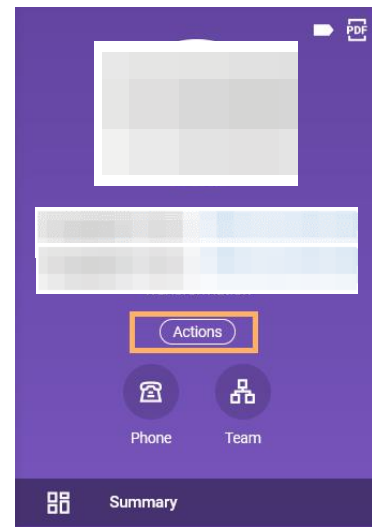
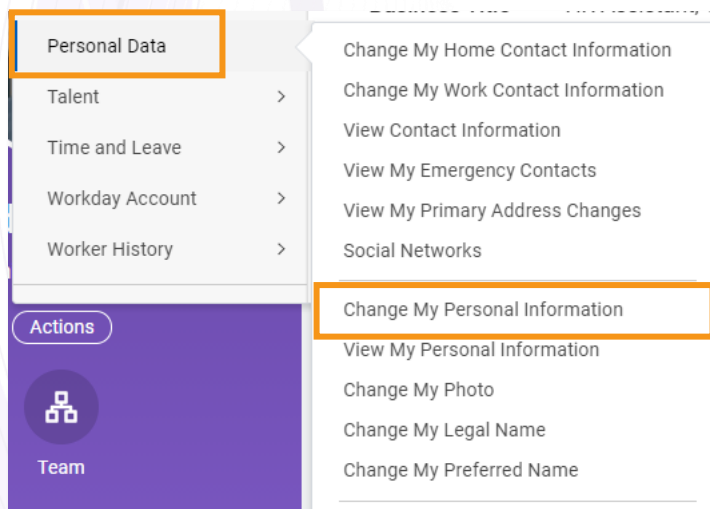
Click **Submit** once complete.



Update My Worker Personal Data

H Updating Worker Personal Data can also be done via **Actions** on the Worker Profile.

From the menu, click **Personal Data** and then **Change My Personal Information**.



Please Note:

You can also select specific items to be changed - e.g. name (**Change My Legal Name; Change My Preferred Name**) - from the *Actions* list.

This is the best way to update your Photo (**Change My Photo**) and your Bank Details (**Maintain Payment Elections**)

Not all updates will require documentation to be submitted. The system will prompt for document submission where relevant.

If required, your update will be sent onto a member of the HR Team for approval. The Talent Partner will need to approve Awards / Achievements; the HR Partner will need to approve Education updates; the Workplace Health & Safety Officer will need to approve relevant Certifications; all other updates require no approvals.