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

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).

- **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.

- **Career**: Learning, Training, Competencies, Talent Statement.

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

Click **Submit** once complete.
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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.