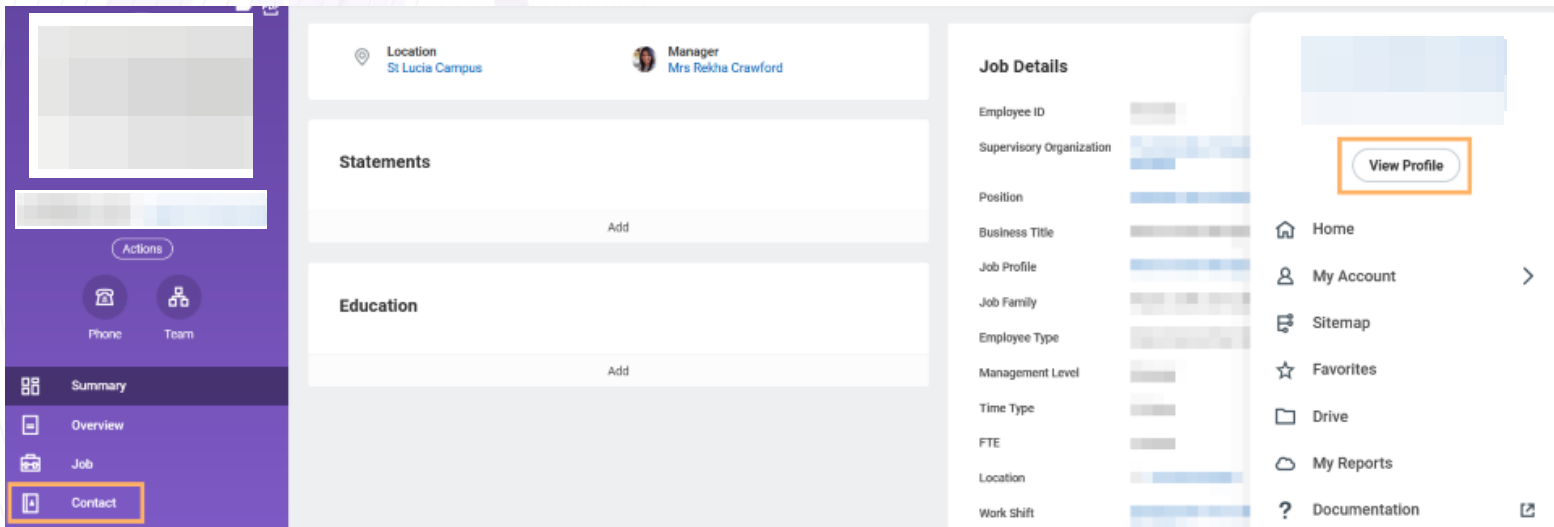


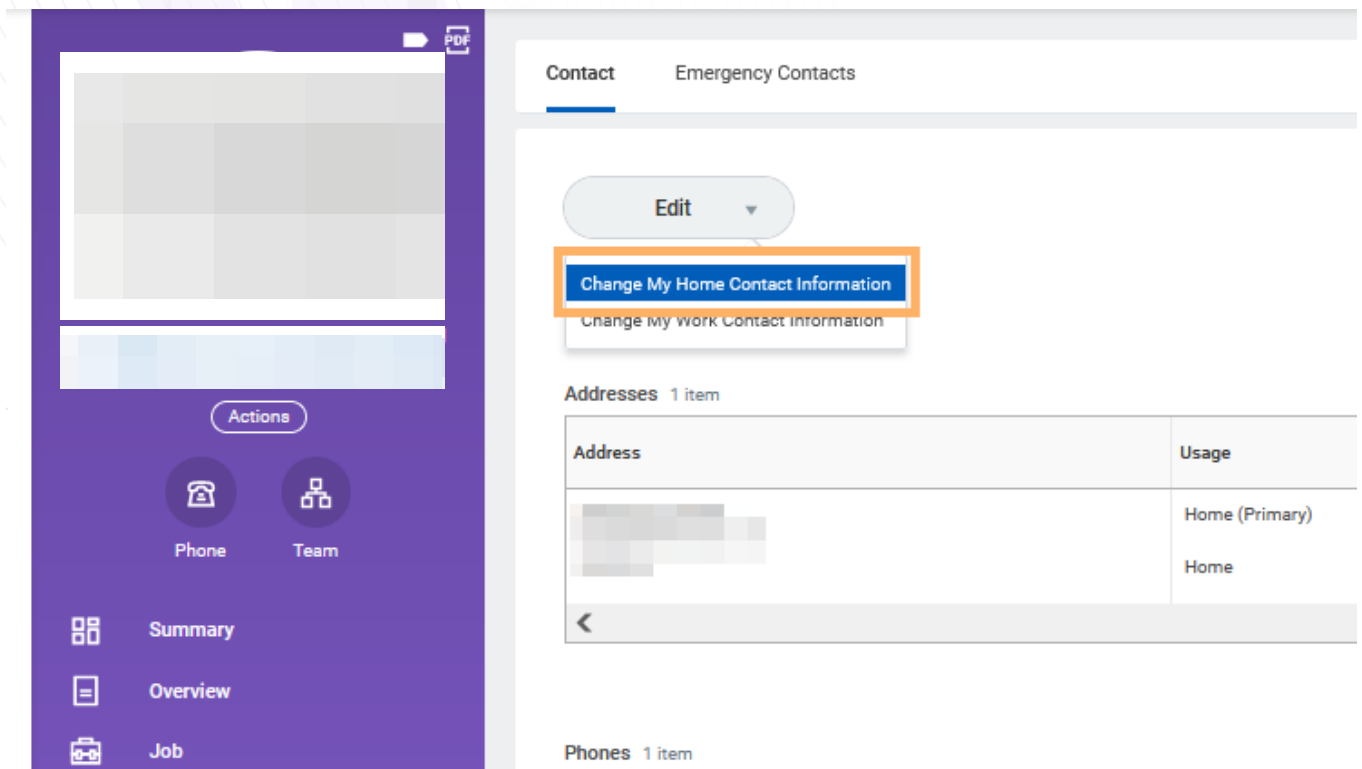
# Recording Working from Home in Workday

**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.

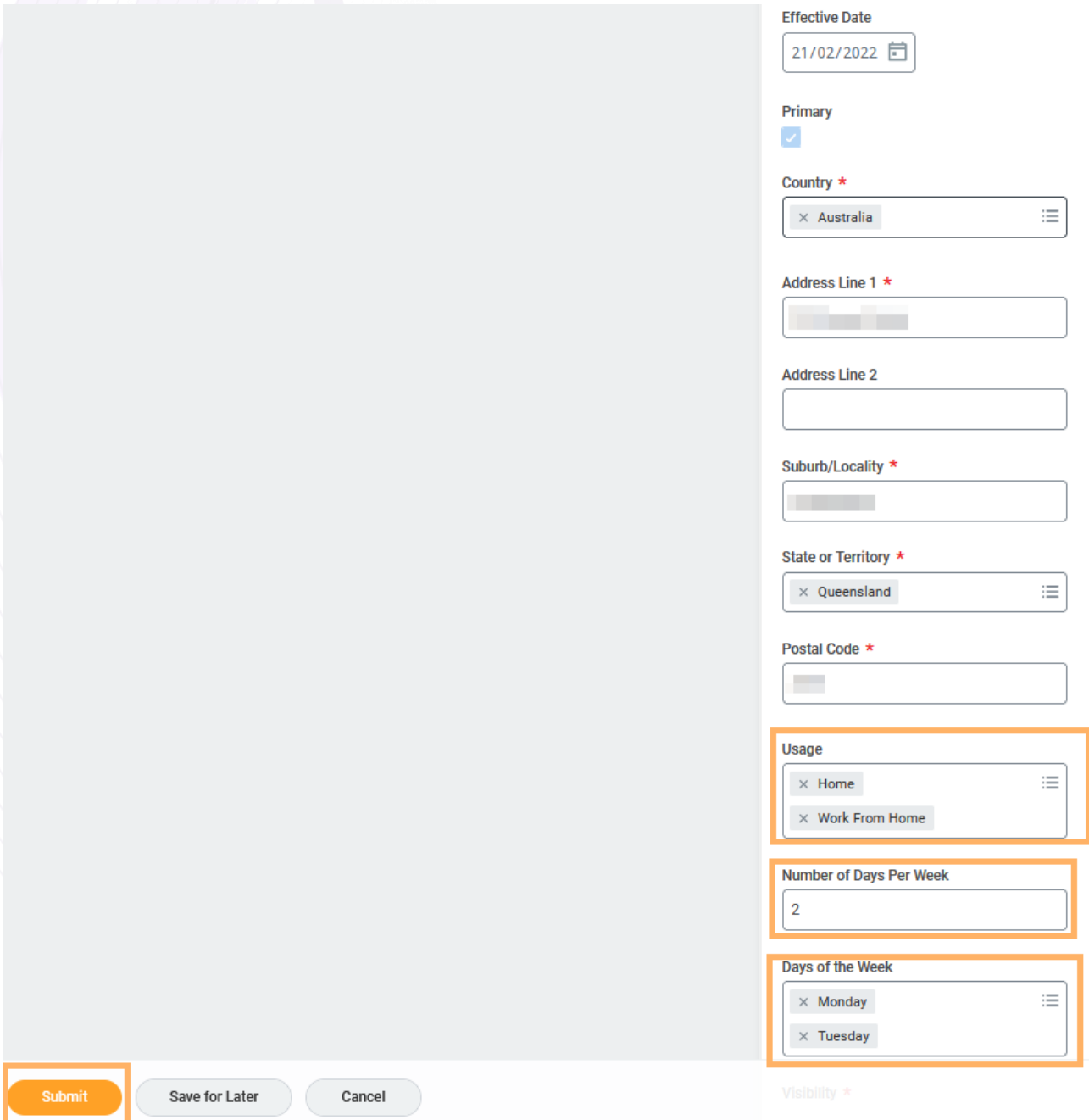


**B** Select **Change My Home Contact Information**.



# 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

Submit Save for Later Cancel

Visibility \*  
Default