

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.

Access - View Profile then select the Contact tab on the left hand side of your profile.

			 Location St Lucia Campus 	Manager Mrs Rekha Crawford	Job Details				
			Statements		Employee ID Supervisory Organization	1000		View Profile	
	Acti	kons		Add	Business Title		ሰ	Home	
	Base	B	Education		Job Profile Job Family		۵ ۳	My Account Sitemap	>
88	Summary			Add	Management Level	-	☆	Favorites	
•	Overview				Time Type FTE	_		Drive My Reports	
	Contact				Location Work Shift	_	?	Documentation	Z

Select Change My Home Contact Information.

	● ਦਿ	Contact Emergency Contacts	
		Edit Change My Home Contact Information Change My Work Contact Information Addresses 1 item	
	Actions	Address	Usage
	Phone Team		Home (Primary)
명문	Summary	<	Home
=	Overview		
æ	Job	Phones 1 item	



Recording Working from Home in Workday

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
	Primary
	Country ★
	Address Line 1 *
	Address Line 2
	Suburb/Locality *
	State or Territory *
	Postal Code *
	Usage
	Number of Days Per Week
	Days of the Week
Submit Save for Later Cancel	Visibility * Drivete