Worker Profile- Contact and Personal Tabs

USER GUIDE

INTRODUCTION

Your Worker Profile displays information about you including phone, address, job, compensation, benefits and more. This job aid will go over your **Contact** and **Personal** tabs.

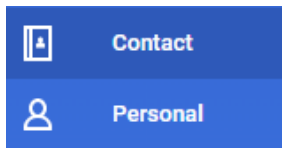In the upper right corner, **click on your photo/icon** to enter your Worker Profile page. **Click View Profile**.

CONTACT TAB
CONTACT INFORMATION

Here is where you would view, enter/change your Home Contact Information. You cannot change your Work Contact.

1. Under **View Profile**, choose the **Contact** tab on the left.

2. Choose Contact from the top bar.

3. If you need to make a change to your Home Contact Information, select **Edit**. Any field with a red asterisk * is required.

4. Within each section, select the **Edit** icon to change, the **Delete** icon to remove existing information, or the **Undo** icon to revert to the last saved version. You can also select **Add** to add new information. To save as you go, click the **Checkmark** icon .

> *Note*: If you make a change in your home contact, this may require you to complete a new state & local withholding tax election. Be sure to watch your Inbox.

5. Please note that when entering in your information it needs to be in **proper case**. IE- John McDaniels.

6. Both a primary home address and a primary home phone number are required.

7. Once you have made all the changes, click **Submit**.
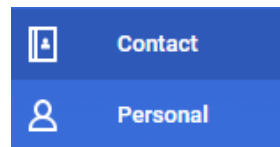
> *Note*: **Use these Icons when completing these tasks:**
> **Edit** to change
> **Delete** to remove existing
> **Undo**
> **Save** to save your progress.
> Any field with a red asterisk * is required.

EMERGENCY CONTACTS

Here is where you would add or change your Emergency Contacts. Marathon County requires you have a contact.

1. Under **View Profile**, choose the **Contact** tab on the left.

2. Choose Emergency Contacts from the top bar.

3. Click **Add or Edit** to enter or modify your emergency contacts. The country will come up as United States. Only change if necessary. Any field with a red asterisk * is required.

4. **Primary Information** is required and must include **Name, Relationship** and **Contact information**. You must provide either a phone number or an email address.

5. You must provide either a phone number or email address.

6. Once you have made all the changes, click **Submit**.

> *Note:* When adding additional contacts, it lets you list their **Priority Number** and if entering a phone number, you will need to enter the **Country Phone Code** as **United States**.
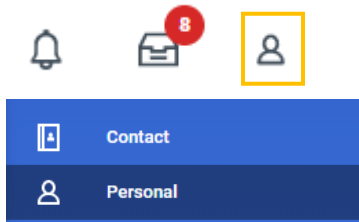
PERSONAL TAB
PERSONAL INFORMATION

Your personal information is needed for Federal and State reporting for the EEOC- Equal Employment Opportunity Commission.

You would only need to make a change to your Personal Information if a change occurred during your employment.

IE- Recently married and need to change your information.

1. Click on Your Profile in the upper right. Under **View Profile**, choose the **Personal tab** on the left.

2. This will bring up Personal Information subtab.

3. Click **Edit** and the **Edit icon** ✏ in each section you need to enter or change information. To save as you go, click the **Checkmark** icon ✓ .

    Any fields with the red asterisk (*) are required

4. Use the **Pencil** icon ✏ to select your **Gender**.

5. Use the **Pencil** icon ✏ to enter your **Date of Birth**. Click on the Calendar icon 📅 to enter in the date or select your date of birth or type in.

6. Use the **Pencil** icon ✏ to select your **Marital Status.**

7. Under **View Profile**, choose the **Personal** tab on the left.

8. This will bring up Personal Information subtab. Click **Edit** and the **Edit** icon ✏ in each section you need to enter or change information.

9. Once you have made all the changes, click **Submit**. This will be verified by an HR Partner.

NAMES: CHANGE YOUR LEGAL NAME

You would only need to use the Legal Name Change if you for example were recently married or divorced.

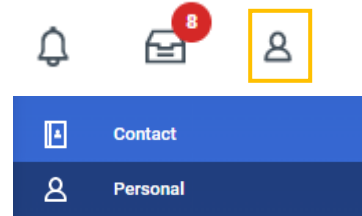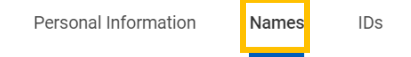1. Click on Your Profile in the upper right. Under **View Profile**, choose the **Personal tab** on the left.

2. Click on the **Names** subtab on top. Click on **Legal Name**.

3. **Legal Name**: click **Edit**. Enter an **Effective Date, First and Last Name**. You can include a comment, but you *must attach proof of the legal name change.* Select **"Legal Name Change"** as the category and click **Upload**. Documents uploaded will be verified by an HR Partner.

4. Once you have made all the changes, click **Submit**.

> *Note*: Proof of Legal Name Change document (MUST be a Social Security Card) is required in the attachments field.
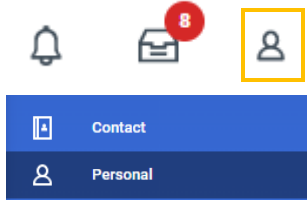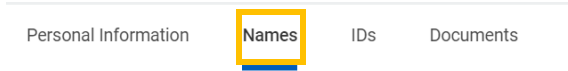
NAMES: CHANGE YOUR PREFERRED NAME

You would use Change Your Preferred Name if your legal name was Susan but preferred to be called Sue.

1. Click on **Your Profile** in the upper right. Under **View Profile**, choose the **Personal tab** on the left.

2. Click on the **Names** subtab on top.

3. Within **Names**, you can choose to edit your **Preferred Name.** Your preferred name will display in Workday instead of your legal name.

4. To add or change your **Preferred Name:** click **Edit**. If you want to use your legal name, keep the box marked. If you would like to change to your preferred, **uncheck the box and enter change your First Name.**

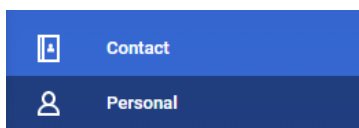**Uncheck** the "Use legal name as preferred name" box.

5. Enter in your preferred name and click **Submit.**

IDs: EDIT GOVERNMENT IDS

If you need to update your Government ID (SSN), you would do so here. This also shows your Employee ID.

1. From your home page, click on your profile icon in the upper right and click **View Profile**.

2. Under **Personal**, choose the **IDs subtab**.

3. Click Edit and select either Change My Government ID

Government ID- click the ⊕ to add a new ID. This would only need to be changed if you have just received a Social Security Number.

4. Once completed click **Submit**.

5. If your **ID** is already populated, click **Submit**.

6. Under national IDs, click the **Add Row** icon ⊕

7. Select the **Country** and **National ID Type.** Enter the **Identification #.**

8. Type in or use the calendar icon to select the **Issued** and **Expiration Dates**. If entering in your SSN, you would not need to enter in an expiration date as they don't expire.

9. **(Optional) Drag and Drop** or click **Select Files** to attach a copy of your government ID. Select the **Category** of the ID.

10. **REMEMBER:** You will be required to present the government ID documents on your first day.

IDs: VERIFY NATIONAL ID

If you want to verify your correct Social Security Number is listed, you would do this here.

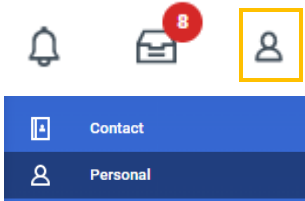**1.** Under **Personal**, choose the **IDs subtab**.

2. To verify the correct Social Security Number is listed, click **Verify National ID** by clicking on the box and **enter in your SSN**. If it is correct. It will show you your number.
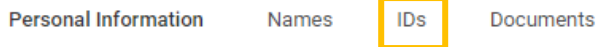
IDs: CHANGE MY LICENSES

1. Click on **Your Profile** in the upper right. Under **View Profile**, choose the **Personal tab** on the left.

    | Contact |
    | Personal |

2. If you need to update or add a License, go to your Profile, under Personal, choose the **IDs subtab**.

    Personal Information   Names   IDs   Documents

3. Click **Edit** for **Change My Licenses**. *Be sure to read the text on this screen before starting.*

4. Click ⊕ and select either **Driver's License** or **WBA: Wisconsin Bar Association License** from the list.

5. In the Class field, **enter each Class or Endorsement listed on your license**. Example: ABCDT- Tanker.

    Class

    ABCDT- TANKER

6. You need to **enter in the state** your license was issued by under the **Issued by Country Region**.

    Issued by Country / Issued by Country Region / Issued by Authority

    ◯ Issued by Country

    ⦿ Issued by Country Region

    ✕ Wisconsin

    ◯ Issued by Authority

    ◯ None of the above

7. Enter in the **Identification Number, Issued Date** and **Expiration Date**. The Verification Date is the date you are entering in your license.

8. All Licenses will **require an attachment**. Drag or drop or select the file to upload. **This must contain the front and back of your license**. Choose **"Licenses"** as the category.

9. Once completed click **Submit**. This will be verified by an HR Partner.

Note: If you license is expired, you will need to get an updated one uploaded as soon as possible. Please let your supervisor know that you have an expired license because you may not be able to perform certain aspects of your job without a valid license.