


## ACCESS YOUR PROFILE SUMMARY PAGE

Your Personal Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.

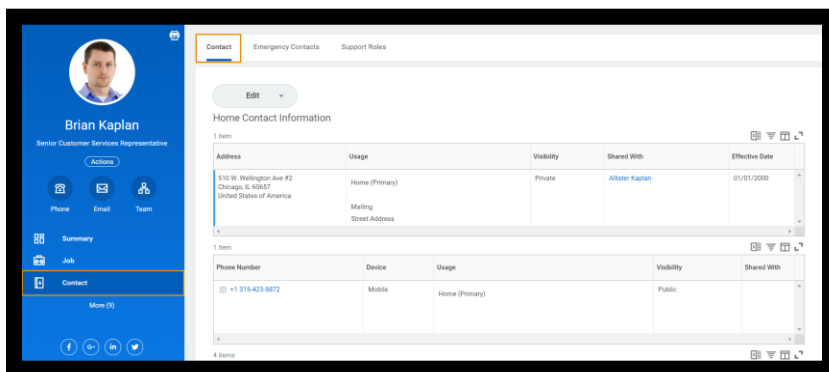
Data from Workday flows downstream to applications such as People Finder, Teams, etc. For this reason, it is important for employees to update their information in Workday first and allow up to 48 hours for it to flow to our downstream systems. If the data entered into Workday has not been reflected in People Finder after 48 hours, you can contact the GBS IAM Team at gbsiambusops@gm.com.

To access your Personal Profile page, click your **Profile** icon > **View Profile**.


 **Note:** All instructions in this job aid start from the Personal Profile page.

## ADD OR CHANGE YOUR WORK AND HOME CONTACT INFORMATION


1. Click the **Contact** tab. The **Contact** subtab is selected.



2. Click **Edit** and select **Change My Home Contact Information** to

change your personal contact information or select **Change My Work Contact Information** to change your work contact information. Within each section, click the **Edit** icon  to change existing information or click **Add** to add new information. You can also click within a field to edit.

- a. Enter an extension number, only if applicable
- b. Do not enter any alpha characters in the Extension field

 **Note:** Home contact information is not visible to the public. Work location can only be changed by HRBP or your manager.

3. Click **Submit** and **Done** to save your changes.

## ADD OR CHANGE EMERGENCY CONTACTS


1. Click the **Contact** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit** and **Done** to save your changes.

## MODIFY YOUR PERSONAL INFORMATION

From the Personal tab on your profile page you can add and edit your personal information, including your date of birth, gender identity, sexual orientation, and pronoun.


1. Click the **Personal** tab. The **Personal Information** subtab is selected.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit** and **Done** to save your changes.

## MODIFY YOUR SEXUAL ORIENTATION AND GENDER ID (US ONLY)


1. On the Personal Information page click **Edit**.
2. Under **Change Personal Information**, scroll down to the **Sexual Orientation** section and click the **Edit** icon .
3. Click inside the field to select your sexual orientation, then click the checkmark to save the information.

### Sexual Orientation

Sexual Orientation




- A: Bisexual
- B: Gay
- C: Lesbian
- D: Straight / Heterosexual
- E: Other
- F: Prefer not to answer

4. In the **Gender Identity** section and click the **Edit** icon  and click inside the field to select your gender identity. Then click the checkmark to save the information.

### Gender Identity

Gender Identity



- A: Female
- B: Intersex
- C: Male
- D: Nonbinary
- E: Transgender - Male
- F: Transgender - Female
- G: Other
- H: Prefer not to answer

5. Click **Submit**.

## MARITAL STATUS AND DEPENDENTS CHANGE (US AND CANADA ONLY)

### US

Marital Status and Dependent Changes in Workday are country-specific for the United States. Marital status and dependents are not available for editing as this information is fed to Workday from Fidelity. To make changes to your marital status or depending, please contact The USA Benefits Center at 1-800-489-4646 or by logging into your online account through [gmbenefits.com](https://gmbenefits.com). Additional information is available [here](#).

In the US, marital status can only be Blank or Married, therefore entries will be Blank for those who are single, divorced, widowed, etc.

## Canada

Marital Status is not stored in Workday for Canadian employees. Please ensure you provide this information to the Benefit Centre if necessary.

### VIEW YOUR IDENTITY PAPERWORK

1. Click the **Personal** tab.
2. Click the **IDs** subtab.
3. Click **Edit** and select **Change My Government IDs**
4. Update your information as needed and attach your supporting documents.
  - a. Supporting documentation is required and must be attached. An error will appear if documentation is not attached.
5. Enter **ID Verification** as the category
6. Click **Submit**
7. To view your documents:
  - a. Click the **Documents** subtab
  - b. Click the document links to download or view documents
  - c. Click **Add** to attach documents to your profile, **Edit** to make changes to documents, or **Delete** to remove them

### ADD OR CHANGE YOUR PHOTO

1. From your **Related Actions**, click **Personal Data > Change My Photo**.
2. Click the **Select files** button to locate, crop, and upload your image, or drag and drop your image directly into the Attachments section from your local drive. You can crop and adjust the image

by dragging the corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your profile page.

3. Click **OK** and **Submit**.
4. Depending on your organization's configuration, you may need further approval before the change takes effect.



Note: The supported file formats depend on your organization's configuration. Typical formats include .png, .jpg, and .gif.

### ADD AND VIEW YOUR SOCIAL NETWORKS

1. From your **Related Actions**, click **Personal Data > Social Networks**.
2. Click **Edit** to change an existing network or **Add Social Network Account** to add a new one. You can maintain up to four networks.
3. Enter the social network and user name or web address you want to add. You can only add one account for each social network.
5. Click **OK** and **Done**.

### DELETE A SOCIAL NETWORK

1. From your **Related Actions**, click **Personal Data > Social Networks**.
2. Click **Delete** next to the appropriate network.
3. Click **Submit** and **Done**.

### VIEW TRANSACTION HISTORY

View your transaction history to see information such as benefit enrollment or personal data change dates.

1. Click the **Job** tab.

2. Click the **Worker History** subtab. Your business process history displays.
3. Click **View Worker History by Category**. The data is organized into different tabs to make it easier for you to review your history.

## CHANGE MY BUSINESS TITLE



Note: **Change My Business Title and Change Business Title are two different processes in Workday.**

**Change My Business Title** is available to anyone who wants to change their business title.

**Change Business Title** is intended to change someone else's business title. This is available to Managers, HRBP, HR Admins, Delegate Managers, GDM, Group Leaders, Implementers, Management Chain and Top-Level Manager's Approver. If you do not have any of these roles, you will not see "Change Business Title" in search or navigation.

1. From your **Related Actions**, click **Job Change > Change My Business Title**.
2. Enter the Effective Date.
3. Enter the proposed Business Title.
4. Click **Submit** and **Done**.



Note: Depending on your organization's security, this may be routed to another department for approval.

## CHANGE SELF-IDENTIFICATION OF DISABILITY (US & CANADA ONLY)

1. From your homepage, enter **Disability** into the search bar
2. Select **Change Self-Identification of Disability**
3. Click **OK**
4. Check the box that applies to you




### Please check one of the boxes below:

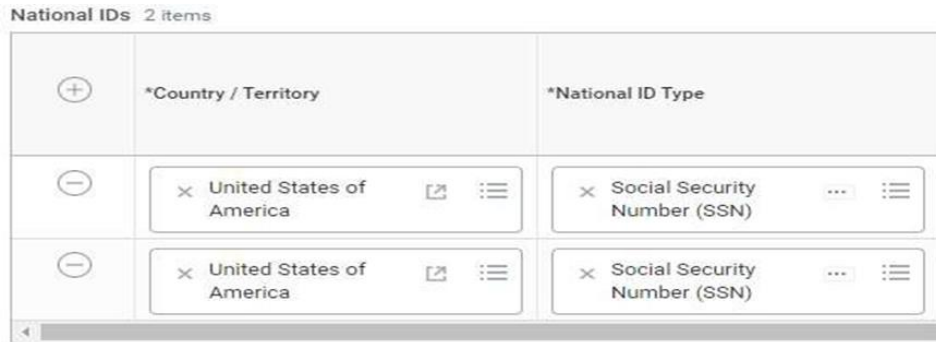
- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

5. Click **Submit**

## CORRECT/REMOVE MULTIPLE NATIONAL ID'S

USA EMPLOYEES FOLLOW STEPS 1 TO 6, OTHER COUNTRIES FOLLOW STEPS 4 TO 6

1. From your profile click the Actions button . Hover over **Personal Data** and select **View Form I-9. (USA ONLY)**
2. Review **Section 1. Employee Information and Attestation** scroll down and review supporting I-9 document attached. (USA ONLY)
3. Capture the correct National ID. (USA ONLY)
4. From your profile click the Actions button  , hover over **Personal Data** and select **Edit ID information**
5. Removed the incorrect **national ID** by clicking the minus sign 
6. **Enter your comment** and click **submit**.



## MANAGE PERSONAL PROFILE SUMMARY INFORMATION

You can enhance your Personal Profile with details of your professional experience.

1. Click the **Profile** icon. The page displayed is your **Profile Summary**
2. Here you can upload and edit your personal profile **Statement, Job History, Skills and Feedback.**
3. Click **+ Add** next to a section.
4. Add your own information and/or edit existing information, including your statements, job history, education, skills, and internal projects.
5. Click **Submit** and **Done**.

## UPDATE VETERAN STATUS

### OPTION 1

1. From your homepage, enter **Change My Veteran Status Identification** into the search bar
2. From the search results, select **Change My Veteran Status Identification**

3. A pop-up will appear with your name in the **Worker** field. Click **OK**.
4. In the **Veteran Status** field, select the option that best describes you
5. Next, select all options that are applicable to you
6. Click **Submit**

### OPTION 2

1. From your homepage, click on your profile icon and select **View Profile**
2. Under your profile picture, click on **Actions**
3. Click on **Personal Data**
4. Select **Change My Veteran Status Identification**
5. You will be taken to the **Change my Veteran Status Identification** page
6. In the **Veteran Status** field, select the option that best describes you
7. Next, select all options that are applicable to you
8. Click **Submit**

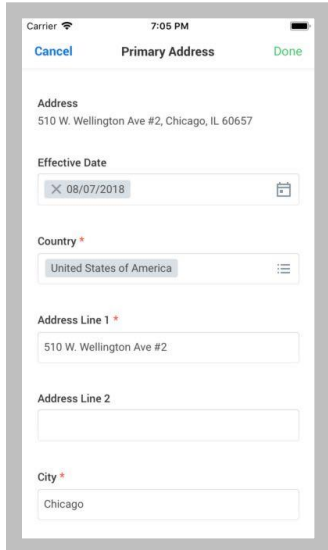
## MOBILE

### CHANGE YOUR CONTACT INFORMATION FOR IPHONE AND IPAD

From the Home page:

1. Tap your **Profile** icon, then tap **View Profile**.
2. Tap the **Related Actions** icon in the upper-right corner.
3. Tap **Personal Data > Change Contact Information**.

4. Tap the **Edit** icon where you want to update the information and make your edits. Some information is required, as identified by an asterisk.
5. Enter any comment at the bottom of the page and tap **Submit**. A confirmation page displays.



## UPDATE YOUR PROFILE PHOTO FOR IPHONE AND IPAD

From your Personal Profile page:

1. Tap your **Profile** image.
2. Select **Camera** to take a new photo. You can also select **Choose from Library** or **Import Attachment** on iPhone or **Gallery** on Android to use an existing photo.
3. Once your photo is selected and submitted, your photo may be sent for approval.

## PERSONAL INFORMATION UPDATES REQUIRING ATTACHMENTS

When updating personal information in Workday, in some cases, based on local legal and regulatory requirements, you will be required to submit an attachment to validate the change. A list of personal information fields requiring an attachment is listed below. Samples of the attachments are also included, but please note that based on local practices, you may be able to submit other documentation as well.

Type of Personal Data Change	Country for which an Attachment is Required to Validate Change	Examples of Acceptable Documents to Attach (Documents Must Be Unexpired)
Date of Birth	All	Birth Certificate or Government Record of Birth Passport National ID Resident Registration Certificate (Korea)
Marital Status	All, except USA and Canada  (For USA, this information is view only in Workday.)	Legal Document Reflecting the Change, such as: Marriage Certificate Civil Registry of Marriage Certificate Common Law Marriage/Relationship Declaration Marital Registry of Marriage or Extrajudicial Declaration Divorce Decree Legal Separation Document Death Certificate of Spouse/Common-Law Partner
Citizenship Status	All, except Canada	Birth Certificate or Government Record of Birth Passport Citizenship Card (Brazil)
Primary Nationality	Brazil China Egypt Israel Mexico Philippines Thailand UAE	Government Record of Birth/Birth Certificate (Egypt, Mexico, Philippines, Thailand) Driver's License (Israel) National ID Card (China, Israel, Thailand) Passport (Brazil, China, Israel, Philippines, Thailand, UAE) RG - Registro General (Brazil)
Legal Name	All	Marriage Certificate Divorce Decree

		Judicial recognition of a name change Other legal mechanism permitted by State law or regulation Resident Registration Certificate (Korea)
Government/National ID	All, except Korea	Valid Government Issued Document Reflecting New ID (i.e., Canadian SIN Document, USA Social Security Card)
Licenses	All	Scanned Copy of License (i.e., Driver's License)
Passports/Visas	All	Valid Government Issued Passport/Visa
Disability	Korea	Certificate of Disability (Korea)
Dependents (only applies to countries for which dependents are tracked in Workday)	Argentina Brazil Chile Colombia Ecuador Egypt India Indonesia Korea Mexico Peru Philippines Thailand UAE Uruguay	Adoption Certificate (Brazil) Dependent's Birth Certificate (Argentina, Brazil, Chile, Colombia, Ecuador, Egypt, India, Korea, Mexico, Peru, Philippines, Thailand, UAE, Uruguay) Family Relation Certificate (Korea) House Registration (Thailand) ID Security Number/CPF (Brazil) Marriage Certificate (Argentina, Brazil, Chile, Colombia, Ecuador, India, Mexico, Peru, Philippines, Thailand, UAE, Uruguay) Common Law Certificate (Brazil) Death Certificate (Philippines) Divorce Act (Argentina) Dependent's National ID Card (Chile, Colombia, Ecuador, Peru, Uruguay) Dependent's Passport (UAE)  Additional Instructions for UAE: <ul style="list-style-type: none"> <li>• Dependent's Passport must be attached along with:</li> <li>• Birth Certificate if adding child</li> <li>• Marriage Certificate if adding spouse</li> </ul> Additional Instructions for Argentina: <ul style="list-style-type: none"> <li>• Marriage: Marriage Certificate &amp; Spouse's ID (front &amp; back)</li> </ul>



		<ul style="list-style-type: none"> <li>• Civil Union: Cohabiting/concubine ID &amp; Judicial Civil Union Act</li> <li>• Remove Spouse or Concubine: Divorce Act</li> <li>• In case of not having the divorce certificated, or, if it is a civil union, the employee can attach a signed note whit the required information: name of the dependent, ID number, date of the divorce/separation</li> <li>• Child (own son/daughter): Child ID and Birth Certificate</li> <li>• Child (spouse's child or a cohabiting's child): Judicial Civil Union Act Minor/Underage Guardianship: Under-age ID and Judicial Resolution that grants custody</li> <li>• OTHER DOCUMENTS:</li> <li>• ANSES Certificate is required to add a spouse to the health care.</li> <li>• Super Intendencia de Salud Certificate</li> </ul>
Payment Elections	<p>All, except the following:</p> <p>Australia Ireland United Kingdom USA</p>	<p>Bank Document (i.e., check that displays bank routing number, bank account number, bank statement)</p>