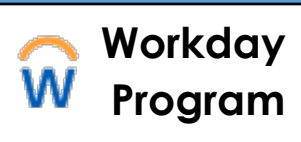


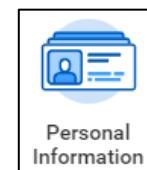
UPLOADING DOCUMENTATION TO WORKER DOCUMENTS



Use the following process to upload documentation to your personal Worker Documents in Workday.

1. Scan the documents you are looking to upload and save them to a file on your computer

2. Login to Workday and select the **Personal Information** app from your Homepage



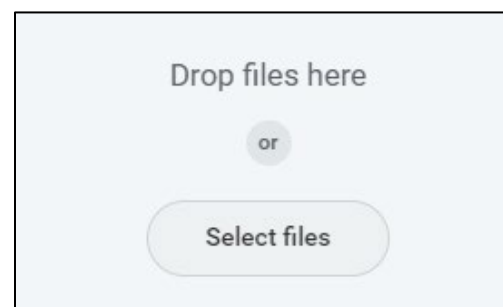
3. Select **View** and **Worker Documents**



4. From the **Maintain My Worker Documents** screen select the **Add** button

5. Select method to add file(s)

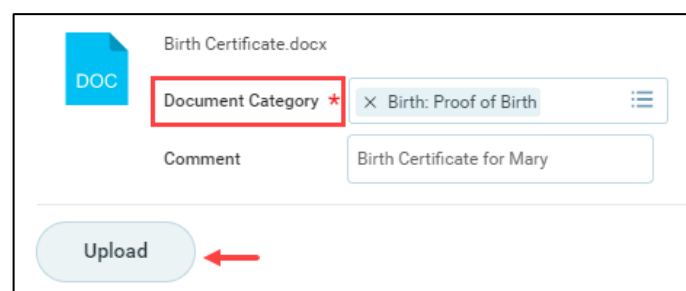
- Drop files here
- or
- Select files



6. Locate the saved file on your computer and select it

7. Select the correct **Document Category** from the drop-down menu:

- **Benefits** for Social Security card
- **Birth: Proof of Birth** for Birth Certificate
- **Marriage: Proof of Marriage** for Marriage Certificate and/or proof of shared address



8. Name the document in the **Comment** field and select **Upload**

9. Continue to follow this process until all needed documents are uploaded successfully

