

Workday – Personal Information



Add Your Profile Picture - Employee

Howard County Public Schools ☎ Budget & Finance Dept. ☎ Document ID No: WD157 ☎ Revision Date: 10/05/2020

 =Warning  =Timesaver  =Note

About Your Profile Picture

Your Workday **Profile** displays your picture, as well as personal information about you including job details, compensation, benefits, pay, time off, and contact information.

To ensure that every employee (temporary and permanent) has an official HCPSS issued photo ID, the Office of Human Resources will begin to permit new employees, as well as current employees who do not have a photo in Workday, the opportunity to upload an appropriate professional photograph in Workday to be used for their photo ID badge. Employee IDs serve as a form of instant identification for everyone in a building and enhances the security for our students and staff in our buildings. If there are any questions in reference to this requirement, please contact the Office of Human Resources at humanresources@hcpss.org

Profile Picture Requirements

- Submit a **business-like/professional** color photo, taken in last 6 months.
- **Use** a plain/smooth background such as a white drywall surface or plain/smooth blue background in your image. Any personal effects should not be in the background.
- Have someone else take your photo. No selfies.
- If you wear eyeglasses for your photo, make certain the image is glare-free.
- The image of your face must be clear. Do not use filters commonly used on social media.
- Do not submit photos with red eyes.
- Save the file format as **.png**.

Add Your Profile Picture

1. From your Workday **Home** page, select the cloud icon in the upper right corner of the page.
2. Select **View Profile**. Your **Profile** page displays with a Navigation pane on the left.
3. Select **Actions** on the blue navigation pane and select **Personal Data** and then **Change My Photo**. You may need to scroll to view this option.

 **Timesaver:** You can enter *Change My Photo* in the **Search** bar to select this task.

4. From the **Proposed Attachments** box, attach your photo using either the **Drop file here** or **Select files** option. (Make sure the file is saved in .png format.)
5. Make any necessary adjustments and select **OK**.
6. Select **Submit** and then **Done**. Your picture will go through an approval process. Every photo uploaded into Workday will go through an official approval process in the Office of Human Resources and you will be notified if your submission has been approved. If the photo is not approved, you will be allowed to submit another photo for approval.

 **NOTE:** Your Photo ID badge will be printed and sent to your assigned work location for pick-up and must always be worn inside of all HCPSS buildings.



Sent Back Photo

If your photo was not approved, you will receive a **Photo Change** task in your Workday **Inbox**. Please review the comments and submit another photo.

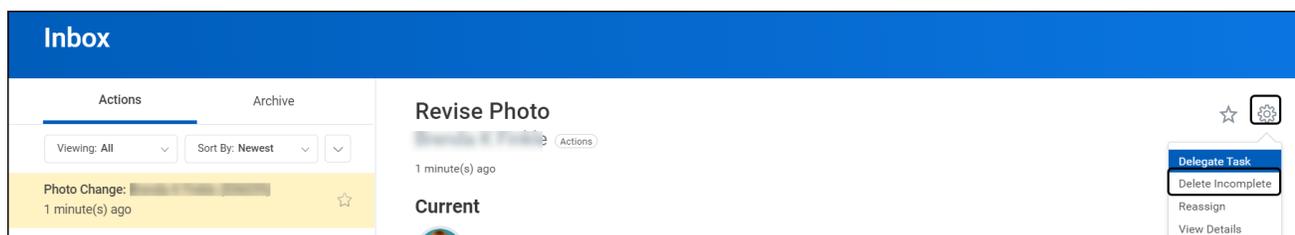
1. From your Workday **Inbox**, select the **Photo Change** task.
2. Review the comments to determine the issues with your photo and either fix the photo or take a new picture.
3. Select the **Delete** icon (trash can icon) in the **Proposed Attachments** section to delete your previous picture.
4. Select the **Select Files** to upload a new picture and make any necessary size changes.
5. Select **OK** and then **Submit**.
6. Your photo will once again go through an approval process.

Delete the Change My Photo Task

If you attempt to add a new photo and you already have an existing photo, you will receive an error message and will need to delete this task. You can delete this task from the Revise Photo screen or from your Workday **Inbox**.

Delete the Change My Photo Task from your Inbox.

1. Do not perform any tasks from the *Error* window and immediately go to your Workday Inbox.
2. From your Workday **Inbox**, select the **Photo Change** task.
3. Select the **Gear** icon in the right-hand corner of your screen.
4. Select **Delete Incomplete** from the list.
5. Select **OK** to confirm deleting this task and then **Done**. This task is now removed from your Inbox.



Delete the Change My Photo Task from the Error Message Window

1. From the *Event Saved Awaiting submission* window, select the **Actions** button on the blue horizontal bar and select **Business Process**>**Delete** from the **Actions** list.
2. Select **OK** and then **Done**. You can now return to your **Home** page and this task is deleted.

