



JWA Workday Training

Modifying Personal Information

## JWA Workday – Managing Personal Information

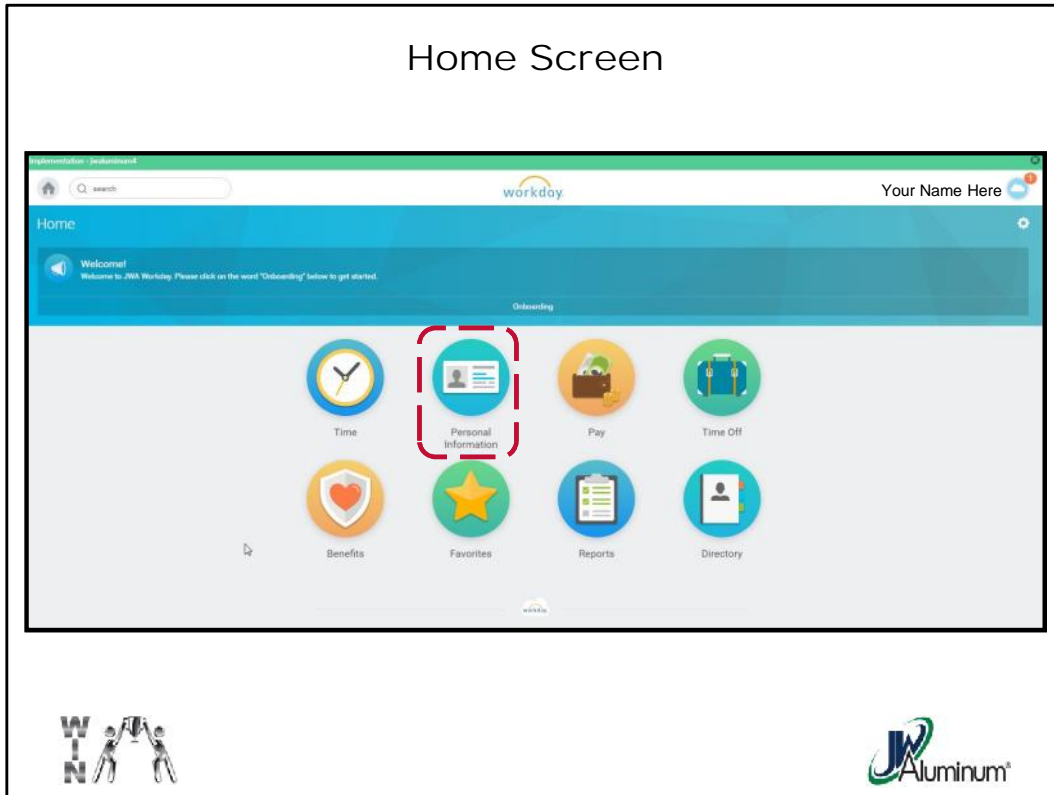
This Training Module Covers:

- Managing Personal Info via Worklet on Desktop
- Changing Contact Information on Desktop
- Changing Personal Information on Desktop
- Changing Marital Status on Desktop
- Changing Emergency Contact on Desktop
- Changing Photo on Desktop
- Managing Personal Info via “My Profile” on Desktop



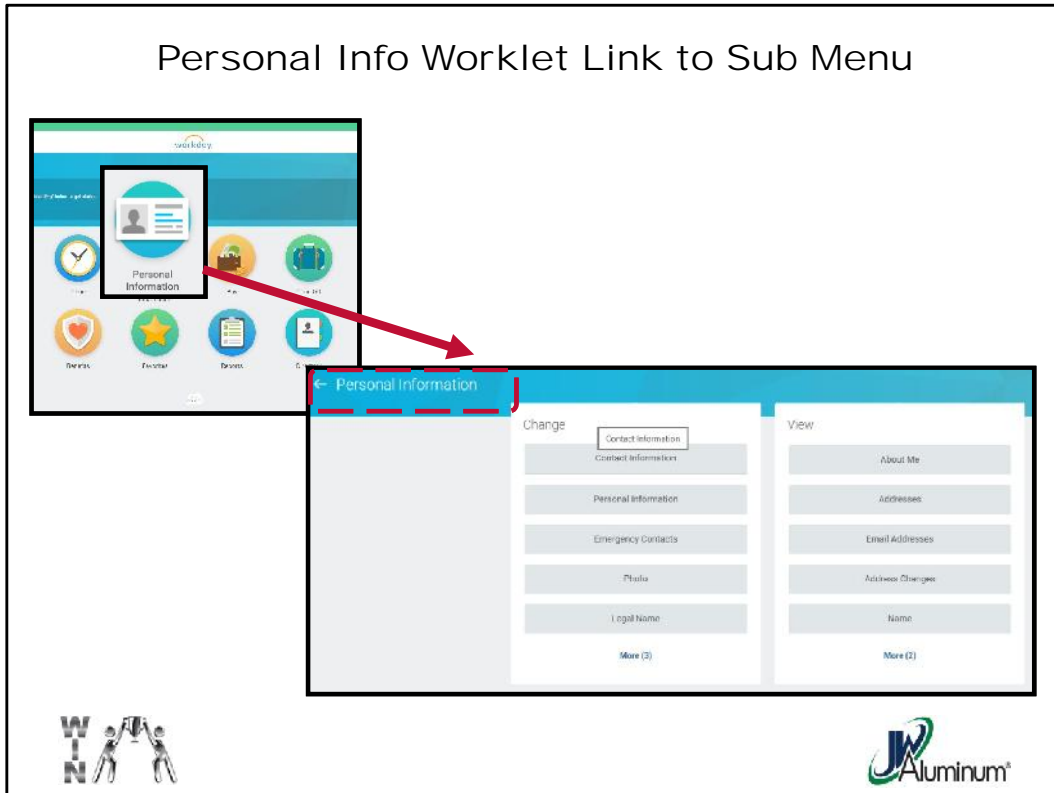
This slide list the subjects covered in this module.

# Home Screen

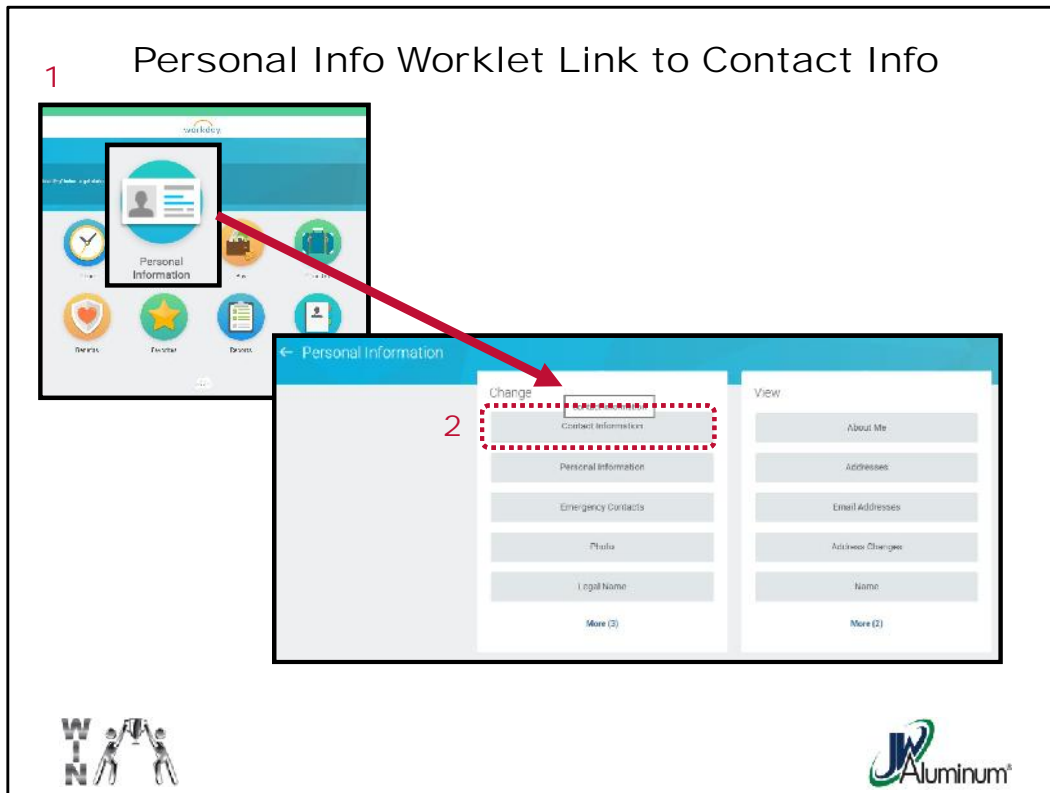


At the Home Screen, select the **“Personal Information”** Worklet.

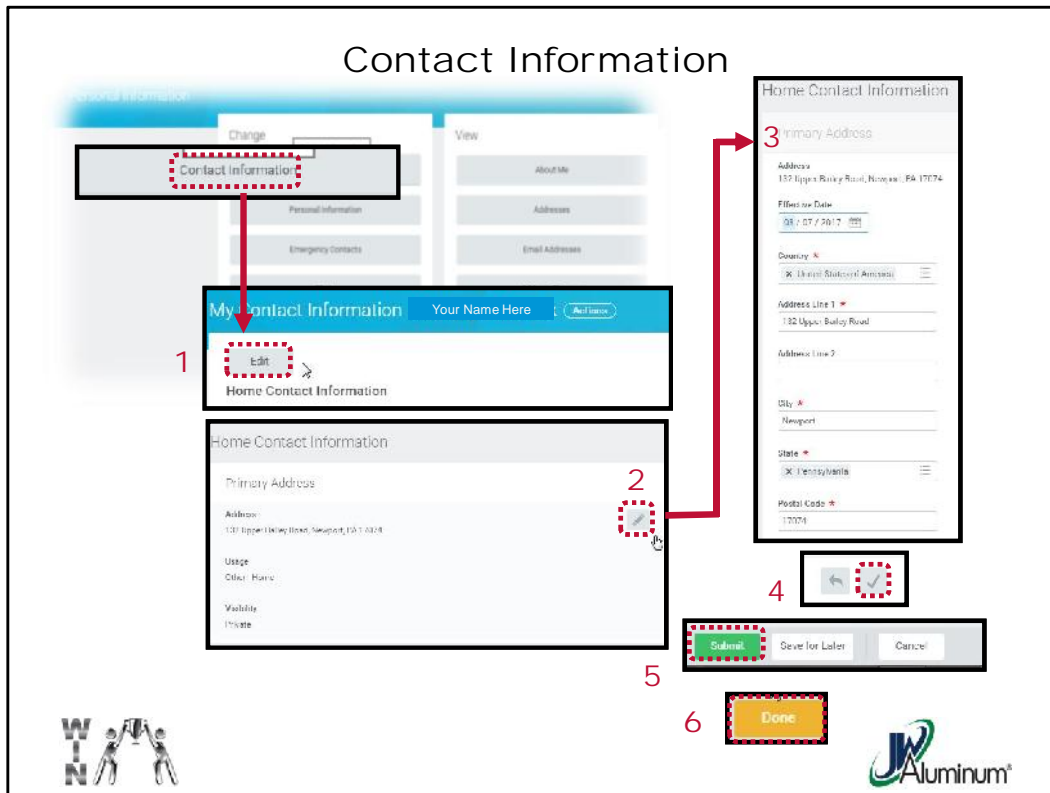
## Personal Info Worklet Link to Sub Menu



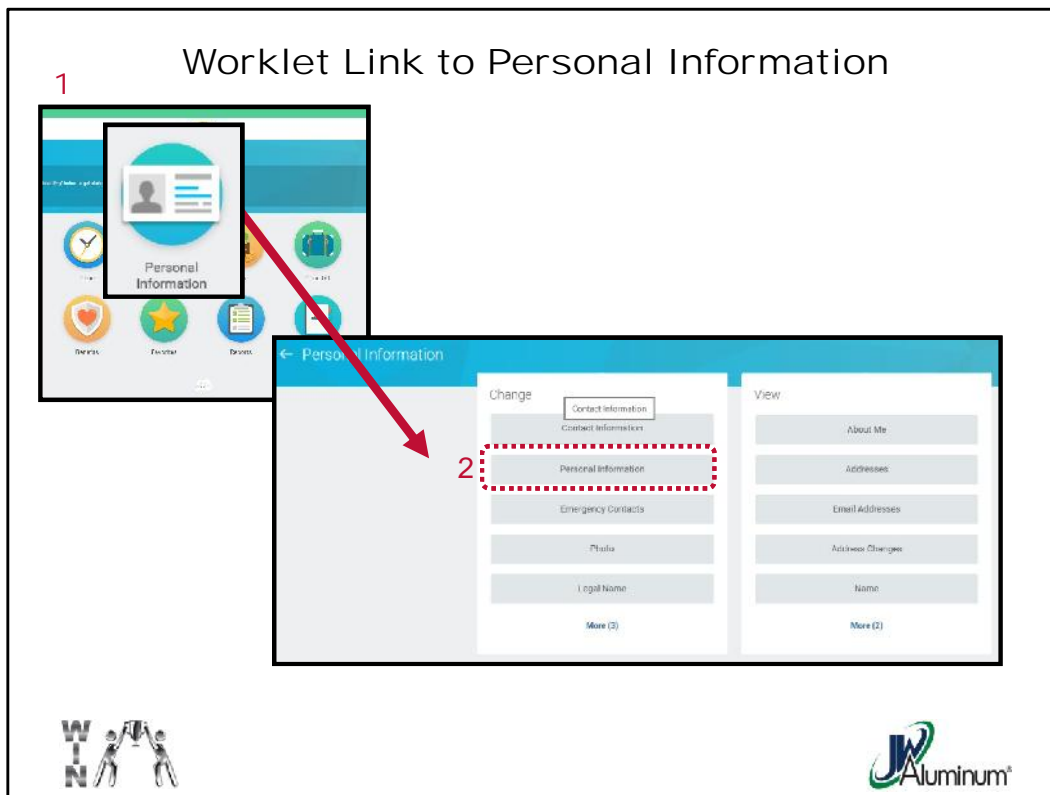
The **“Personal Information”** Worklet links to the Sub menu



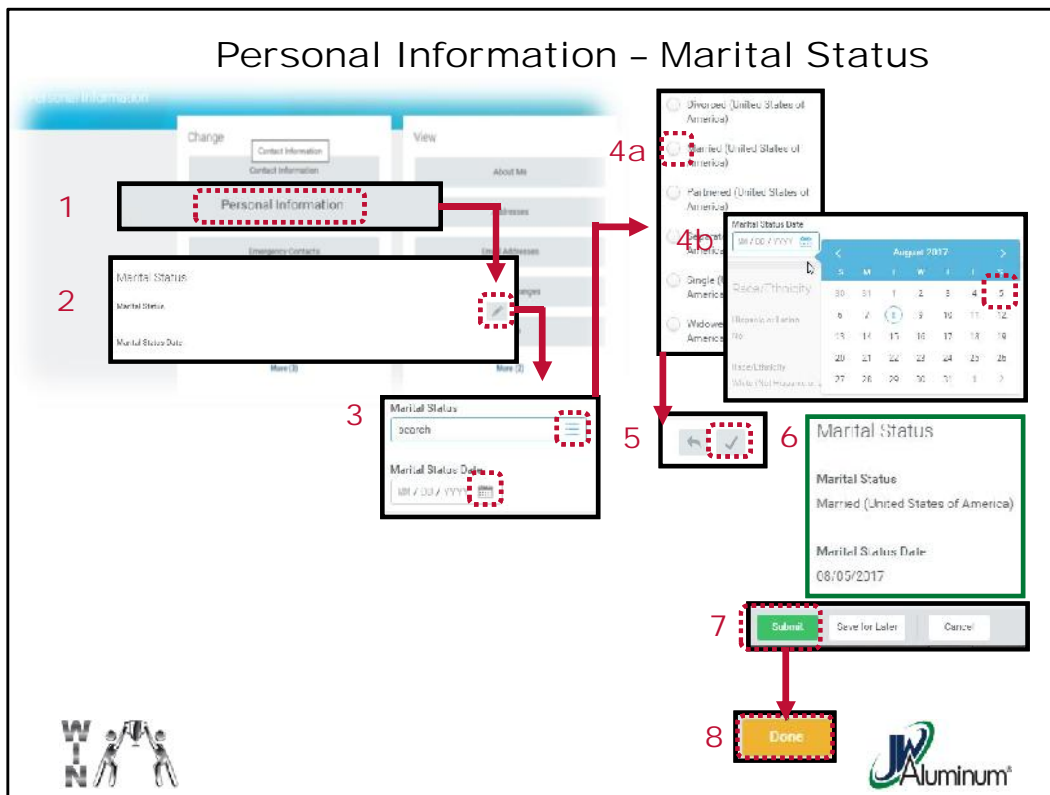
1. From the **Home Menu**, Select the **“Personal Information”** Worklet.
2. From the **“Personal Information”** Menu, Select **“Contact Information.”**



1. At the **“My Contact Information”** screen select **“Edit.”**
2. For the category of information, in this case **“Home Contact Information,”** select the **Pencil Icon**, or click anywhere inside the category box to edit the information.
3. Edit the information as required. *Remember, any field with a Red \* must be completed.*
4. Once correct information is completed select the **Check Mark** located in the right portion of the box for that category or click anywhere outside the box.
- Repeat steps 1 – 4 for all applicable sections of the **“My Contract Information”** category.
5. Once all sections are satisfactory, select **“Submit”** at the bottom of the screen. You may have to scroll down to view.
6. When prompted, select **“Done.”**



1. From the **Home Menu**, Select the **“Personal Information”** Worklet.
2. From the **“Personal Information”** Menu, Select **“Personal Information.”**



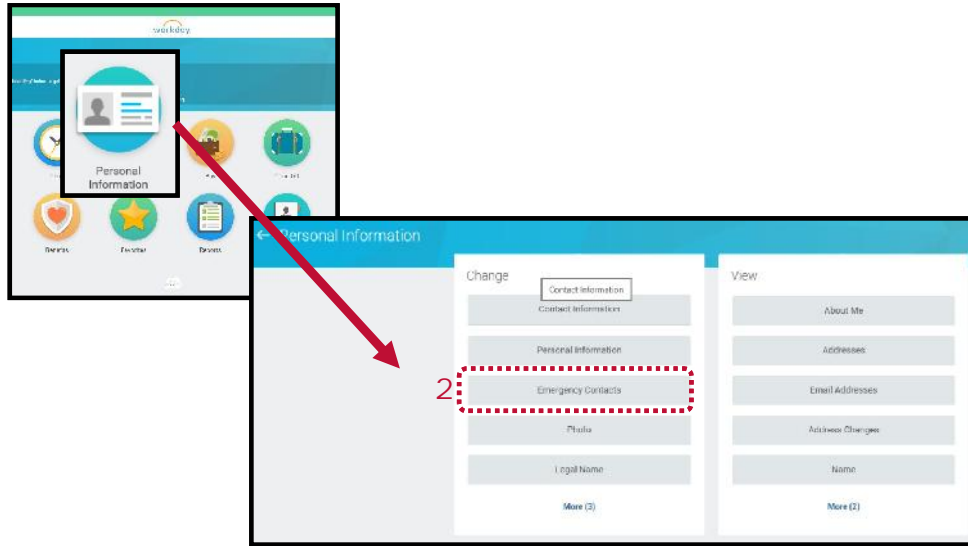
1. At the “**Change Personal Information**” screen select review the list of sections available for modification.
2. For the category of information, in this case “**Marital Status**,” select the **Pencil Icon**, or click anywhere in the category box, to edit the information.
3. Marital Status has two pieces of required information, the status and effective date.
4. Populate both fields as follows:
  - a. For “**Marital Status**” press the dropdown list icon, then select the applicable status. In this example, “**Married.**”
  - b. For “**Marital Status Date**” press the **Calendar Icon** and **Select the effective date**. In this example 08/05/2017.
5. Once both fields are populated, select the **Check Mark**, or click anywhere outside the category box, to close that category.
6. The Marital Status section will change to the information you entered. Confirm accuracy.
7. Press “**Submit**” at the bottom of the screen. *You may need to scroll down to view.*



8. When prompted, press **“Done.”**

## Worklet Link to Emergency Contacts

1



1. From the **Home Menu**, Select the **“Personal Information”** Worklet.
2. From the **“Personal Information”** Menu, Select **“Emergency Contacts.”**

# Emergency Contact

The screenshot displays the 'Emergency Contact' management interface. At the top, there are 'Change' and 'View' tabs. Below these, there are sections for 'Contact Information', 'Personal Information', 'Emergency Contacts', 'About Me', 'Address', 'Email Address', and 'Address Change'. A table lists emergency contacts with columns for Priority, Emergency Contact, Relationship, Preferred Language, and Primary Contact Information. The first contact is highlighted with a red dashed box and labeled '1'. An arrow labeled '2' points to a detailed view of the 'Primary Emergency Contact' form, which includes fields for 'Legal Name' and 'Relationship', each with a pencil icon for editing.

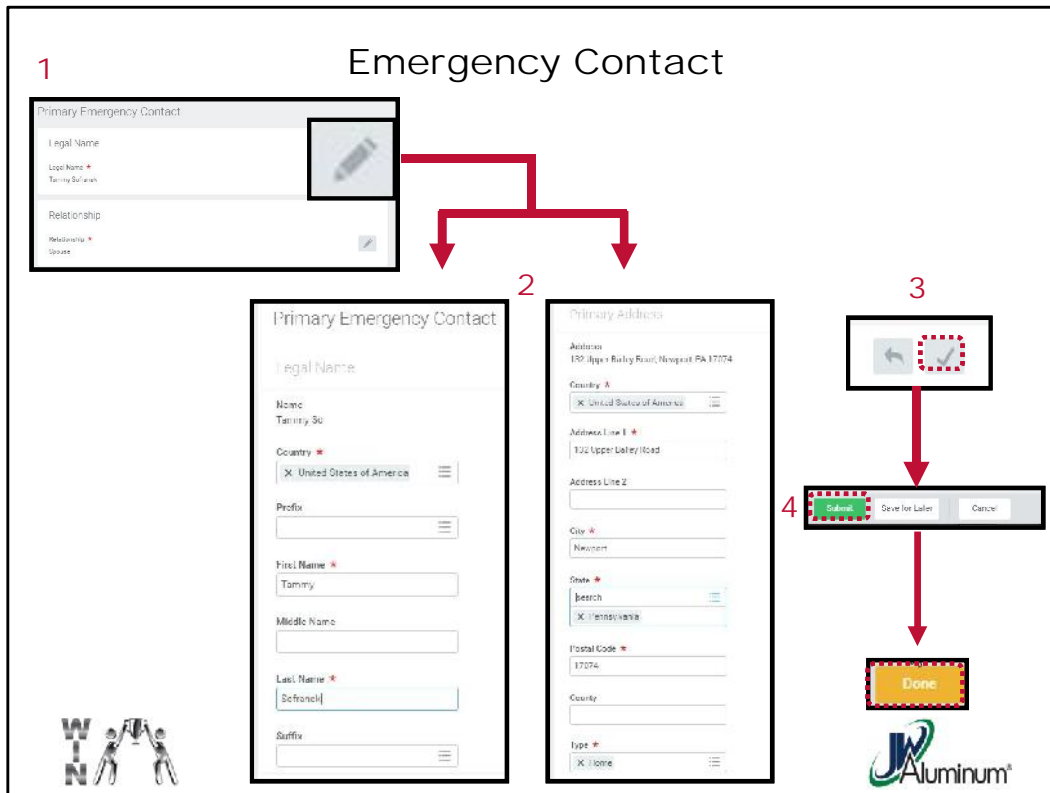
Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information
1	Tammy Sufanek	Spouse	English	+1 (138) 456-7890

**Primary Emergency Contact**

Legal Name  
Legal Name \*  
Tammy Sufanek

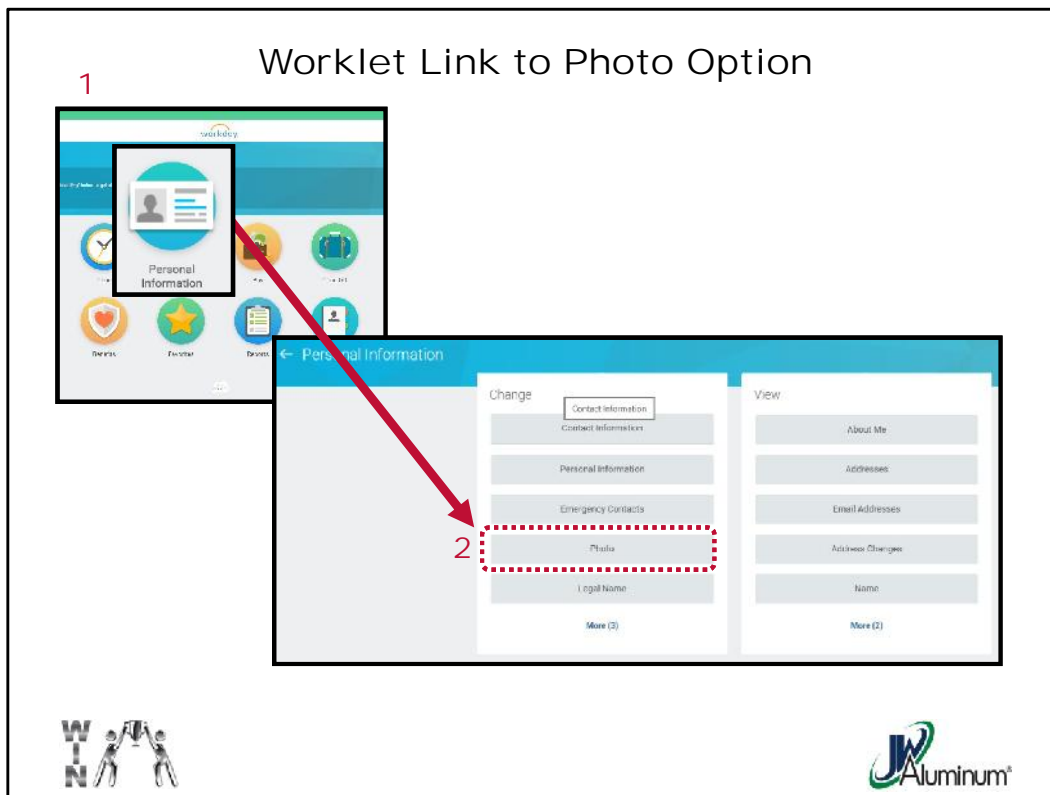
Relationship  
Relationship \*  
Spouse

1. When the **“My Emergency Contacts”** screen appears select **“Edit”** to modify.
2. A series of information sections appear. For each one, select the **Pencil Icon**, or click anywhere in the category’s box, to Edit.

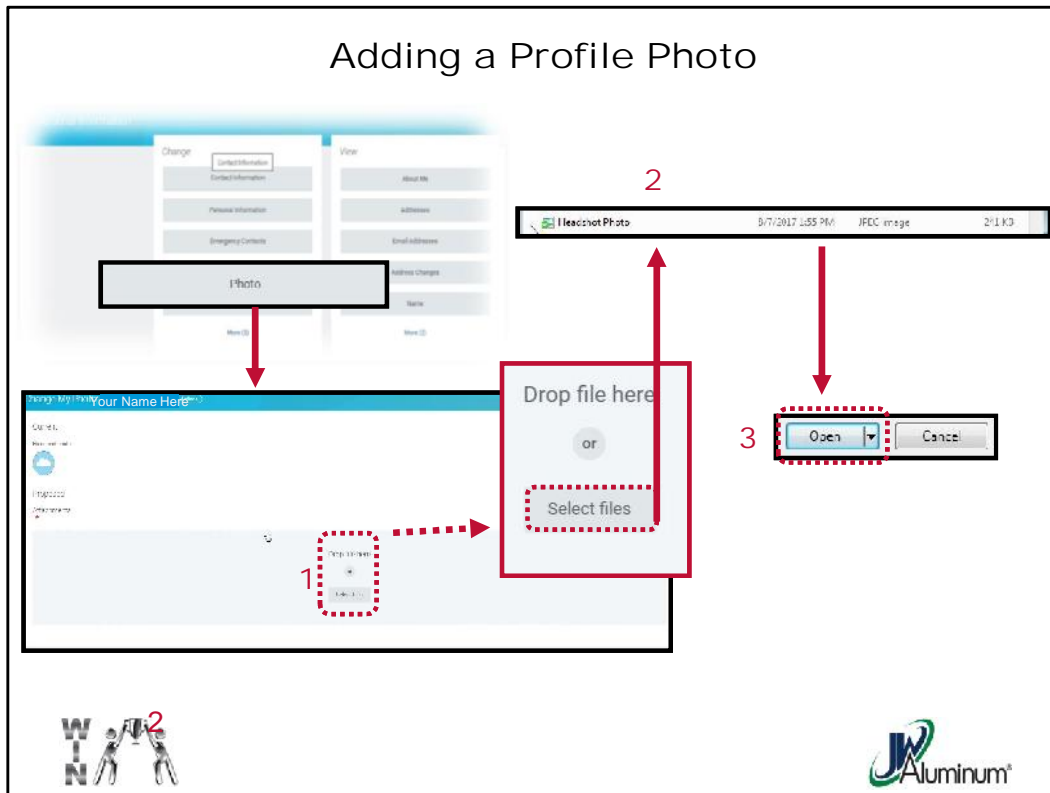


This is an example of two of the Emergency Contact information screens, both opened by pressing the **Pencil Icon** or clicking anywhere in the category's box.

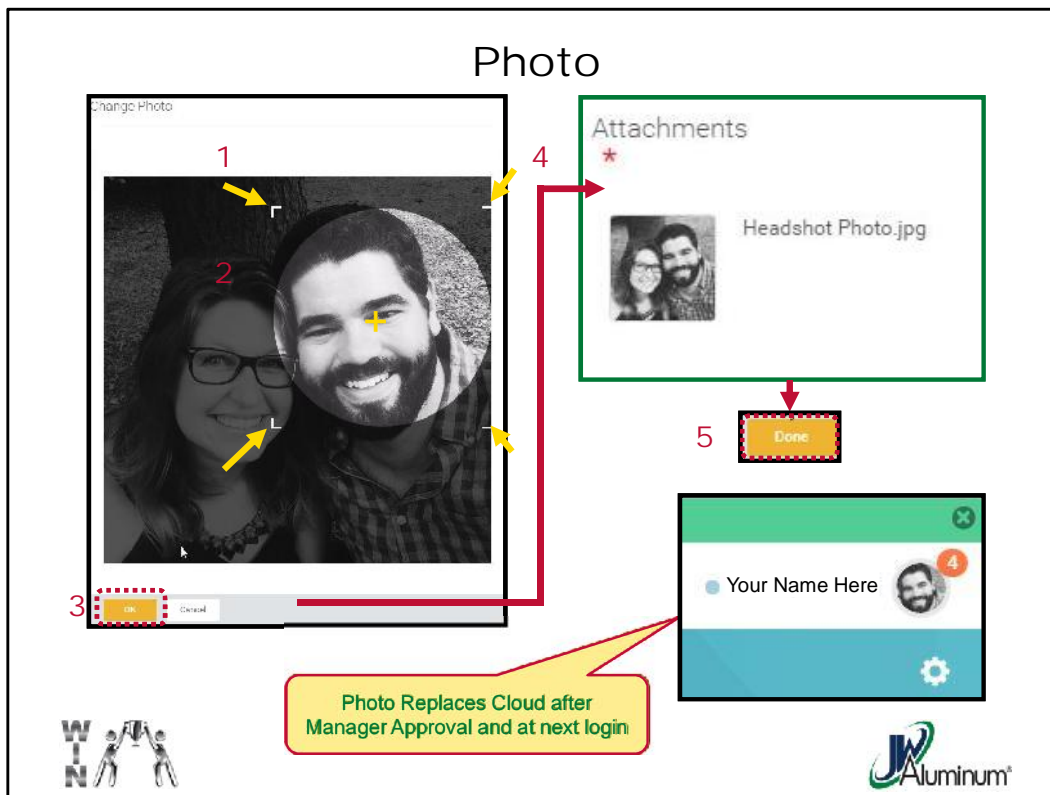
1. At the screen enter the information. Remember, all Red \* sections must be completed to continue.
2. For each section press the **Check Mark**, or click outside the section's box, to close that section.
3. Once all Sections are updated select "**Submit**" at the bottom of the screen. *You may have to scroll down to view.*
4. When prompted, press "**Done.**"



1. From the **Home Menu**, Select the **“Personal Information”** Worklet.
2. From the **“Personal Information”** Menu, Select **“Photo.”**



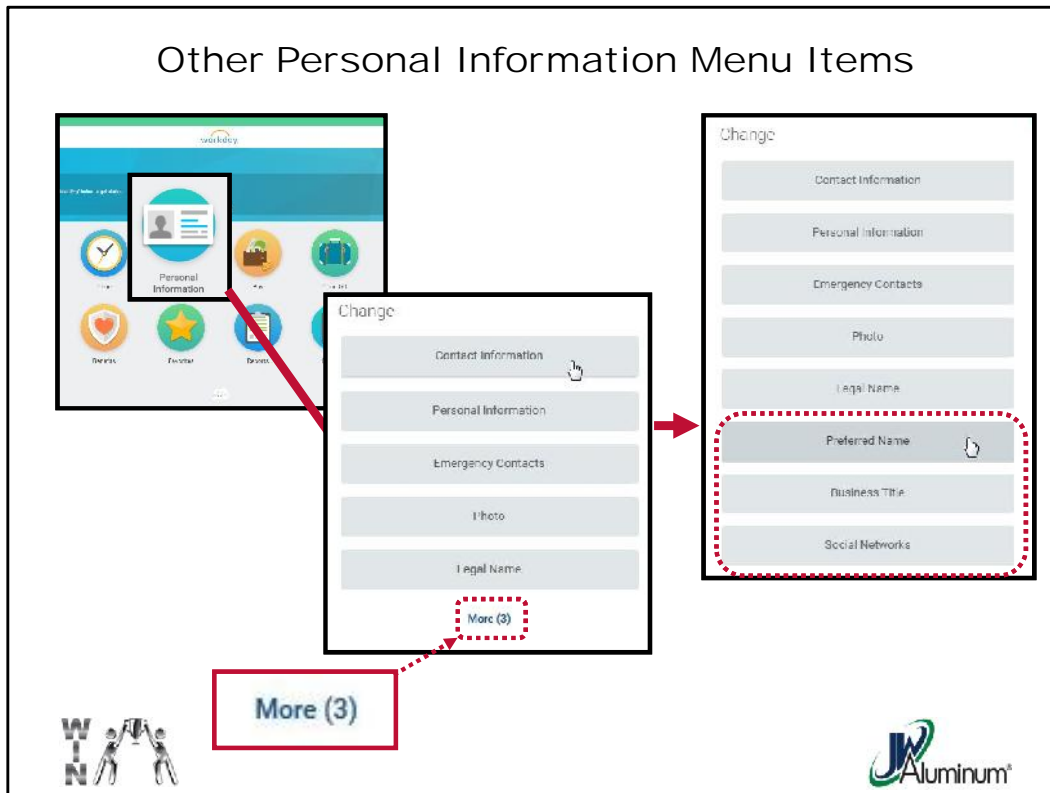
1. When the **“Change My Photo”** screen appears Select the **“Select files”** option.
2. Search the files for the desired photo. ***Note, it must be a headshot and professional looking.***
3. Once the desired file is located either **double-click the file, or highlight it and select “Open” at the bottom of the box.**



The “**Change Photo**” image you chose will appear on the screen.

1. Using the cropping tools at the corners (indicated by the yellow arrows) reshape the size to capture the head and neck only.
2. Drag the “+” to center the image.
3. Once satisfied with the view, select “**OK.**”
4. Review the image to confirm this is the desired view. *Note: The entire original photo appears in the box. However, once submitted, then approved, only the section you circled will appear in your profile.*
5. Once satisfied with the photo, select “**Done**” to forward to your manager.

## Other Personal Information Menu Items



Though not covered through the training, there are other personal information menu options available. If they do not appear on the screen, the screen may need expanding by clicking on “**More (3)**” at the bottom of the list.



## Accessing Personal Info Through Your Profile



If you click on the **“My Accounts”** Cloud icon the Dropdown box to the right appears. This is a master menu that contains a variety of links to other views and commands.

If you click on **“View Profile”** a **“Worker Profile”** page appears (example on the left, details on next slides).

## View Profile

The screenshot shows a user profile page for 'Mill Operator'. The page is titled 'View Profile' and features a navigation bar with 'Your Name Here' and 'Actions'. Below the navigation bar, there are two rows of profile tabs. The first row includes 'Job', 'Compensation', 'Benefits', 'Pay', 'Time Off', 'Contact', 'Personal', 'Overview', and 'Feedback'. The second row includes 'Job Details', 'Manager History', 'Management Chain', 'Organizations', 'Support Roles', and 'Worker History'. The 'Job Details' tab is selected, displaying a list of employee information. A callout labeled 'Contact Information' points to the 'Contact' tab. A callout labeled 'Profile Tabs' points to the second row of tabs. A callout labeled 'Details' points to the 'Job Details' tab. A callout labeled 'Profile Tab - Subset' points to the 'Contact Information - Public' section.

Job Details	
Employee ID	61759
Organization	JW Aluminum -> Tern Fly
Position	Mill Operator
Business Title	Mill Operator
Job Profile	1031 - Mill Operator
Employee Type	Regular
Management Level	Individual Contributor
Time Type	Full time
FTE	100.00%
Location	Williamsport
Hire Date	07/24/2017
Original Hire Date	07/20/2015
Continuous Service Date	07/24/2017
Length of Service	0 year(s), 0 month(s), 4 day(s)

This screen is the “**Job Details**” that has contact information, job title, length of service, and other general information.

Note also there are two rows of Profile Tabs. The Upper Row is all the categories the user can Tab on for various functions. For each Profile Tab in the Upper Row, there are additional Subset Tabs in the row below depending on the functions of the selected Upper Row Tab.