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Modify Personal and Contact Information

1. From the Workday Home Page, click the 👤 icon in the upper right corner to view your **Profile**.

2. Click **Contact** to update your address, phone number, emergency contacts, etc.

   - Click the **Edit** ✏️ icon to the right of any section that needs changes.

   - Click **Submit** to save the changes. Click **Cancel** if you do not wish to make any changes.

3. On the **Personal** Information sub-tab, click the **Edit** button to update your personal demographic information.

   - Click the **Edit** ✏️ icon to the right of any section that needs changes.

   - Click **Submit** to save the changes. Click **Cancel** if you do not wish to make any changes.

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View Org Chart

1. From the Workday Home Page, click the 👤 icon in the upper right corner to view your **Profile**.

2. Click on the **Team** icon 🔳 under your name.

3. The **Org Chart** will show you an overview of your team, including your direct reports (if any), coworkers and supervising manager.

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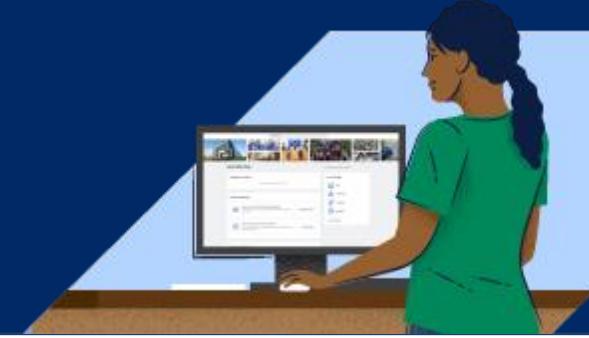
Add or Change Your Photo

1. From the Workday Home Page, click the 👤 icon in the upper right corner to view your **Profile**.

2. Click on **Actions** **Actions** under your name.

3. Point to **Personal Data** and click **Change My Photo**.

4. Click **Select files** and browse and select the photo you wish to upload or click and drag your photo from File Explorer into the Drop File Here section.

5. Click and drag to position your photo within the rectangle then click **OK**.

6. Click **Submit** to save the changes.

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View Pay Statements

To View Current Pay Statements in Workday

1. From the home page, click **Menu** in the left-hand corner. Then click the **Pay** tab

2. In the **Workday Payslips** section, click **Payslips**.

To View Past ADP Pay Statements and Tax Information

1. From the home page, click **Menu** in the left-hand corner. Then click the **Pay** tab to view past ADP pay statements and W2s.

2. In the **ADP Earning Statements and W2s** section, click **ADP**.

3. The ADP website will open in a new browser tab.

4. Sign into ADP using your ADP **User ID** and **Password**.

5. If you have not previously signed into ADP, in the **ADP Earning Statements and W2s** section, click **ADP Registration Instructions.**

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Search for Learning Courses

1. From the home page, click **Menu** in the left-hand corner. Then, click the **Learning App**.

2. In the **Required for You** section, you will see mandatory courses that have been assigned to you.

3. If you **Add Preferences**, you will see courses **Based on Your Interests** in this section.

4. You can discover classes by selecting the **Discover** tab within the Learning App. Click **Browse Learning** to browse the entire Learning Catalog, or click **Browse Topics** to browse by topic.

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View Your Compensation

1. From the Workday Home Page, click the 👤 icon in the upper right corner to view your **Profile**. Then click **Compensation**.

2. On the **Compensation** sub-tab, you can view your compensation information including base pay, total cash compensation, compensation grade, salary plan, merit plan, formula bonus, and cash LTI, if applicable.

3. On the **Total Rewards** sub-tab, you can view your base pay and bonus information, if applicable.

4. On the **Pay Change History** sub-tab, you can view all compensation actions that have been taken, including effective date, reason, total base pay, etc.

5. On the **Compensation History** sub-tab, you can view effective date, reason, type (e.g. salary, merit, bonus), name, current compensation, and proposed details.

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Modify Career Information

1. From the Workday Home Page, click the 👤 icon in the upper right corner to view your **Profile**. Then click **Career**.

2. On the **Skills** sub-tab, click the **Edit** button to add skills that represent your knowledge or ability. The other sub-tabs are modified similarly.

3. **Education**: Add school and degree information.

4. **Job History**: Add previous job titles, companies, and Start dates.

5. **Languages**: Add Languages and proficiency.

6. **Interests**: Add Skill interests, career preferences, career interests, willingness to travel, and relocation interest.

7. **Internal Projects**: Add the internal projects you are working on.

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Download the Workday App for Your Phone

You can get Workday for mobile in the iPhone or iPad App Store or the Google Play Store.

1. From your **Apple phone**, navigate to the App Store and search for **Workday**

2. OR from your **Android phone**, navigate to the Google Play Store and search for **Workday**

3. Click **Get** and then click the **download icon**

4. The organization ID is: **Medline**.

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Getting into the Workday App from Your Phone (Offline Employees)

1. Click on the **Workday App** on your phone to open **Workday**

    If you need support accessing the App Store or Google Play, visit: https://support.google.com/googleplay or https://support.apple.com/

2. New Medline Workday User ID is **first name initial, last name initial, Employee Number, @medline.com** (example: John Taylor would be JT123456@medline.com)

3. New Password is **DOB MM/DD/YYYY, Work Location, Last 4 of SSN** (For Ops – 3 Character Branch Code upper case, For Manufacturing = MFG) (example: 04/17/1976MFG9328 *including back slashes*). **Please note, this password is temporary and you will be asked to change it.**

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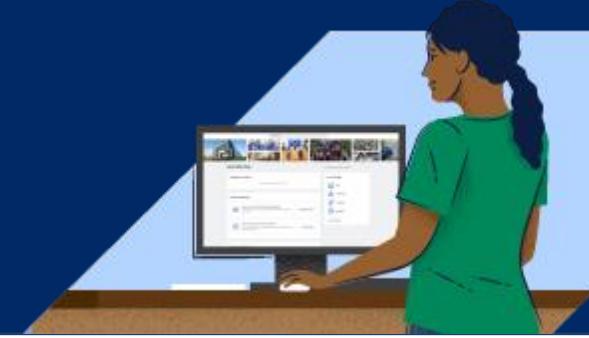
Getting into Workday (Online Employees)

1. Log into **Workday** via desktop or mobile device with your **Medline SSO credentials**.

2. Go to the App Store or Google Play and search "Workday" to download the **mobile app**
   The organization ID is: **Medline**.

Scan the code to view additional Workday resources on Zendesk.