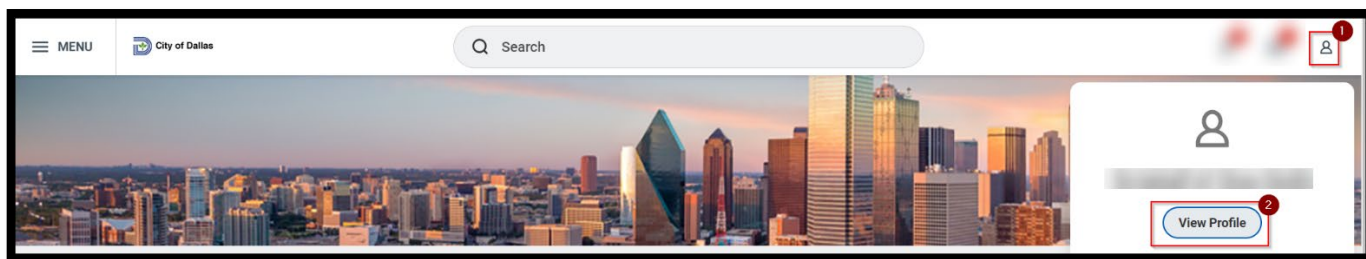# HCM: UPLOAD PROFILE PHOTO IN WORKDAY

City of Dallas

You can upload your profile photo in Workday by using the **Change My Photo Task**. If you are not a Manager, your profile photo will require an approval to be uploaded into Workday. All photos **MUST** be approved by your Manager or HR Partner or Department HR Partners.

Inappropriate photos will be rejected, and you will be asked to provide an acceptable photo. If your request has been approved within 3 days, your profile photo will be updated. If you have any questions regarding your profile photo, please contact your Manager, HR Partner, or Department HR Partners for guidance.

From Your Workday Home Page:

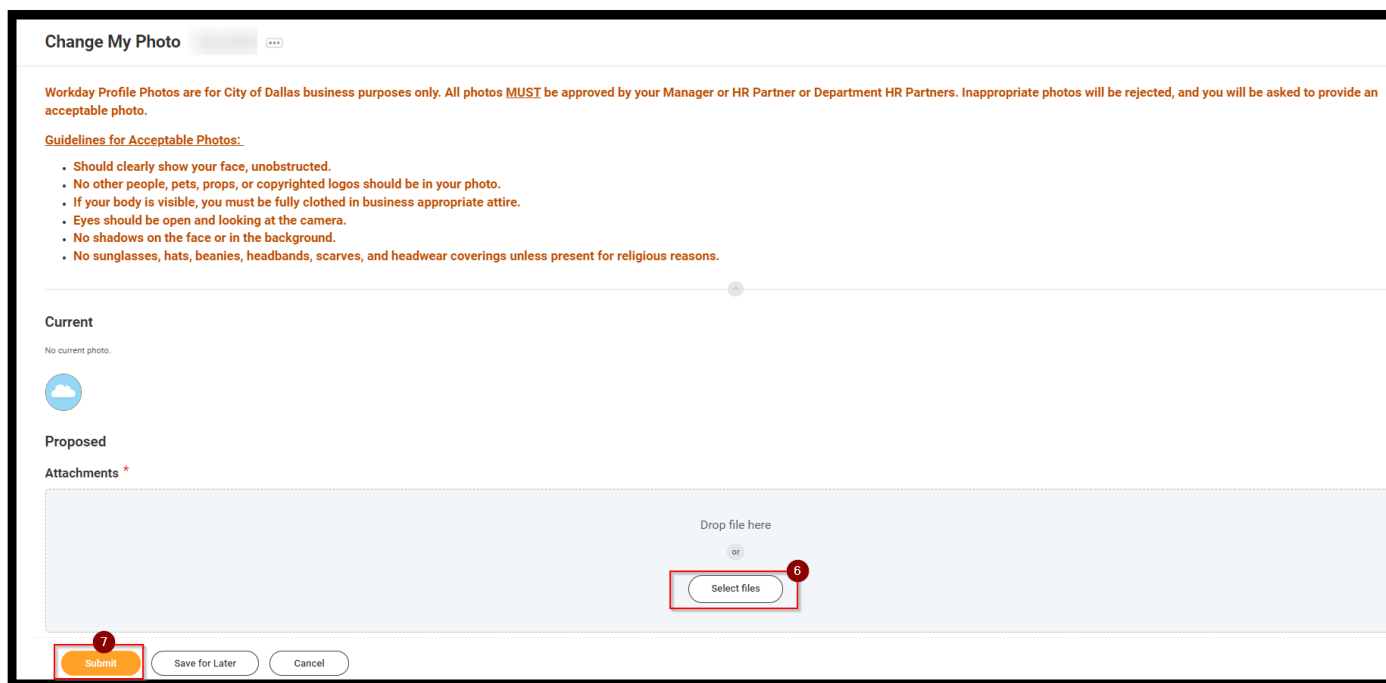1) Click "**Profile**" icon on the upper right

2) Click "**View Profile**" button

3) Click "**Actions**" button

4) Click "**Personal Data**"

5) Click "**Change My Photo**"

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City of Dallas
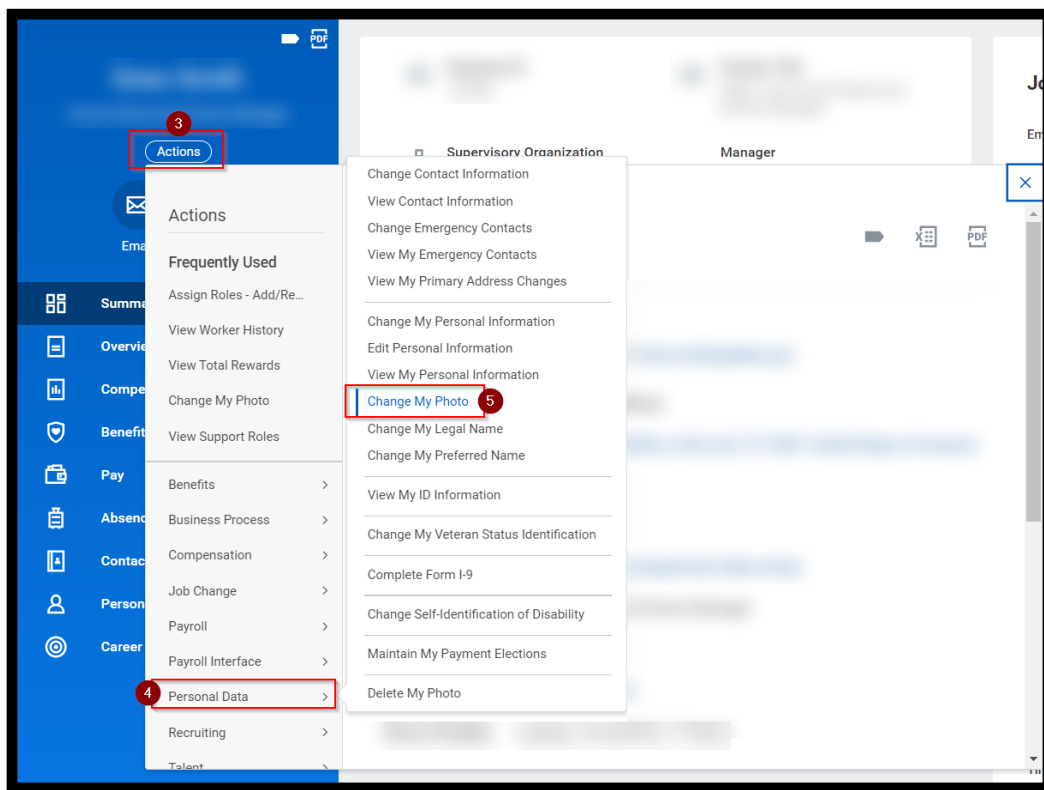
==**ATTENTION:**== **Before uploading your photo, please review the photo guidelines text at the top of the screen.**

6) Click "**Select Files**" button & choose your photo to upload

7) Click "**Submit**" button

Change My Photo

Workday Profile Photos are for City of Dallas business purposes only. All photos <u>MUST</u> be approved by your Manager or HR Partner or Department HR Partners. Inappropriate photos will be rejected, and you will be asked to provide an acceptable photo.

<u>Guidelines for Acceptable Photos:</u>

- **Should clearly show your face, unobstructed.**
- **No other people, pets, props, or copyrighted logos should be in your photo.**
- **If your body is visible, you must be fully clothed in business appropriate attire.**
- **Eyes should be open and looking at the camera.**
- **No shadows on the face or in the background.**
- **No sunglasses, hats, beanies, headbands, scarves, and headwear coverings unless present for religious reasons.**

Current

No current photo.

Proposed

Attachments *

Drop file here

or

Select files

Submit   Save for Later   Cancel

==**NOTE**==: If the Employee submitting the photo is not a Manager or Above, it will route to Manager or HR Partner or Department HR Partners to approve the photo. After you submit the photo and it has been approved, you can refresh your page and go back to your profile and see your photo. You can also click on the "Team" [Team] icon to see Employees' photos.

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HCM: UPLOAD PROFILE PHOTO IN WORKDAY

MANAGER, HR PARTNER, DEPARTMENT HR PARTNER APPROVAL

From Your Workday Home Page:

1) Click "**Tasks**" icon on the upper right
2) Click "**Photo Change: XXXX**" task
3) **OPTIONAL**: Enter text in the **comment** box
4) If the photo is appropriate for display. Click "**Approve**" button

NOTE: Select/Click "**Send back**" or "**Deny**" button if the photo is inappropriate. Please enter the reason why you are rejecting or sending back the photo so the employee will understand the issue. Managers, when in doubt, please contact your HR Partner or Department HR Partner for guidance.

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