

Access Your Worker Profile Page

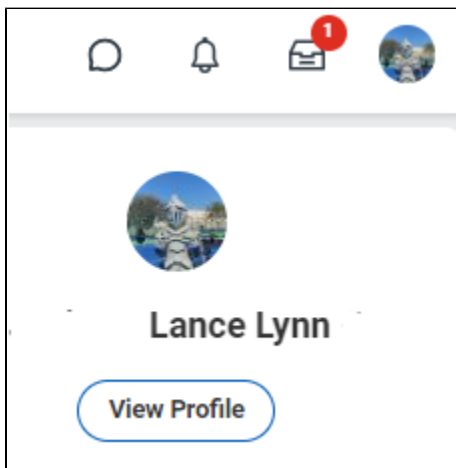
Your Worker Profile page displays employee information, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles. To access your Worker Profile page, click your **Profile** icon > **View Profile**.

On this Job Aid:

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Worker Profile Overview

Click your picture (or cloud icon) on the top right of the screen to access the profile page.



When you arrive at your Worker Profile, you're presented a summary of your employment record:

1. The Blue Ribbon Menu
2. Your Manager
3. Your Job Details
4. Summary card (if you have other profiles like student, you can switch between your profiles in this area)

The screenshot shows the Blue Ribbon Menu on the left side of the Worker Profile page. The menu includes the following items: Summary, Overview, Job, Compensation, Pay, Absence, Contact, Personal, Performance, and Career. The 'Performance' item is currently selected. The main content area is divided into three sections: 1. Worker Information (Lance Lynn, Student Worker Non-Federal Work Study - Hourly), 2. Location (Lynn Library), and 3. Job Details (Employee ID: 3000044, Supervisory Organization: Lynn University >> Support Services (Jesus Duran), Position: Student Worker Non-Federal Work Study - Hourly, Business Title: Student Worker Non-Federal Work Study - Hourly, Job Profile: Student Worker Non-Federal Work Study - Hourly, Employee Type: Student (Fixed Term), Management Level: Individual Contributor or Manager, Time Type: Part time, FTE: 50.00%, Location: Lynn Library, Hire Date: 11/01/2023, Original Hire Date: 11/01/2023, Continuous Service Date: 11/01/2023, Length of Service: 0 year(s), 2 month(s), 9 day(s), Time in Position: 0 year(s), 2 month(s), 9 day(s), Time in Job Profile: 0 year(s), 2 month(s), 9 day(s)). The 'Contact Information - Public' section shows the email address jcsstu@email.lynn.edu. The 'Work Address' section shows the address: Lynn Library 3601 N. Military Trail Boca Raton, FL 33431 United States of America.

Blue Ribbon Menu

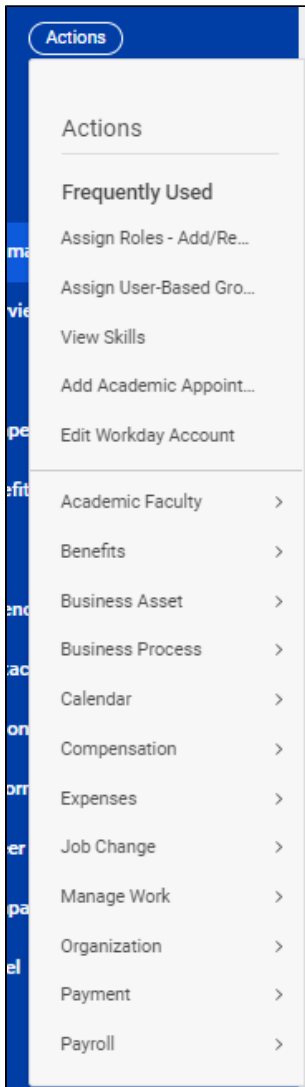
The Blue Ribbon Menu of the Worker Profile is a 'one-stop-shop' for your employment record. By default, you arrive on the 'Summary' tab. Each section offers information related to that subject, and many sections (e.g. Time Off, Contact, Personal, Performance, & Career) offer quick access to various actions (e.g. requesting time off, changing contact/personal information, and updating career history).

You can also use the Actions Button, just under your name, to view a list of all available actions you can take; more on this in the next section.

The screenshot shows the Blue Ribbon Menu with the 'Actions' button highlighted. The menu items are: Summary, Overview, Job, Compensation, Benefits, Pay, Absence, Contact, Personal, Performance, Career, Company Property, and Travel. The 'Actions' button is located at the top of the menu, above the 'Summary' item.

Ribbon Menu / Actions Button

The Actions Button is synonymous with 'Additional Actions' buttons that you will find next to business objects in Workday. Actions buttons allow you to see available actions for whatever object you're viewing. In the case of the Actions Button on your Worker Profile, the menu that appears provides you with available actions you can take on your own record.



Below is a limited list of the sections (most common) within Actions and a brief description of what they offer. Your records may look different depending on your position or access rights in Workday.

Action	
Benefits	The Benefits section in the Actions menu allows you to request a Benefit Change, View Benefit information (current elections, beneficiaries, dependents, forms, history, etc).
Business Process	Primarily for managers, the Business Process section in the Actions menu allows you to manage delegation settings and view specific information related to business process actions for you as an employee.
Payroll	The Payroll section of the Actions menu allows you to manage your Tax Documents printing elections and view your tax documents, in general.

Personal Data	The Personal section of the Actions menu offers you access to View/Change your Contact Information, Emergency contacts, and Personal Information. You can also manage your self-identification items (Veteran Status and/or Disability), Complete an I-9 form (as needed), and/or Maintain Payment Elections/Direct Deposit.
Time and Absence	The Time and Leave section offers access to Enter Time (for hourly employees), Request Absence, or View Absence Balances.
Worker History	The Worker History section is your go-to place to find all actions that pertain to you as an employee. Clicking 'View Worker History' presents a table with Business Processes (such as your Hire), associated Dates, and statuses all in one place.