All Employees can upload documents to their record in Workday. Use this Job Aid when you need to add a document into Workday.

To upload a document to your record, you just need to have the document downloaded/saved to your computer.

Any document that you yourself add to your Worker Documents can also be edited or deleted, as needed.

System generated documents, such as your Offer Letter or signed affidavits for benefit elections, cannot be deleted from your record.

You'll upload documents to Workday for a wide range of reasons, such as a change to your Legal Name or for various requests (e.g. education benefits).

Add Worker Document
Edit Worker Document
Delete Worker Document

ADD WORKER DOCUMENT

1. Type “Maintain My Worker Documents” in the Workday Searchbar and select the report that appears below.
2. Once you arrive on the Maintain My Worker Documents page, click the ADD button.

3. Either Drag and Drop your document into the ‘Drop files here’ box or use the ‘Select files’ button to locate the document on your computer.
WD Employee Self-Service: Maintain My Worker Documents

4. After you’ve selected your document, choose the best Document Category (required) and add a Comment (optional).
   
a. If you want to upload additional documents, click the UPLOAD button and repeat steps 3-4 until you’ve added all documents you intend to upload.

5. Once you’ve added all the documents you wish to add at this time, click OK.
WD Employee Self-Service: Maintain My Worker Documents

6. Your document has now been added to your Worker Documents! Click **DONE** to exit.

   a. Notice that you can Edit or Delete any document that you add to your Worker Documents.
WD Employee Self-Service: Maintain My Worker Documents

EDIT WORKER DOCUMENT

Remember, you can only Edit (or Delete) Worker Documents that you have added. If you see a document in your Worker Documents that you believe is incorrect/should be removed, contact AskHR@virginia.edu to start a conversation.

1. Type “Maintain My Worker Documents” in the Workday Searchbar and select the report that appears below.
WD Employee Self-Service: Maintain My Worker Documents

2. Click EDIT in the associated row for the document you wish to edit.

3. Edit the document, as needed. You can: Change the document category (a), Change your comment (b), and/or remove the document and upload a new version/updated copy (c).

4. When you’re finished making edits, click OK.
DELETE WORKER DOCUMENT

Remember, you can only Delete (or Edit) Worker Documents that you have added. If you see a document in your Worker Documents that you believe is incorrect/should be removed, contact AskHR@virginia.edu to start a conversation.

1. Type “Maintain My Worker Documents” in the Workday Searchbar and select the report that appears below.
2. Click DELETE in the associated row for the document you wish to delete.

3. Take a moment to review the document you’re deleting – When you’re ready click OK to delete the document.
   a. You’re able to download and view the document by clicking on the blue document text.

Delete Worker Document

Please confirm the worker document to be deleted.

Worker

1.1.JPG
Uploaded by

Document Category  Benefits

Click the blue document text will download the document to your computer.