

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

Tasks

- [Before You Begin](#)
- [Add Worker Document](#)
- [Edit Worker Document](#)
- [Delete Worker Document](#)

Before You Begin

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

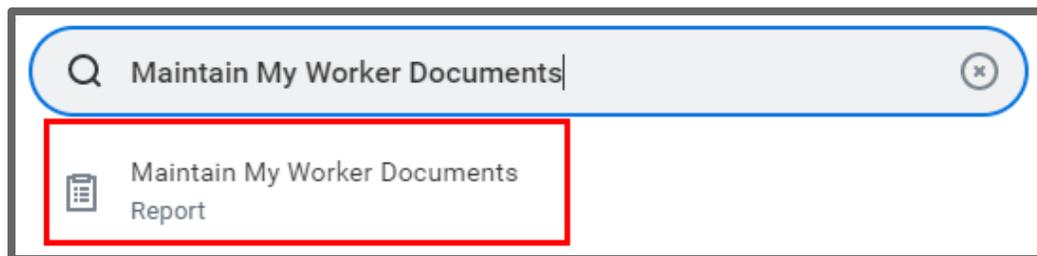
Any document that you yourself add to your Worker Documents can also be edited or deleted, as needed.

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

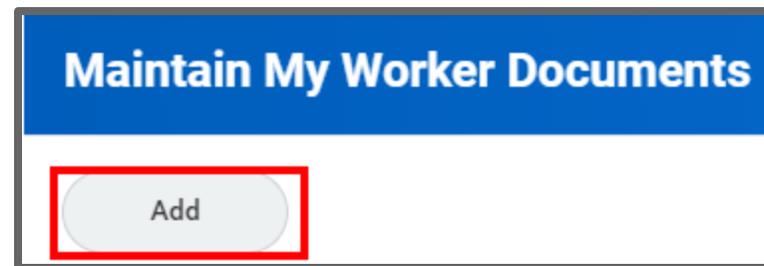
You'll upload documents to Workday for a wide range of reasons, such as a change to your Legal Name or for various requests (e.g., request education benefits).

Add Worker Document

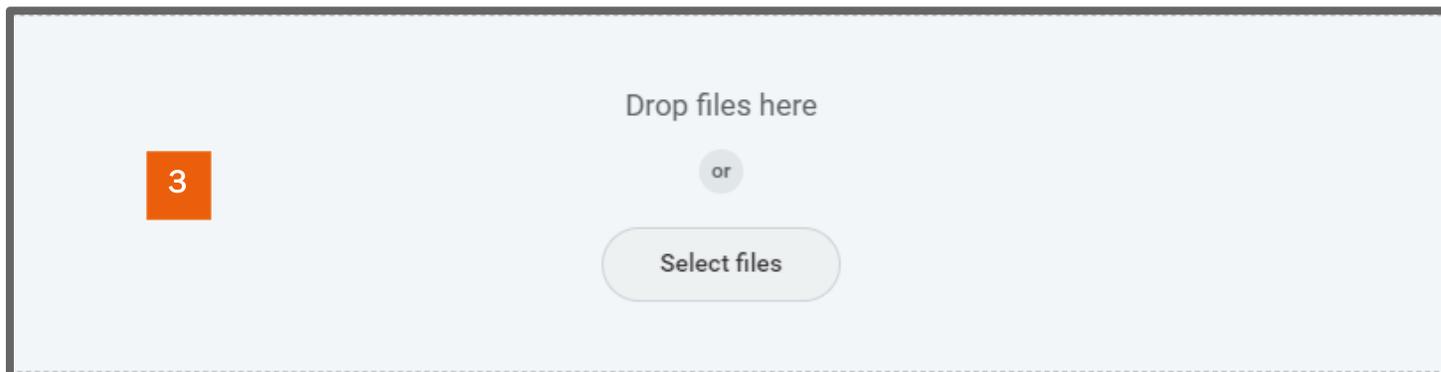
1. From the **Workday search bar** enter '**Maintain My Worker Documents**' and select the report that appears below.



2. Click the **ADD** button.



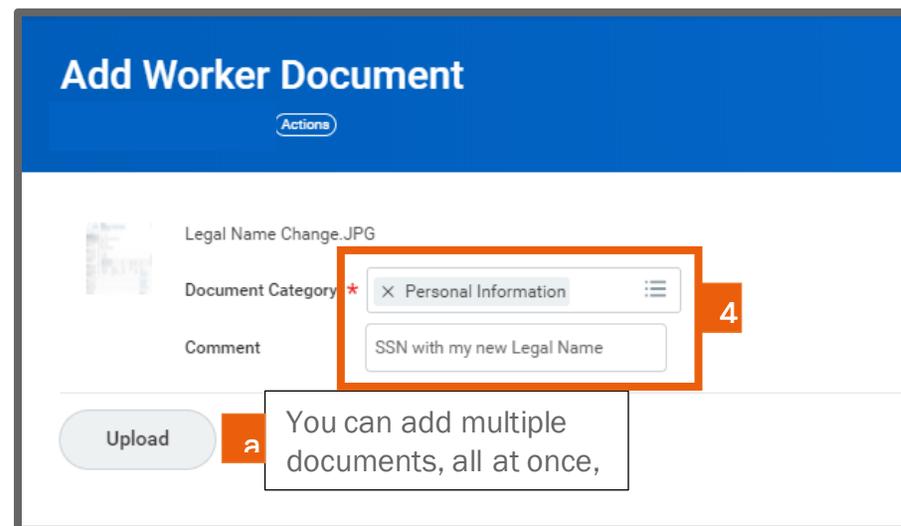
3. Either Drag and Drop your document into the 'Drop files here' box or use the 'Select files' button to locate the document on your computer.



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**.
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.

Add Worker Document

You have successfully completed this task.

Add

3 Items

Worker Document	Document Category	Business Process	Comment	Attachments			Edit	Delete
				Alternative Text	File Name	Upload Date		
HR - Talent Support	Offers				HR - Talent Support 19.docx	02/08/2019 03:18:00 PM		
1.1.JPG	Benefits				1.1.JPG	09/03/2020 12:10:50 PM	Edit	Delete
Legal Name Change.JPG	Personal Information		SSN with my new Legal Name		Legal Name Change.JPG	09/03/2020 01:15:44 PM	Edit	Delete

You can Edit or Delete any document you add.

Reviewed Documents

Standard Documents 1 item

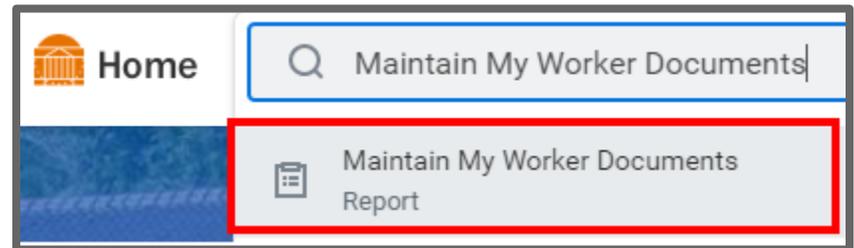
Document	Effective Date	Document Attachment	Signature Type	Signed By	Signature Date	Signature Statement
HSA Authorization	10/03/2019	HSA Affidavit October 2019.pdf	e-signature		02/13/2020 08:43:38 AM	By clicking "I Agree" below, you are acknowledging reading, and agreeing to, the HSA Authorization document and the actions needed by the vendor in order to create your account. If you cannot agree to this statement, please contact the Solution Center at AskHR@virginia.edu or call 434-243-3344.

Done State 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. From the **Workday** search bar enter '**Maintain My Worker Documents**' and select the report that appears below.



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

Add Worker Document Actions

You have successfully completed this task.

Add

3 Items

Worker Document	Document Category	Business Process	Comment	Attachments				
				Alternative Text	File Name	Upload Date		
HR - Talent Support	Offers				HR - Talent Support 19.docx	02/08/2019 03:18:00 PM	2	
1.1.JPG	Benefits				1.1.JPG	09/03/2020 12:10:50 PM	Edit	Delete
Legal Name Change.JPG	Personal Information		SSN with my new Legal Name		Legal Name Change.JPG	09/03/2020 01:15:44 PM	Edit	Delete

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).

3 Edit Worker Document

1.1.JPG
Uploaded by Alexander Jeter

Document Category *

Comment

1 hour ago



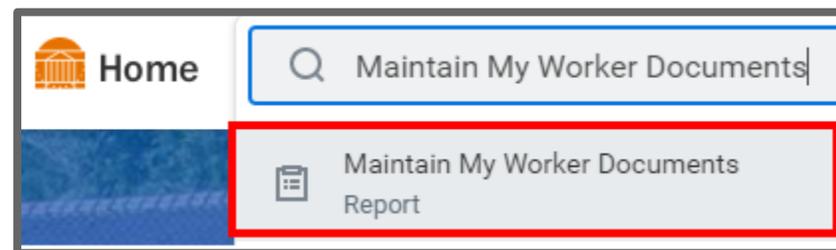
The 'trashcan icon' allows you to delete the document and upload a new copy.

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. From the **Workday search bar** enter '**Maintain My Worker Documents**' and select the report that appears below.



2. Click **DELETE** in the associated row for the document you wish to delete.

Worker Document	Document Category	Business Process	Comment	Attachments				
				Alternative Text	File Name	Upload Date		
HR - Talent Support	Offers				HR - Talent Support 19.docx	02/08/2019 03:18:00 PM		2
1.1.JPG	Benefits				1.1.JPG	09/03/2020 12:10:50 PM	Edit	Delete
Legal Name Change.JPG	Personal Information				Legal Name Change.JPG	09/03/2020 01:22:12 PM	Edit	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.

