

## How to Change My Employee Directory Information

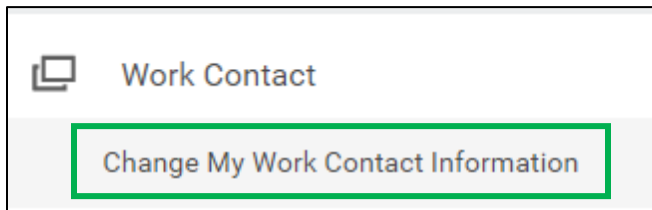
- Log into Workday
- Click Menu in upper left hand corner
- From the Apps tab select Employee Directory Update
- This dashboard holds all of the tasks needed to update your information in Workday that will be published on the public facing Employee Directory

\*\*\*NOTE: The Employee Directory will be updated with a nightly load from Workday. Please allow 24 hours after making updates in Workday to be seen on the directory\*\*\*

### Change My Work Contact:

You have access to change your work phone number all other data will default

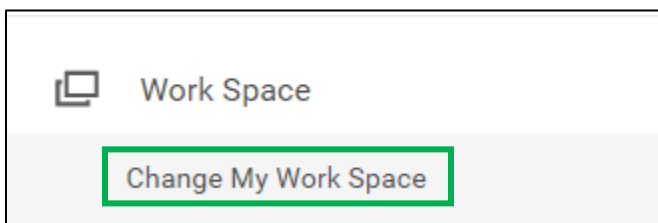
- Click on Change My Work Contact Information



- If your work phone number is not listed click the Add button and enter required fields
- If your work phone number is incorrect select the pencil and make needed changes
- Click Submit
- Task will route for approval
- On your Workday profile in Summary under the Job Details section the new phone number will display under Contact Information - Public
- The Phone in Workday will populate to the Employee Directory for Phone

### Change My Work Space:

- Click on Change My Work Space, task will open in pop up window



- Effective Date: Defaults to the current date, no need to change
- Position: Will default your primary position

- Location: Will default from your primary position
- Work Space: Type in office or room number
  - If office/room number does not populate email ISOPS
- Click submit
- On your Workday profile in Summary under the Job Details section Work Space will display after Location
- The Work Space in Workday will populate to the Employee Directory for Location

**Change My Work Space** [Your Name](#) ⋮

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Effective Date \* 12/05/2022

Position Your primary position

Location DS District Offices / GC Grossmont / CC Cuyamaca

Work Space \*

**Submit** **Cancel**

### Change My Business Title:

- Click on Change My Business Title

Business Title

**Change My Business Title**

- Job:
  - Staff: Primary Position will default
  - Faculty/Adjunct: In dropdown select primary position it will not have (+) in title

- Effective Date: Default to current date, no need to change
- Business Title:
  - Enter your appropriate and complete Business Title
  - For Faculty/Adjunct: Your complete Title must be on your primary position in order to pull correctly for loading to the Employee Directory
    - Example: Professor of English, History, and Political Sciences
    - Example: Professor of Art
    - Example: Associate Professor of Cross Cultural Studies
- Click Submit
- On your Workday profile in Summary under the Job Details section Business Title will display after Position
- Business Title in Workday will populate to the Employee Directory for Title

## Change My Business Title Your Name ...

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**Job**    Primary Position default or select from dropdown

**Effective Date \***

**Proposed**

**Business Title \***

**Current**

**Business Title**    Current Default Title from Position

enter your comment