

Workday Photo Guidelines

Purpose

Grossmont-Cuyamaca Community College District has established these guidelines to encourage and assist employees to post their photo as part of their Workday Worker Profile to aid in identification of personnel. This is also to ensure acceptable photos meet District guidelines for quality, appropriateness and legal use.

General Guidelines

Uploading a photo is encouraged but not required. However, any photo uploaded onto the District's Workday site needs to abide by the criteria below.

The Employee

- The employee will be dressed in appropriate attire and striking a pose suitable for professional publication and posting.

The Photograph

- The photo will have only one subject – the employee to be identified. Props are prohibited.
- The photo is vertical.
- The image includes the face, the head and shoulders, a plain background, and is not cropped too closely to the head.
- The picture should be in color, in focus and have proper lighting.

Oversight

Human Resources shall have final authority and approval of all photos posted within the District's Workday site and may, without notice, remove any photos that do not follow the guidelines.

Employee Instructions

Workers can change their own photos by selecting from the home page **View Profile > Actions > Personal Data > Edit My Photo** task.

