



Adding Personal Documents to Workday

1. Log into Workday at workday.uchicago.edu.
2. Go to 'Menu' in the top left corner.
3. Click on the 'Personal Information' application.
4. Under the View box, click on More and go to 'Worker Documents'.
5. Click 'Add' at the top.
6. Upload your document(s) by dropping or selecting files.
7. Choose what type of document you are uploading under 'Document Category' and hit Upload.

View

- My Support Team
- About Me
- Addresses
- Email Addresses
- Address Changes
- Name
- Phone Numbers
- Worker Documents

Less (3)

Drop files here

or

Select files

PDF

Personal Document Sample.pdf

✓ Successfully Uploaded!

Document Category *

Comment

Upload