Workday Employee Guide

Purpose

The purpose of this document is to provide guidance on using Workday's self-service functions relating to your personal data. This document will show you how to log into Workday and complete several self-service employee data maintenance functions.

To access Workday, click here - https://wd3.myworkday.com/nttlimited/d/home.htmld

You will be able to login to Workday with SSO (Single Sign On).
In case, if you are asked to enter your login detail, please use your NTT email ID that sign in to NTT microsite.

If you are having trouble with your login details, please contact ap.it.unifiedservicedesk@global.ntt

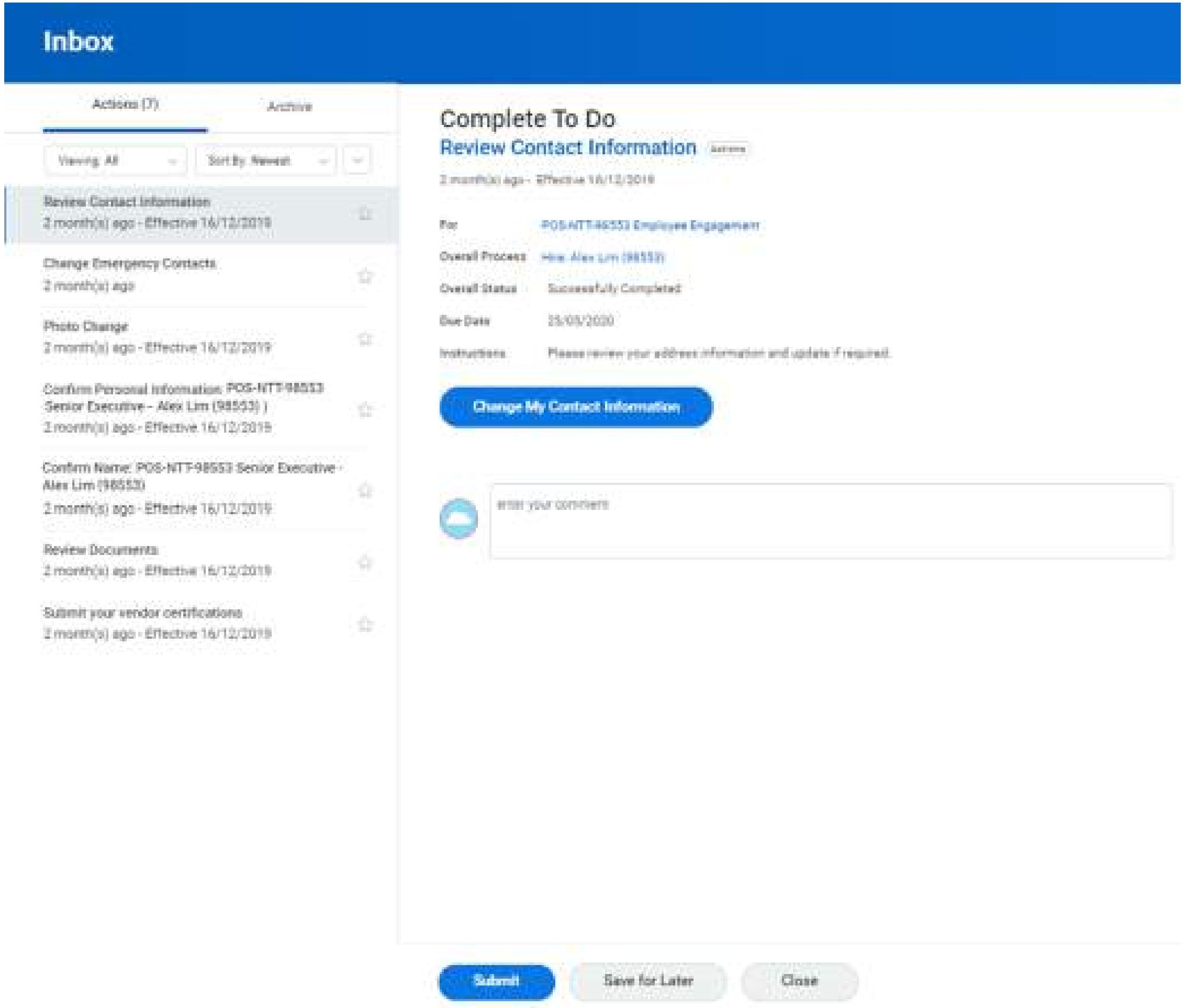
Some processes may require you to attached supporting documents (e.g. Identification Card/Passport), before you proceed to review your personal information please keep ready with softcopy of:

1. IC or Passport, FIN or your unique country ID
2. Marriage certificate (for update of your Marital Status)
3. Photo (for update of your Workday profile)

Workday Inbox

With immediate effect, you have the ability to perform a number of self-service tasks within Workday which we invite you to complete.
These tasks can be found via your Workday inbox located at the top right corner of your Workday Main Page.

Please take a moment to verify that your personal information has been captured correctly. If you like to make any changes, please follow the instruction in next slides



1. Contact Information

From your Workday inbox, click on the action task on the left panel. Select “Review Contact Information”

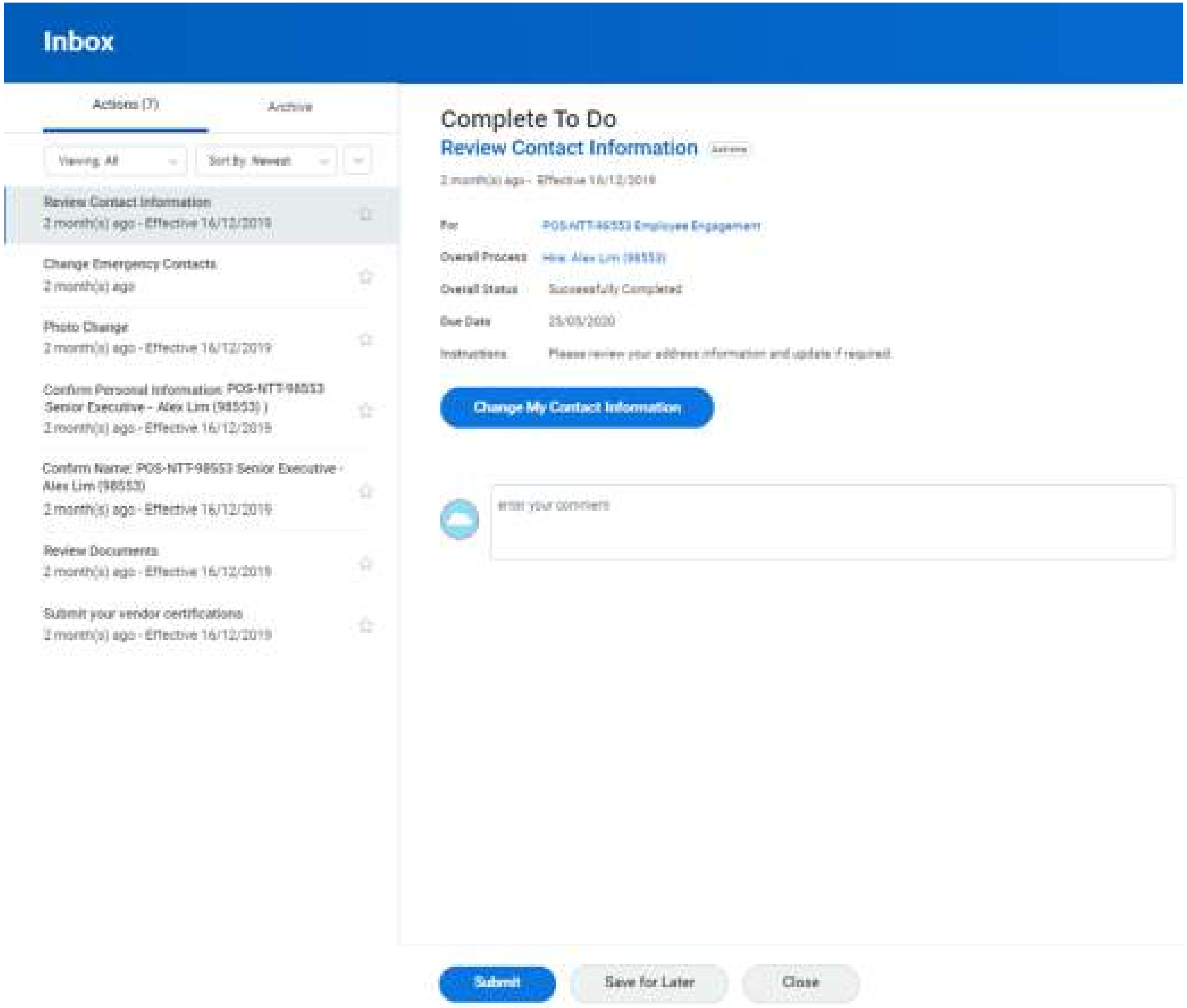
If your contact information is correct and there’s nothing to update, you may click Submit button at the bottom of the page to complete the task.

To edit your contact information:

Step 1:
Click on “Change My Contact Information”, you will be directed to an edit page.

Step2:
Click on the pen icon on the right if you would like to edit your contact information. Click submit button at the bottom of the page once you’re done.

Note: Changes will be reflected on your Workday profile once your HRBP has approved your change request.



1. Contact Information

What to verify:

Steps	Explanation
Home Contact Information	
Address	This is your home address (physical location of your current place of residence)
Additional Address	If you have a P.O. Box or prefer a mailing address that is not your home address
Phone	This is your current contact number (e.g. mobile)
Primary email address	This is your personal email address (not your work email address)

Note: You will not be able to make any changes to the Work address/phone/email information listed on Workday as it is defaulted.

2. Personal Information

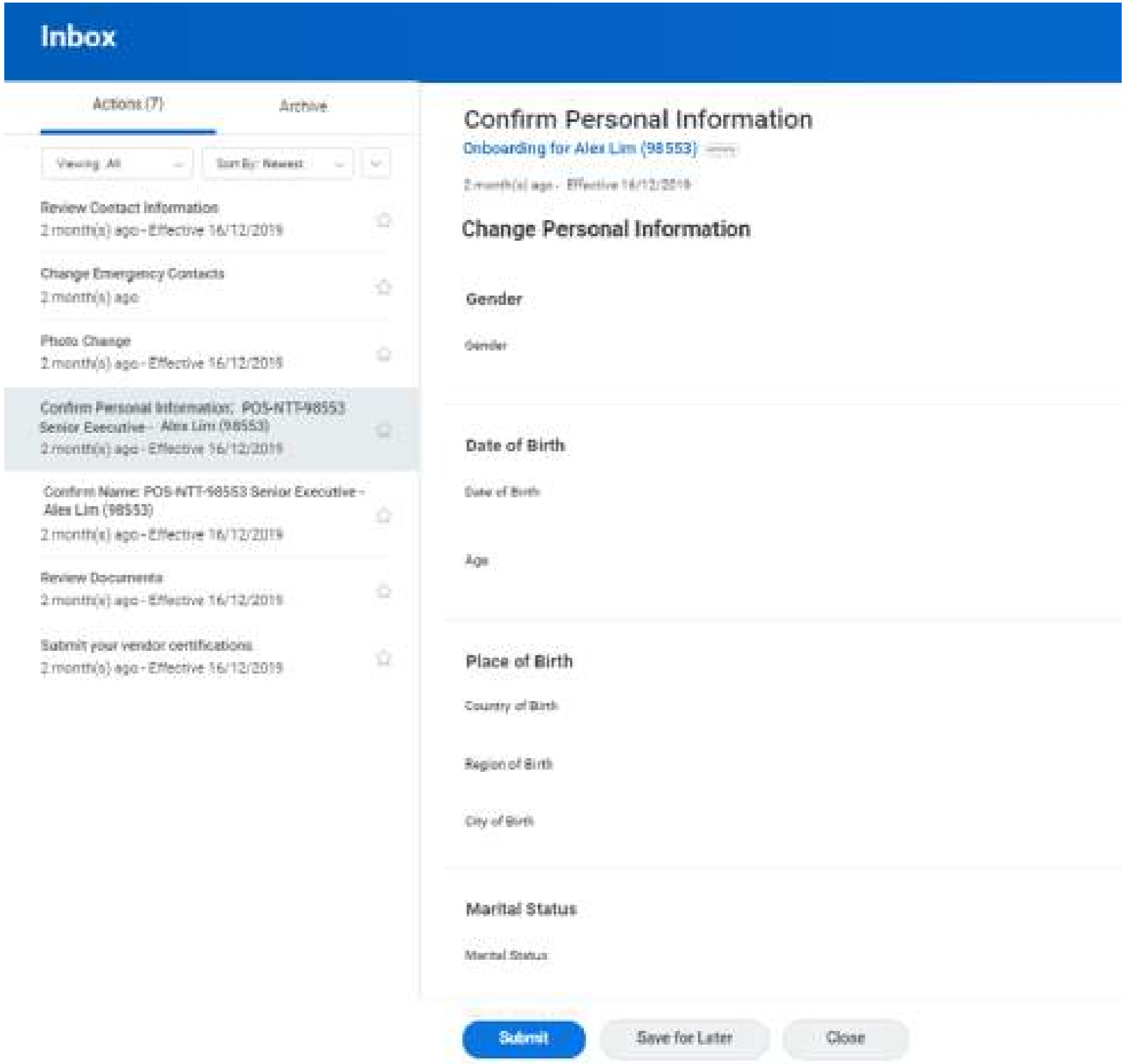
From your Workday inbox, click on the action task on the left panel. Select “Confirm Personal information”.

You will be able to review your personal information from your inbox.

Click on the pen icon on the right if you would like to edit your personal information. Click submit button at the bottom of the page once you’re done.

If your personal information is correct and there’s nothing to update, you may click Submit button at the bottom of the page to complete the task.

Note: Changes will be reflected on your Workday profile once your HRBP has approved your change request.

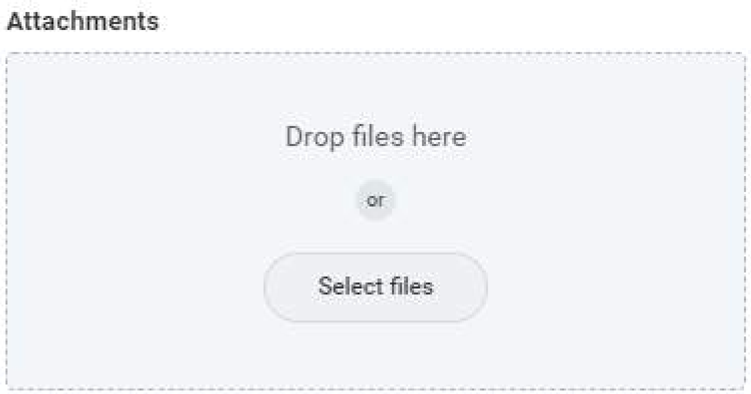


2. Personal Information

What to verify:

Steps	Explanation
Personal information	
Gender	
Date of Birth	
Martial Status	
Race/Ethnicity	
Religious	
Nationality *	Nationality is a mandatory field, please review if nationality has been captured correctly.

Note: if you have updated Martial Status as Married, you are required to upload supporting document (e.g. marriage certificate). Click the “Select files” at the bottom of the page to upload the documents.



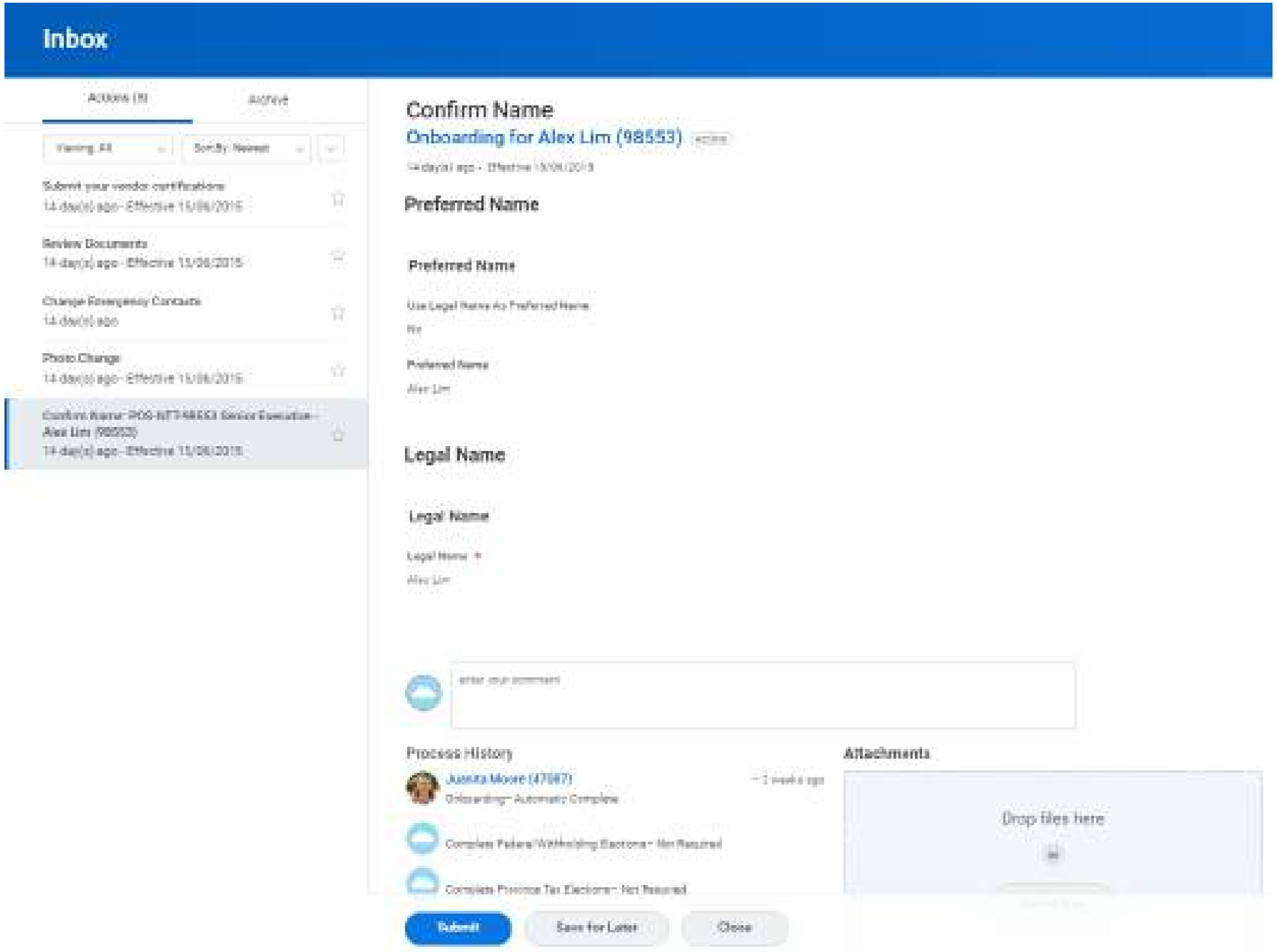
3. Confirm Name

From your Workday inbox, click on the action task on the left panel. Select “Confirm Name”

You will be able to review your Legal Name and Preferred name from your inbox.

Click on the pen icon on the right if you would like to edit your Legal name and Preferred Name. Click Submit button at the bottom of the page once you’re done.

If both your legal name and preferred name are correct and there’s nothing to update, you may click Submit button at the bottom of the page to complete the task.



Note:

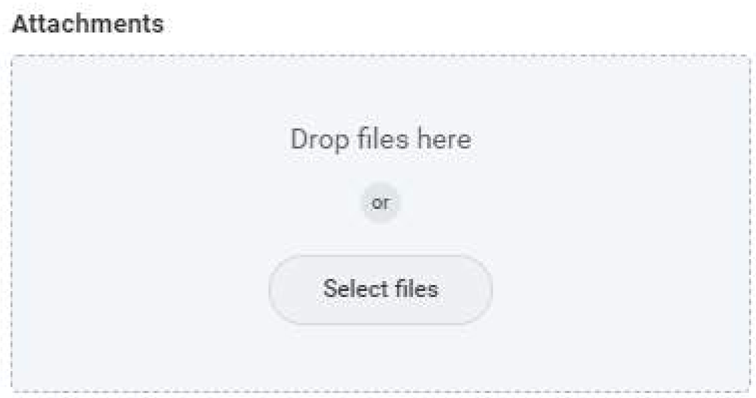
- Preferred Name – This is the name used on your Workday profile.
- Legal Name – This is the name on your identification documents (e.g. NRIC/FIN/Passport)

3. Confirm Name – Legal name

What to verify:

- Review your legal name to ensure it has been captured correctly. If you like to make changes to your legal name, click on the pen icon on the right.
- Change of legal name requires you to upload of supporting documents (e.g. NRIC/FIN/Passport identification documents)
- You will receive an error message if no document is attached.
- Click on select files on the Attachments and upload a copy of your identification documents bearing your legal name.

Note: Changes will be reflected on your Workday profile once your HRBP has verified and approved your change request.



3. Confirm Name – Preferred name

What to verify:

- Review your preferred name has been captured correctly. If you like to make changes to your preferred name, click on the pen icon on the right.
- It is not required to upload supporting documents for preferred name change.

Note: Changes will be reflected on your Workday profile once your HRBP has approved your change.

4. Change Emergency Contact

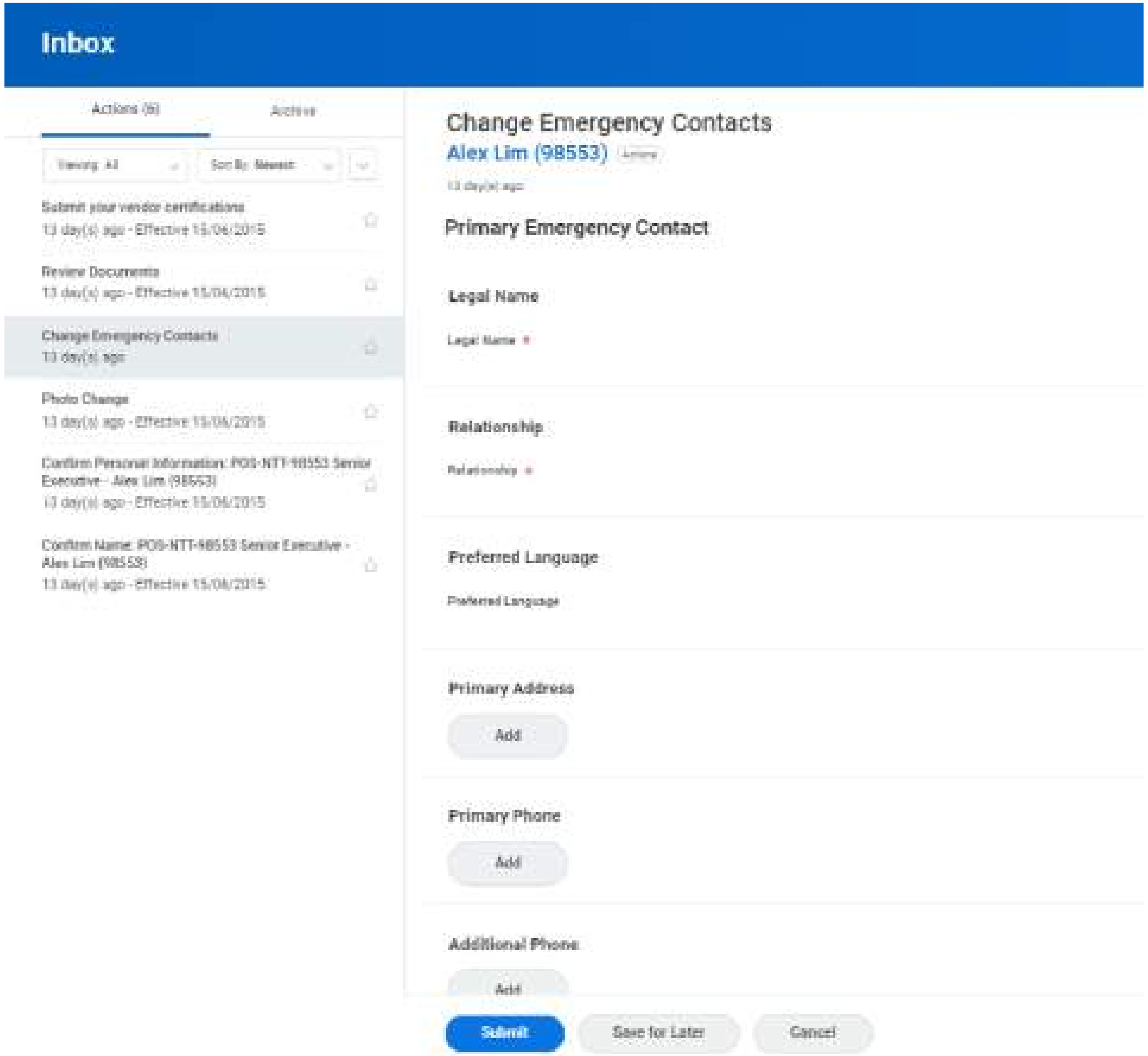
From your Workday inbox, click on the action task on the left panel. Select “Change Emergency Contact”

You will be able to review your Emergency Contact information from your inbox.

Click on the pen icon if you would like to edit your Emergency Contact information. Click Submit button at the bottom of the page when you’re done with the changes.

If your Emergency contact is correct and there’s nothing to update, you may click Submit button at the bottom of the page to complete the task.

Note: Changes will be reflected on your Workday profile once your HRBP has approved your change request.



4. Change Emergency Contact

What to verify:

- If there are no Emergency Contact provided, you may add your desired emergency contact(s).
- If there is already an Emergency Contact provided, please review the contact details. Click on the pen icon on the right to edit.

Field	Explanation
Emergency Contact	
Legal Name	This is your Emergency contact's legal name
Relationship	This is your relationship with your Emergency Contact. You may select the available options from the drop down list.
Primary Address	This is your Emergency contact's address
Primary Phone	This is your Emergency contact's phone
Primary Email	This is your Emergency contact's email

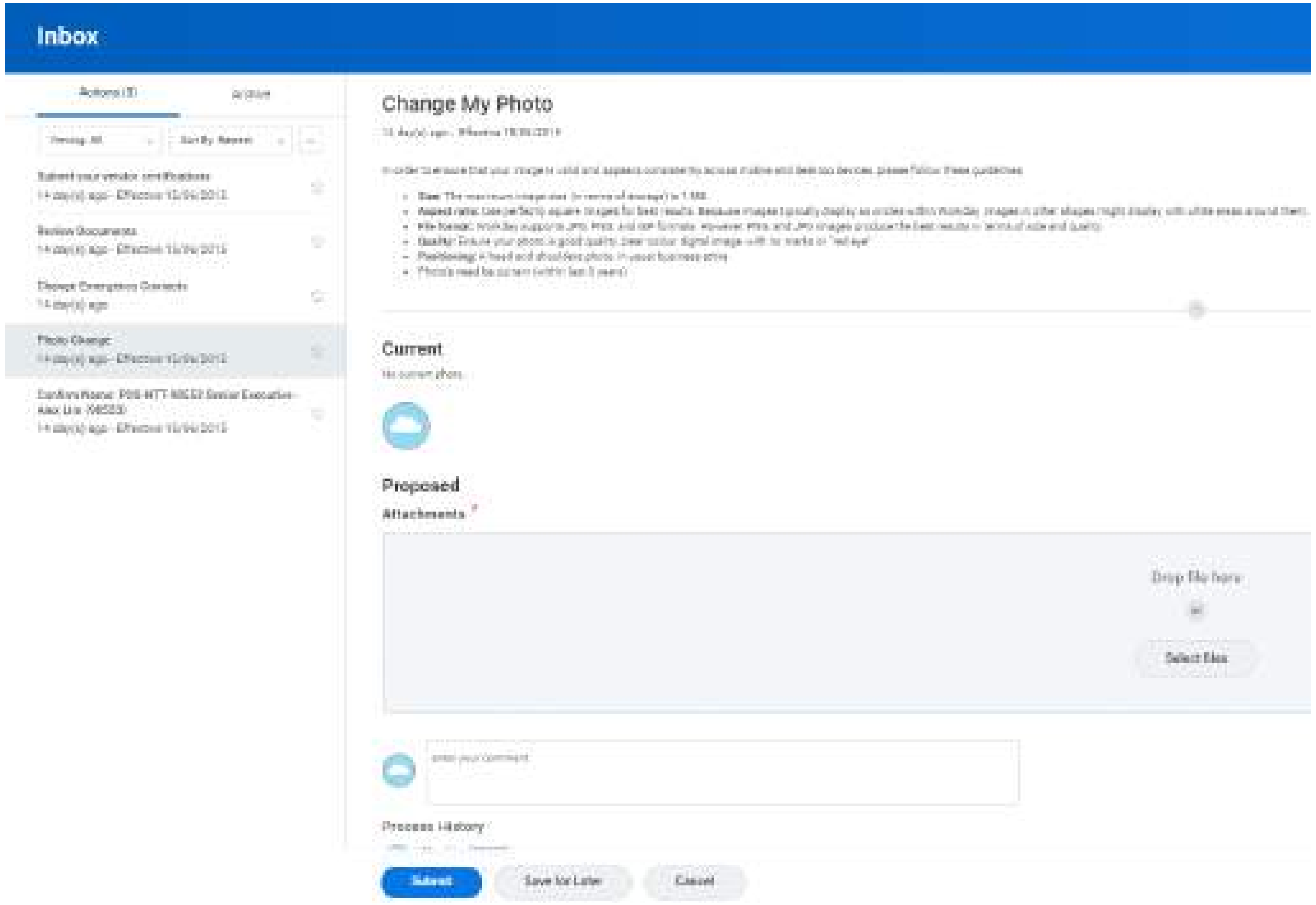
5. Profile Photo Change

From your Workday inbox, click on the action task on the left panel. Select “Photo Change”

You will be able to upload your photo onto Workday as Profile Photo.

In order to ensure that your image is valid and appears consistently, the following image size, aspect ratio, and file formats are recommended.

- **Size**: Maximum image size (in term of storage) is 1MB
- **Aspect ratio**: Use perfectly square images for best results. Images typically display with white spaces in the circular area. An image around 200 by 200 pixels produces best results.
- **File format**: Workday support JPG, PNG, and GIF formats. However, PNG and JPG images produce best results in term of size and quality. Images in GIF format might produce undesirable results when resized.



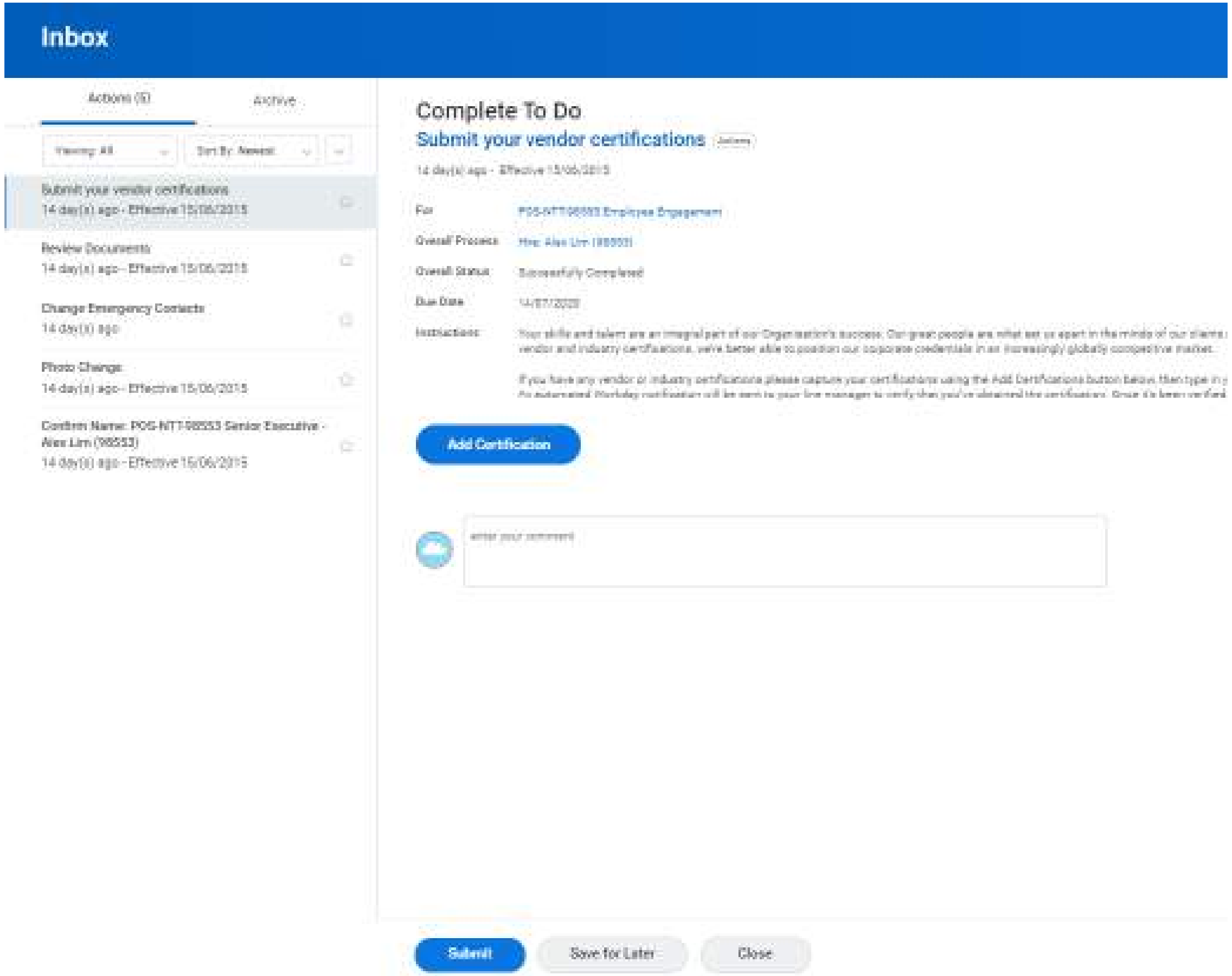
6. Submit your vendor certificates

From your Workday inbox, click on the action task on the left panel. Select “Submit your vendor certificates”

If you have any vendor or industry certifications please capture your certifications using the Add Certifications button below, then type in your Workday ID or name to start.

An automated Workday notification will be sent to your line manager to verify that you’ve obtained the certification. Once it’s been verified, the record will reflect on your profile.

If your do not have vendor certificates to upload, you may click Submit button at the bottom of the page to complete the task.



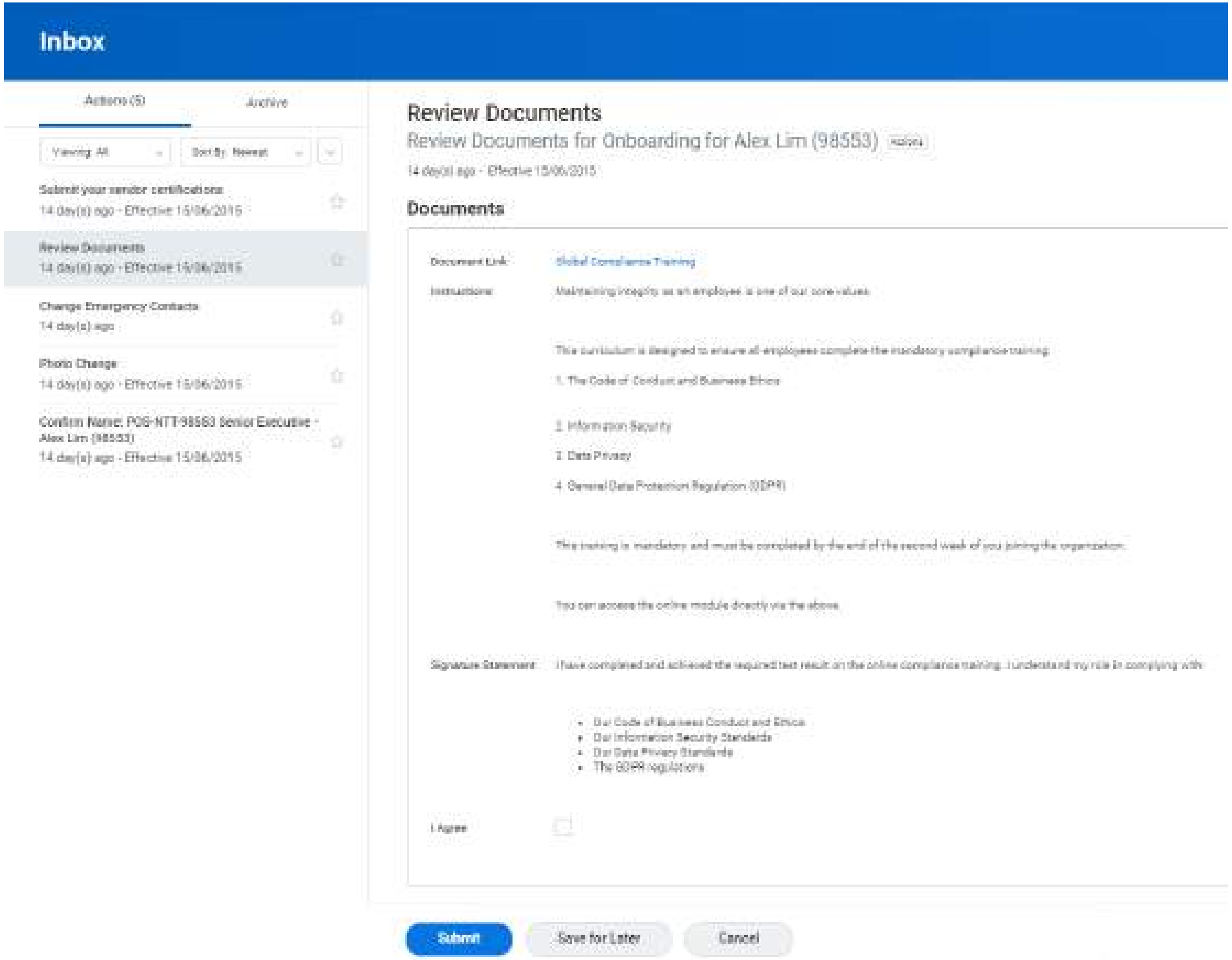
7. Review Documents

From your Workday inbox, click on the action task on the left panel. Select “Review Documents”

Click on document link “Global Compliance Training”, you will be directed to Degreed to enroll and complete the training.

1. The Code of Conduct and Business Ethics
2. Information Security
3. Data Privacy
4. General Data Protection Regulations (GDPR)

Once you’ve completed the training on Degreed, you may click Submit at the bottom of the page to complete the task.



Workday Employee Guide

Personal Information Worklet

Purpose

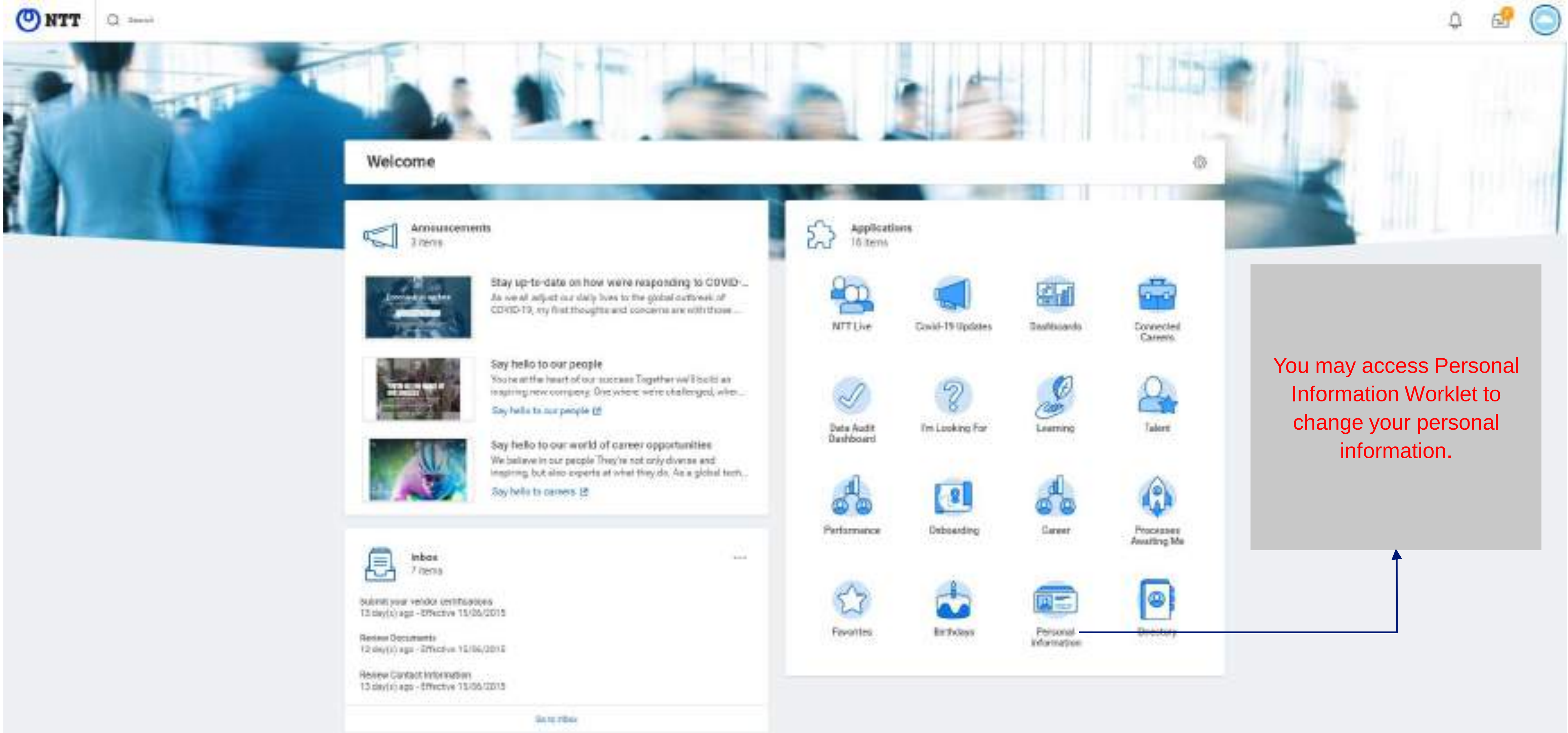
Thank you for completed all the tasks on Workday inbox.

If you like to further update your personal information (e.g. Contact Information Change, Emergency Contact Change etc) you may access Personal Information Worklet from Workday Main Page and make the necessary changes.

Note:

- Changes will be reflected on your Workday profile once your HRBP has approved your change request.
- Some processes may require you to attached supporting documents. You will receive an error alert when this applies. Scroll down to the bottom of the screen and click Select files to upload the supporting documents.

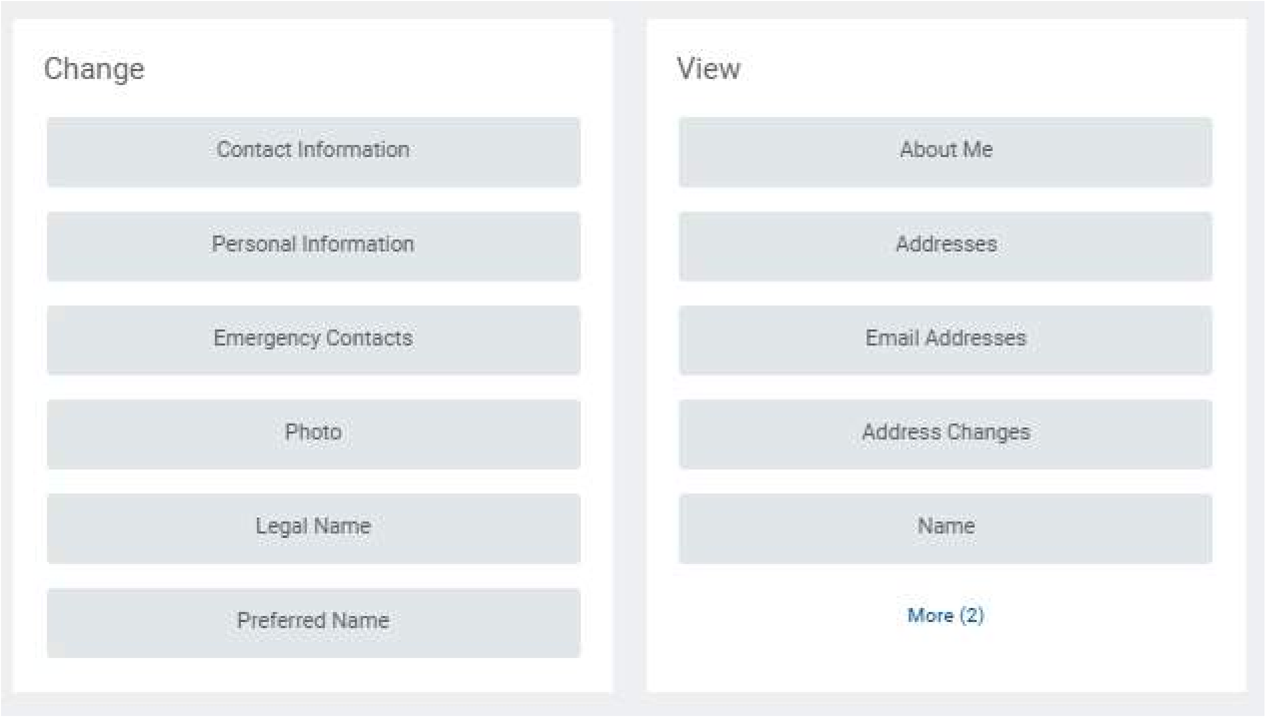
Workday Main Page



You may access Personal Information Worklet to change your personal information.

Personal Information Worklet

From the Main Page, click on Personal Information Worklet and select from the Change menu below.



Steps	Actions
Change Menu	
1	To edit Contact Information
2	To edit Personal Information
3	To edit Emergency Contacts
4	To upload Workday Profile Photo
5	To edit Legal Name
6	To edit Preferred Name