



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.html>

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

Inbox

Actions (7)

Archive

Viewing: All

Sort By: Newest

Review Contact Information
2 month(s) ago - Effective 16/12/2019

Change Emergency Contacts
2 month(s) ago

Photo Change
2 month(s) ago - Effective 16/12/2019

Confirm Personal Information: POS-NTT98553 Senior Executive - Alex Lim (98553))
2 month(s) ago - Effective 16/12/2019

Confirm Name: POS-NTT98553 Senior Executive - Alex Lim (98553)
2 month(s) ago - Effective 16/12/2019

Review Documents
2 month(s) ago - Effective 16/12/2019

Submit your vendor certifications
2 month(s) ago - Effective 16/12/2019

Complete To Do

Review Contact Information Actions

2 month(s) ago - Effective 16/12/2019

For [POS-NTT-98553 Employee Engagement](#)

Overall Process [Hire: Alex Lim \(98553\)](#)

Overall Status [Successfully Completed](#)

Due Date [25/05/2020](#)

Instructions [Please review your address information and update if required.](#)

[Change My Contact Information](#)

Enter your comment

Submit

Save for Later

Close

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.

The screenshot displays the Workday user interface. On the left, the 'Inbox' panel shows a list of tasks under the 'Actions (7)' tab. The first task, 'Review Contact Information', is highlighted. Below it are other tasks like 'Change Emergency Contacts', 'Photo Change', 'Confirm Personal Information', 'Confirm Name', 'Review Documents', and 'Submit your vendor certifications'. On the right, the 'Complete To Do' section for 'Review Contact Information' is shown. It includes details such as 'For: POS-NTT-98553 Employee Engagement', 'Overall Process: Hire: Alex Lim (98553)', 'Overall Status: Successfully Completed', and 'Due Date: 25/05/2020'. A blue button labeled 'Change My Contact Information' is prominent. Below this is a text input field with a placeholder 'Enter your comment'. At the bottom of the task card, there are three buttons: 'Submit', 'Save for Later', and 'Close'.

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



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.

Attachments

Drop files here

or

Select files

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)

Inbox

Actions (3) | Archive

Filtering: All | Sort By: Newest

- Submit your vendor certifications
14 day(s) ago - Effective 15/06/2018
- Review Documents
14 day(s) ago - Effective 15/06/2018
- Change Emergency Contacts
14 day(s) ago
- Photo Change
14 day(s) ago - Effective 15/06/2018
- Confirm Name: P00-NTT48553 Service Connection - Alex Lim (98553)**
14 day(s) ago - Effective 15/06/2018

Confirm Name
Onboarding for Alex Lim (98553) | [View](#)

14 day(s) ago - Effective 15/06/2018

Preferred Name

Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Alex Lim

Legal Name

Legal Name

Legal Name

Alex Lim

enter your comment

Process History

- Justina Moore (47667)**
Onboarding - Automatic Complete | 1 week ago
- Complete Pending Withholding Elections - Not Required
- Complete Previous Tax Elections - Not Required

Attachments

Drop files here

[Download](#)

[Submit](#) [Save for Later](#) [Close](#)

3. Confirm Name – Legal name

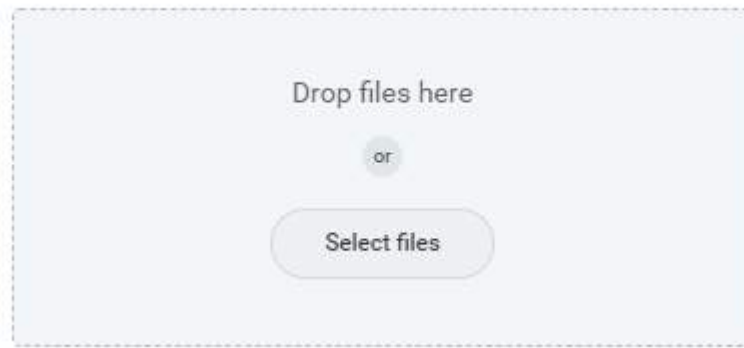


What to verify:

- 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.

Attachments



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.

The screenshot displays the 'Inbox' interface with a list of tasks on the left and a detailed view of the 'Change Emergency Contacts' task on the right.

Inbox List:

- Viewing: All | Sort By: Newest
- Submit your vendor certifications | 13 day(s) ago - Effective 15/06/2015
- Review Documents | 13 day(s) ago - Effective 15/06/2015
- Change Emergency Contacts | 13 day(s) ago**
- Photo Change | 13 day(s) ago - Effective 15/06/2015
- Confirm Personal Information: POB-NTT-98553 Senior Executive - Alex Lim (98553) | 13 day(s) ago - Effective 15/06/2015
- Confirm Name: POB-NTT-98553 Senior Executive - Alex Lim (98553) | 13 day(s) ago - Effective 15/06/2015

Change Emergency Contacts Detail:

Alex Lim (98553) | [Remove](#)
13 day(s) ago

Primary Emergency Contact

Legal Name
Legal Name *

Relationship
Relationship *

Preferred Language
Preferred Language

Primary Address
[Add](#)

Primary Phone
[Add](#)

Additional Phone
[Add](#)

[Submit](#) [Save for Later](#) [Cancel](#)

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.

A screenshot of the Workday 'Change My Photo' interface. The interface is divided into two main sections. On the left is the 'Inbox' panel with a list of tasks. The 'Photo Change' task is highlighted. On the right is the 'Change My Photo' form. The form includes a header with the title 'Change My Photo' and a date '10 days ago - Effective 10/01/2019'. Below the header is a list of guidelines for uploading a photo. The 'Current' section shows 'No current photo' with a placeholder icon. The 'Proposed Attachments' section has a 'Drop file here' area with a 'Select files' button. At the bottom, there is a 'Process History' section and three buttons: 'Submit', 'Save for Later', and 'Cancel'.

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

The screenshot shows the 'Inbox' interface in Workday. On the left, under the 'Actions (5)' tab, there is a list of tasks. The first task, 'Submit your vendor certificates', is highlighted. It shows it was received 14 days ago and is effective from 15/06/2015. Below it are other tasks like 'Review Documents', 'Change Emergency Contacts', and 'Photo Change'. On the right, the 'Complete To Do' section for the selected task is displayed. It includes the title 'Submit your vendor certifications', a 'Details' link, and a description of the task. A blue 'Add Certification' button is prominently displayed. Below this is a text input field with a placeholder 'enter your comment'. At the bottom of the modal, there are three buttons: 'Submit', 'Save for Later', and 'Close'.

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.

The screenshot shows a Workday 'Inbox' with a list of tasks on the left and a detailed view of the 'Review Documents' task on the right.

Inbox

Actions (5) | Archive

Viewing All | Sort By: Newest

- Submit your senior certifications
14 day(s) ago - Effective 15/06/2015
- Review Documents**
14 day(s) ago - Effective 15/06/2015
- Change Emergency Contacts
14 day(s) ago
- Photo Change
14 day(s) ago - Effective 15/06/2015
- Confirm Name: POG-NTT-98553 Senior Executive - Alex Lim (98553)
14 day(s) ago - Effective 15/06/2015

Review Documents
Review Documents for Onboarding for Alex Lim (98553) Kolva
14 day(s) ago - Effective 15/06/2015

Documents

Document Link: [Global Compliance Training](#)

Instructions: Maintaining integrity as an employee is one of our core values.

This curriculum is designed to ensure all employees complete the mandatory compliance training.

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

The training is mandatory and must be completed by the end of the second week of you joining the organization.

You can access the online module directly via the above.

Signature Statement: I have completed and achieved the required test result on the online compliance training. I understand my role in complying with:

- Our Code of Business Conduct and Ethics
- Our Information Security Standards
- Our Data Privacy Standards
- The GDPR regulations

I Agree ☐

Submit **Save for Later** **Cancel**



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



The screenshot displays the Workday Main Page interface. At the top left is the NTT logo and a search bar. The main content area is divided into several sections: a 'Welcome' banner, an 'Announcements' section with three items, an 'Inbox' section with three items, and an 'Applications' section with 16 items. The 'Applications' section is a grid of icons representing various workday features. A red text box on the right side of the page contains the text 'You may access Personal Information Worklet to change your personal information.' with a blue arrow pointing to the 'Personal Information' icon in the 'Applications' grid.

Welcome

Announcements
3 items

- Stay up-to-date on how we're responding to COVID-19. As we all adjust our daily lives to the global outbreak of COVID-19, my first thoughts and concerns are with those...
- Say hello to our people. You're at the heart of our success. Together we'll build an inspiring new company. One where we're challenged, who...
- Say hello to our world of career opportunities. We believe in our people. They're not only diverse and inspiring, but also experts at what they do. As a global tech...

Inbox
7 items

- Submit your vendor certifications. 13 day(s) ago - Effective 11/05/2015
- Review Documents. 12 day(s) ago - Effective 11/06/2015
- Review Contact Information. 13 day(s) ago - Effective 11/05/2015

Applications
16 items

- NTT Live
- Covid-19 Updates
- Dashboards
- Connected Careers
- Data Audit Dashboard
- I'm Looking For
- Learning
- Talent
- Performance
- Onboarding
- Career
- Processes Awaiting Me
- Favorites
- Birthdays
- Personal Information
- Directory

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.

Change

Contact Information

Personal Information

Emergency Contacts

Photo

Legal Name

Preferred Name

View

About Me

Addresses

Email Addresses

Address Changes

Name

More (2)

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