

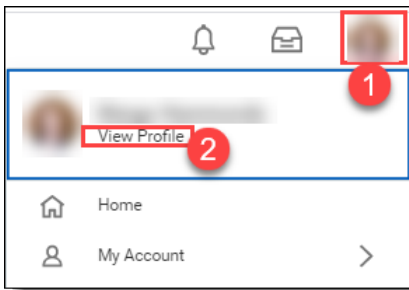
## Adding a Work Location

This job aid provides step by step instructions on how to add and update a work location to your work contact information.

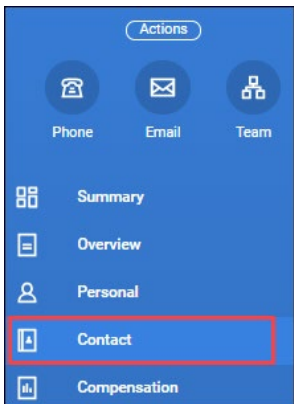


Employees designated as a Protected Worker, or employees needing that designation, should contact their HR Partner prior to making changes in Workday. This includes names, address and work location changes.

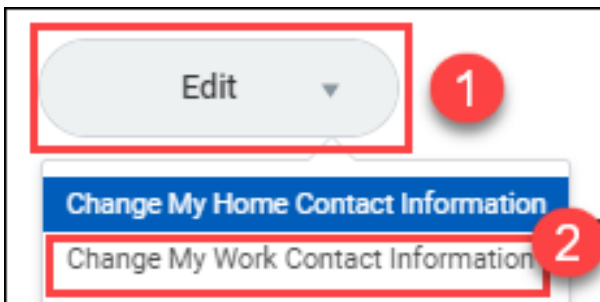
**Step 1:** On the *Homepage*, click the cloud icon or your photo in the upper right hand corner of your screen (1), then select **View Profile**.



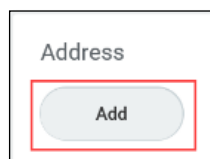
**Step 2:** Click on **Contact** in the left hand navigation.



**Step 3:** Click **Edit** (1) and then select **Change My Work Contact Information** from the drop down menu (2).



**Step 4:** In the *Address* field, click **Add**. All required fields will be noted with a red asterisk (\*).



1. The *Effective Date* will default to today's date. Click the **Calendar** icon in the **Date** box to change the Effective Date.
2. The *Country* field will default to **United State of America**.
3. Click into the **Address Line 1** field and type in the work location's address.
4. Click **Address Line 2** field and enter additional address information such as a suite number.
5. Click into the **City** field and type in the city of the work location.
6. Click into the **State** field to select Oregon.
7. Click into the **Postal Code** field and type in the work location's postal code.
8. Click the **County** field and type in the work location's county.
9. Click **Usage** to select the usage for the address of the work location.
10. Click the **Visibility** field to set this location information as Public or Private on your Worker Profile.
11. Click the **Check** box at the top right corner to save these changes to your Work Contacts.

Click **Submit** and then **Done**.