

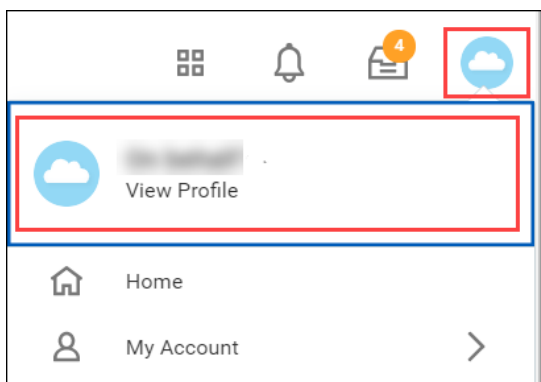
Document, upload

This job aid provides step by step instructions on how to upload documents to an employee record. When adding a document, you will be asked to select the *Document Category* from a list. Category lists will vary depending on your security role(s) in Workday. Because of this, one employee may have a different document category list than another employee who is assigned a security role in Workday.

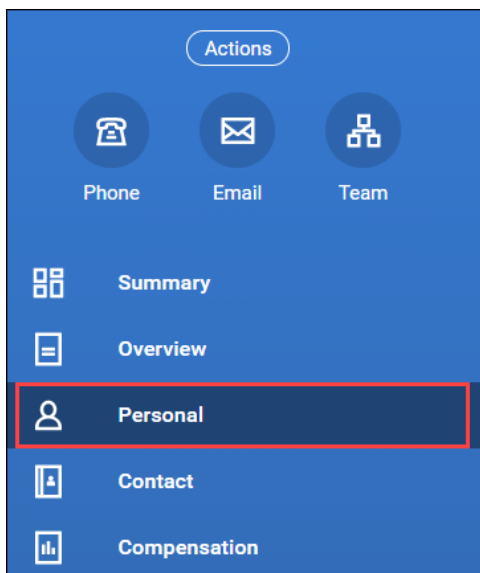


View the [Workday Worker Document Types here](#). Note: Workday Delivered Document types will be viewable along with the custom document types and cannot be removed.

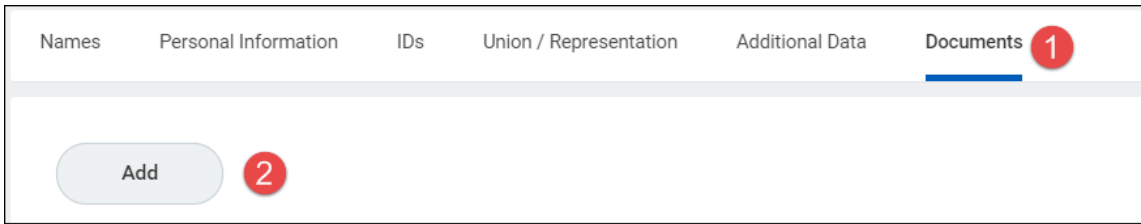
Step 1: Click on the cloud or your profile picture in the upper right hand corner of your screen. Select **View Profile** to navigate to your profile page.



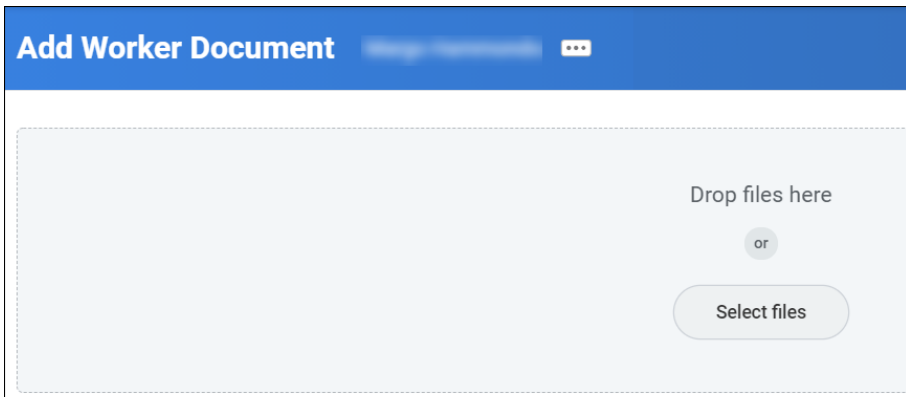
Step 2: Select **Personal**.



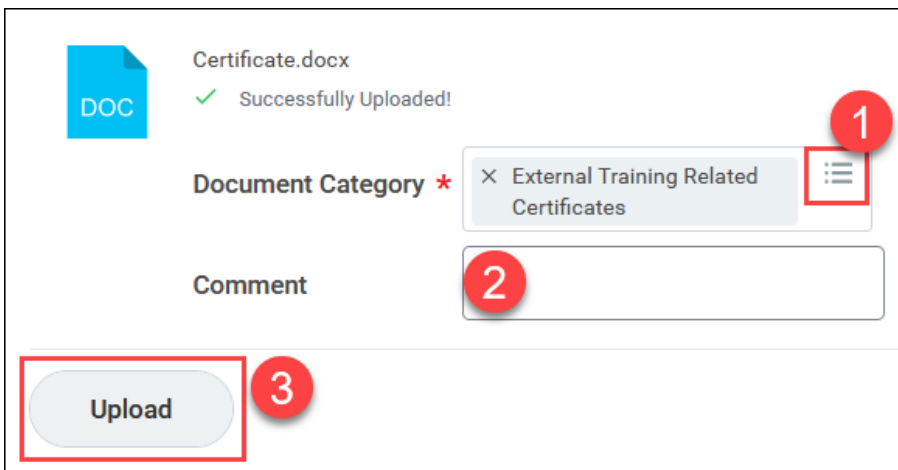
Step 3: Click on the **Documents** tab (1), and click **Add** (2).



Step 4: Drag and **Drop files** or click **Select files** to add a file. Click **OK** when the file is attached.



Step 5: Click on the menu prompt to see the list of *Document Categories* available to you (1). Select the appropriate *Document Category* and enter a **Comment** if applicable (2). Comments are visible on the *Documents* tab. To upload another document, click **Upload** (3). When you are finished, click **OK**.



You can edit or delete documents that have been uploaded by navigating to the Documents tab and selecting *Edit* or *Delete*. Edit and delete ability is based on your security role(s) in Workday.

