

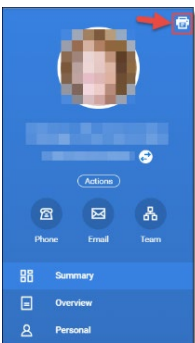
## Employee File, print

This job aid walks an employee through the steps of how to print their Employee File from Workday. Workday is the system of record for Employee Files.

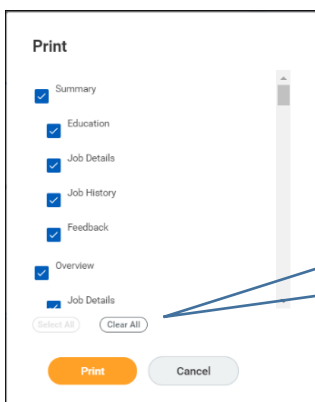


For anyone else who wishes to print an Employee File, see the job aid *Uploading and Viewing Documents – Specialized Roles*.

**Step 1:** Navigate to your Profile page and click on the Printer icon in the in upper corner of the menu panel on the left-hand side of your screen.

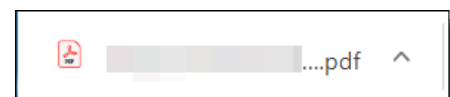


**Step 2:** From the *Print* menu, click on the field titles to check and uncheck areas you want included in your print. Use the scroll bar to see all selections available. Click **Print** and then **Click to download** when you get the *Print Document* message. The next 2 steps may be different depending on the internet browser you're using. Chrome is recommended.



Click *Clear All* to deselect all selections. Click *Select All* to select all sections. Toggle on or off individually as needed.

**Step 3:** Click on the PDF at the bottom of your screen to open it.



**Step 4:** Click the print icon in the upper right corner of the screen.

