



## Employee photo guide

Workday's cutting edge organizational chart functionality features employee photos. Employees will be able to upload their own photos into Workday once the system goes live, but some agencies have expressed interest in mass loading their employees' photos into Workday. Although photos are **not required** for every employee in Workday, your agency needs to adhere to the following technical and user guidelines below to ensure voluntary photos are properly uploaded to the system:

### Technical information

Profile images must be an identifiable portrait of the employee (i.e., no stand-in photo of a pet, no sunglasses, etc.).

- Images cannot exceed 10 MB in storage size.
- Workday does not support images in the CMYK color space.
- The square aspect ratio (1:1) is recommended in order to minimize white space around the image. An image approximately 200 x 200 pixels produces good results for most applications within Workday.
- Workday supports JPG, PNG and GIF formats for profile images. PNG and JPG images produce the best results in terms of size and quality. A transparent background (available with PNG images but not with JPG images) is optimal, but a solid white background will also do. The format for all of your agency's employees must be consistent.
- Each photo should be saved individually with the unique identifier of the individual as the file name (e.g., OR number: OR0229447). Delivery method depends on the number of photos and file sizes; small photo batches that can be emailed may be sent to [workday.help@oregon.gov](mailto:workday.help@oregon.gov), and large photo batches that cannot be emailed may be delivered via flash drive to the project building: 1177 Center St NE, Salem, OR 97301.
- Each photo should be an appropriate, professional head shot (shoulders and above). Badge photos may be used, if desired. See the sample below:



200x207 pixels

### User information (verbiage in Workday)

- The photo should be clear, of good quality and of a view that is close enough for the colleague to be easily identified.
- The colleague should be dressed in appropriate business formal or business casual attire.
- Examples of photos that do not meet the guidelines include: caricatures; group photos; vacation photos; sports/hobby photos, photos of pets; etc.
- Photos will require manager approval prior to being visible in Workday.
- Note: The approved photo appears in a colleague's Workday profile and is visible to anyone at Oregon state government who is logged in to Workday.

***Please note that while we will do our best to upload these photos before go-live, the project team's primary focuses at this time are on training development and systems integration. After go-live, the Workday support team will be able to upload employee photos upon agency request.***