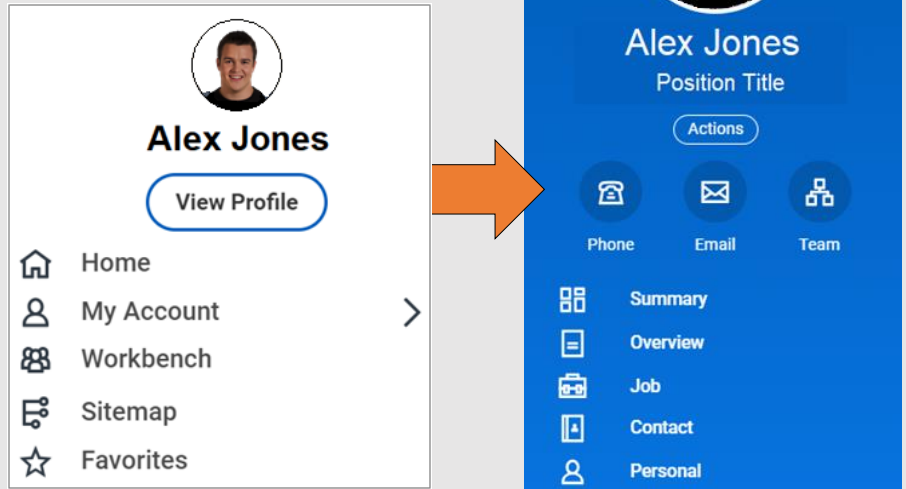


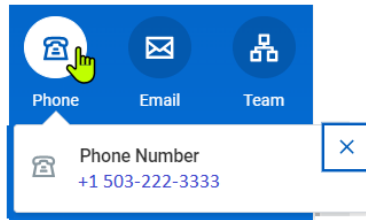
To view and update your work phone number and office location, follow these steps in Workday.

## Viewing Work Information

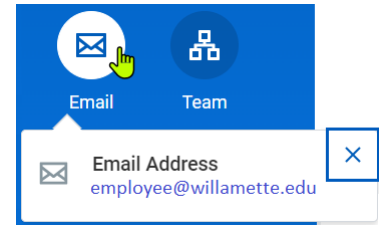
1. After logging in to Workday, click on your profile image at the top right side of the page, which will open a drop-down menu. Next, click on the top item – **View Profile**.



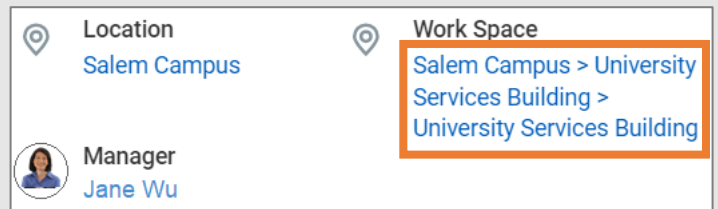
2. To view your phone information, click on the phone icon.



- To view your email, click on the email icon.



3. To view your work space location, view to the section to the right of your profile picture.





4. If your information is correct, no further action is needed. Read on to see how to make changes.

## Changing Work Information

### Work Phone Number

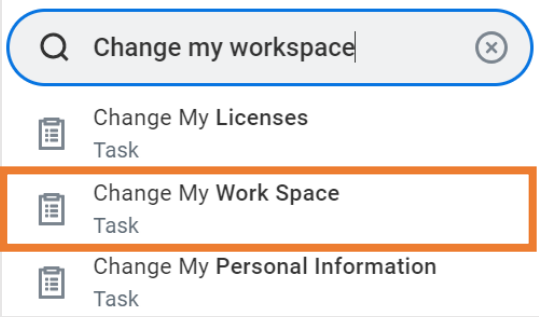
- Click **Contact** from the blue menu on the left.

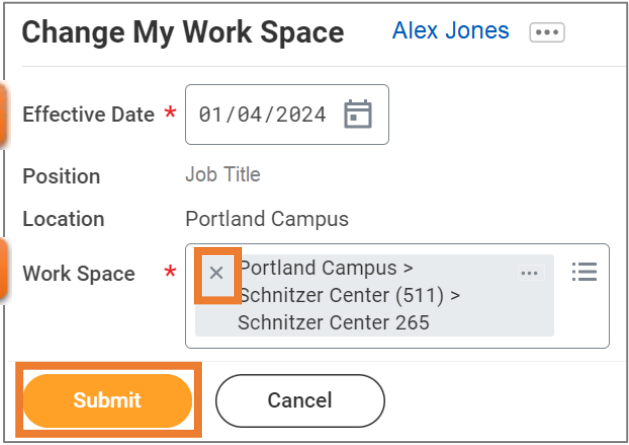

- Select the Edit button at the top of the page, then scroll down to the Work Contact Information section. Locate the Primary Phone section. Click the **phone number**, or the edit **pencil** icon, to edit the phone number.


- After editing the phone number, click the **Submit** button at the bottom of the screen.

### Work Space Information

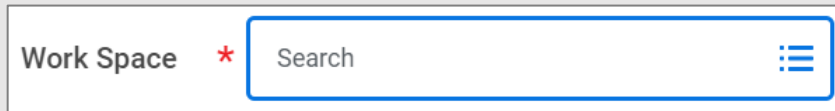
- To change your work space (building/office), type **Change my work space** into the Workday search bar and select the Change My Work Space task. Use the Work Space menu to select your building and/or office number.


- Enter the effective date of the location change, then delete the current work space entry by clicking the X next to the current location. Click **Submit** when done.



9. Click your cursor in the **Work Space** field to produce a menu to select your building and/or office number.

Salem employees can refine their search by building or by office. As there are a limited number of buildings in Portland, the five potential locations are listed immediately.



The image shows a screenshot of a web form. On the left, the text "Work Space" is followed by a red asterisk. To the right is a search input field with the placeholder text "Search" and a blue menu icon (three horizontal lines) on the right side. The search field is highlighted with a blue border.

10. Click the **Submit** button at the bottom of the screen to finalize your changes