

HR S.M.A.R.T

Source for
Monthly Answers,
Reminders, and Tips

UPLOAD YOUR PHOTO IN WORKDAY

The Human Resource Office encourages all employees to upload a professional photo into Workday. To upload a photo:

- Go to your Workday account and click on your profile icon.
- From there, choose "View Profile".
- Once you're in your profile, select "Actions" on the left-hand side of the screen.
- Select "Personal Data".
- Click "Change My Photo".
- Upload your desired photo to your account.

WORK CONTACT INFORMATION

Work contact information can be viewed in the "Personal Information" section. It can be changed by your department admin.

Department Admins can update your workspace by using the "Change Work Space" task. If the room number is not available, please contact the HR Office.

ADDING A PREFERRED NAME

Many employees have nicknames or a different name other than their legal name that they prefer to use.

To update your preferred name:

Workday Profile Icon > View Profile > Actions > Personal Data > Change My Preferred Name

Once here, uncheck "Use Legal Name as Preferred" and enter in your preferred name.

TIGER FITNESS CENTER

One benefit that FHSU offers to all faculty, staff, and students is free access to use the Tiger Fitness Center! This facility is located in Cunningham Hall and includes a swimming pool, racquetball courts, and the fitness center. Those wanting to purchase a family membership can do so in Workday. The benefit year is September 1st through August 31st.

SAVE THE DATE!

Health Insurance Open Enrollment is from October 1st-October 31st. Presentations by the State Employee Health Plan will be in the Memorial Union on October 9th. There will be a 10am session and a 1pm session to choose from.

RECRUITMENT CORNER

STUDENT POSITIONS

FARMHAND
UNIVERSITY FARM

GROUNDS ASSISTANT
UNIVERSITY GROUNDS

FULL TIME STAFF

CUSTODIAN
MEMORIAL UNION

PROFESSIONAL ADVISOR
ROBBINS COLLEGE OF BUSINESS AND
ENTREPRENEURSHIP

SKILLED TRADES TECHNICIAN, PLANT
OPERATIONS (EVENING SHIFT)