



Edit Government IDs

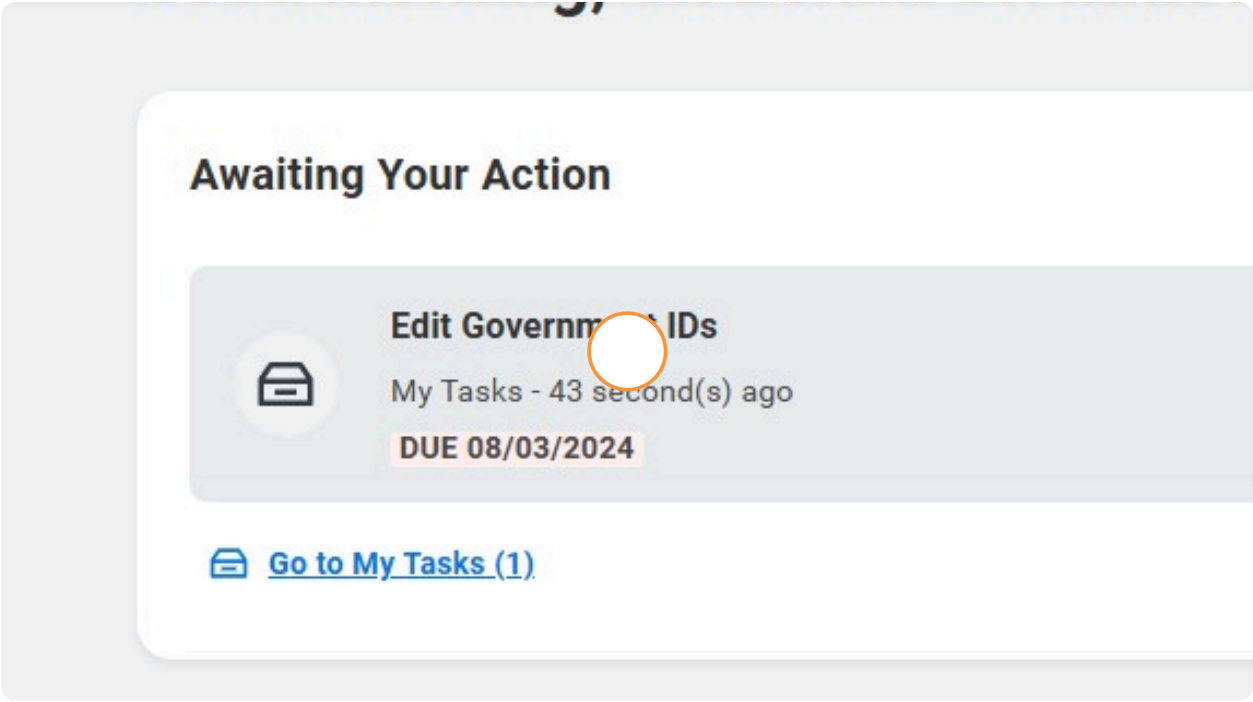
How to add your IDs to Workday during onboarding

Stephanie Tschohl | 18 steps | 59 seconds



1 Navigate to your Workday Home Page.

2 Click on Edit Government IDs in your inbox.



3 Click the plus sign under National IDs.



2024	☆	National IDs	1 item			
				+ *	Country	National ID Type

Additional Government IDs 0 items

<input type="radio"/>	United Arab Emirates	
<input type="radio"/>	United Kingdom	
<input type="radio"/>	United States of America	

No Data

Previous IDs

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Ve
No items available.								

7 Click the "Search" field.

Edit Government IDs**Proposed IDs**

National IDs 1 item

<input type="radio"/>		*Country	*National ID Type
<input type="radio"/>		United States of America	

Additional Government IDs 0 items

<input type="radio"/>	*Country	*Government ID Type	Identification #
No Data			

Previous IDs

8 Click the appropriate option; in this example the candidate has a Social Security Number.

Edit Government IDs**Proposed IDs**

National IDs 1 item

<input type="radio"/>		*Country	*National ID Type
<input type="radio"/>		United States of America	Search

Identification number (TIN)			
	*Country	*Government ID Type	Identification #
No Data			

Previous IDs

National IDs 0 items



9 Click this text field.

↑↓

2024 ☆

Edit Government IDs

Mike Magill

...

Proposed IDs

National IDs 1 item

National ID Type	Current ID	Add/Edit ID	Issued Date	
<div>× Social Security Number (SSN)</div>		<div>23-1234</div>	<div>MM/DD/YYYY</div>	

Additional Government IDs 0 items

*Country	*Government ID Type	Identification #
No Data		

Previous IDs

10 Type your Social Security Number (Or TIN if appropriate)

11 Click the plus sign under Additional Government IDs.

Edit Government IDs

08/01/2024 ☆

Due: 08/03/2024

Updated: 08/12/2024

National IDs 1 item

National ID Type	Current ID	Add/Edit ID
<div>× Social Security Number (SSN)</div>		<div>123-23-1234</div>

Additional Government IDs 0 items

*Country	*Government ID Type
----------	---------------------

Previous IDs

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration
----------	-------------------	------------	-------------	-------------	------------

No items available

12 Click the "Search" field.

12/2024

×

Social Security Number (SSN)

:

:

123-23-1234

MM

Additional Government IDs 1 item

+

*Country

*Government ID Type

−

:

:

Previous IDs

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issue By
----------	-------------------	------------	-------------	-------------	-----------------	----------

No items available.

13 Type "united enter" and select United States of America

14 Click the "Search" field.

*National ID Type

Current ID

Add/Edit ID

Issued Date

×

Social Security Number (SSN)

:

:

123-23-1234

MM/DD/YYYY

Additional Government IDs 1 item

+

*Country

*Government ID Type

Identification #

−

×

United States of America

:

:

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Ve
No items available.								

- 15 Click the radio button next to the ID type you have. For a Driver's License, you will select "Government-Issued ID Card with Photograph or Information"

Edit Government IDs

Proposed IDs

National IDs 1 item

National ID Type	Current ID	Add
<div> <div>×</div> <div>Social Security Number (SSN)</div> <div>:</div> <div>:</div> </div>		

Additional Government IDs 1 item

*Country	Add
<div> <div>+</div> <div>United States of America</div> <div>:</div> <div>:</div> </div>	

☐ Certification of Birth Abroad (FS-545 or DS-1350)
☐ Employer I.D. Number (EIN) issued by I.R.S.
☐ Foreign Passport with a Temporary I - 551 Stamp
☐ Form I-94, unexpired employment authorization
☒ Government-Issued ID Card with Photograph or Information
☐ Military Dependent's ID Card
☐ Native American Tribal Document
☐ Original or Certified Copy of U.S. Birth Certificate
☐ Permanent Resident Card

Issued Date: MM/DD/YYYY

Identification #:

- 16 Click this text field.

Proposed IDs

National IDs 1 item

National ID Type	Current ID	Add
<div> <div>×</div> <div>Social Security Number (SSN)</div> <div>:</div> <div>:</div> </div>	123-23-1234	MM/DD/YYYY

Additional Government IDs 1 item

National ID Type	Identification #	Issued Date	Expiration Date
<div> <div>+</div> <div>Government-Issued ID Card with Photograph or Information</div> <div>:</div> <div>:</div> </div>		MM/DD/YYYY	MM/DD/YYYY

Previous IDs

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Ve
----------	-------------------	------------	-------------	-------------	-----------------	-----------	--------	----

- 17 Type the document number; in this example it's the driver's license number.

- 18 Click "Submit"

Additional Government IDs 1 item

Government ID Type	Identification #	Issued Date
Government-Issued ID with Photograph Information	123456789	MM/DD/YYYY

Previous IDs

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date
No items available					

Submit **Save for Later** **Cancel**