

GHRP(W) / Workday

Access GHRP(W) / Workday

Click on Workday URL:

GHRP (W) - Workday

▶ Workday: Access Personal Information

The image shows two overlapping screenshots of the GHRP (Global HR Platform) interface. The top screenshot shows the main dashboard with a sidebar menu on the left. The 'Apps' section is highlighted with a red box, and the 'Personal Information' option is also highlighted with a red box. The bottom screenshot shows the 'Personal Information' page, which has a blue header. On the right side of this page, the 'View' section contains an 'About Me' button, which is highlighted with a red box. A blue callout box with white text says 'Click "About Me"'. Below the screenshots, a blue box contains the following instructions:

1. Click Menu
2. Then Click Personal Information

▶ Workday: Verify Social Security Number (SSN)

1. Click on [Personal](#)
2. Click [IDs](#) tab
3. Click on [Verify National ID](#) button

The screenshot shows the Workday GHRP interface for a user named John Smith (12345678), a Contingent Worker. The left sidebar contains a menu with options: Summary, Overview, Job, **Personal** (highlighted with a red box), Performance, and Career. The main content area shows the 'IDs' tab (also highlighted with a red box) under the 'Personal Information' section. The 'IDs' tab displays a table of National IDs and Other IDs. The 'National IDs' table has one item with a 'Verify National ID' button (highlighted with a red box) in the 'Actions' column. The 'Other IDs' table has two items: 'Knox Portal ID' and 'Knox Portal EPID'.

Names	IDs	Personal Information	Additional Data	Contact	Emergency Contacts	Documents
John Smith (12345678) Contingent Worker Actions Phone Email Team						
Summary Overview Job						
Personal						
Performance Career						
IDs						
Edit						
National IDs 1 item						
	Country	National ID Type	Identification #	Issued		
Verify National ID	United States of America	Social Security Number (SSN)	XXX-XX-XXXX			
Other IDs 2 items						
Other ID Type	Organization	Description	Identification #			
Knox Portal ID			john.smith			
Knox Portal EPID			P170915152524C100151			

▶ Workday: Verify SSN

4. Type in your [Social Security Number](#)
5. Click the [OK](#) Button at the bottom of the page.
6. If the verification fails, contact the NA SSC immediately. [855-557-3247](#)

Verify My National ID

Enter the Social Security Number (SSN) to verify.

Social Security Number (SSN) *

IMPORTANT!

You will have 5 attempts to enter the correct SSN.

▶ Workday: Review Personal Information

1. Click [Personal Information](#) tab
2. Please [Verify your Gender and Date of Birth](#)
3. If either is incorrect, contact the NA SSC immediately. (855-557-3247)

The screenshot displays the GHRP (Global Human Resources Portal) interface. On the left is a blue sidebar with a user profile for John Smith (12345678), a Contingent Worker. The sidebar includes links for Summary, Overview, Job, Personal (highlighted), Performance, and Career. The main content area has a top navigation bar with tabs: Names, IDs, Personal Information (highlighted with a red box), Additional Data, Contact, Emergency Contacts, and Documents. Below the tabs is an 'Edit' button. The 'Personal' section contains a table of personal information:

Personal	
Gender	Not Declared
Date of Birth	(empty)
Country / Territory of Birth	United States of America
City of Birth	(empty)
Marital Status	(empty)
Hispanic or Latino	
Race/Ethnicity	(empty)
Citizenship Status	(empty)
Primary Nationality	United States of America

IMPORTANT!
DO NOT edit Marital Status at this time.

▶ Workday: Review Contact

1. Click [Contact](#) tab
2. Please [Verify Contact](#) information
3. Use [Edit](#) button to make changes

The screenshot shows the Workday GHRP interface for a user named John Smith (12345678), identified as a Contingent Worker. The left sidebar contains navigation links: Summary, Overview, Job, Personal (selected), Performance, and Career. The main content area has tabs for Names, IDs, Personal Information, Additional Data, **Contact** (highlighted with a red box), Emergency Contacts, and Documents. An **Edit** button is circled in red. Below the tabs, there are sections for Home Contact Information and Work Contact Information, each with a table of addresses. The Home Contact Information table shows a primary home address with 'Private' visibility. The Work Contact Information table shows a primary business address with 'Public' visibility. At the bottom, there is a section for Phones.

Address	Usage	Visibility	Shared With
2505 N Plano Rd Richardson, TX 75082 United States of America	Home (Primary) Main - Home	Private	

Address	Usage	Visibility	Eff
6625 Excellence Way Plano, TX 75023 United States of America	Business (Primary)	Public	02

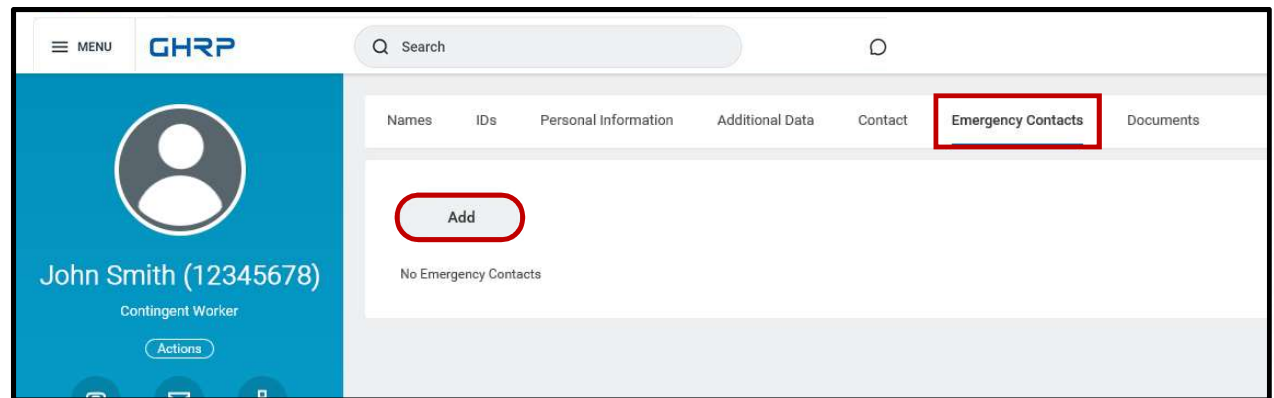
Phone Number	Device	Usage	Visibility
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IMPORTANT!

Personal information should be labeled "Private".
Work information should be labeled "Public")

▶ Workday: Add Emergency Contact

1. Click [Emergency Contacts](#) tab
2. Click the [Add button](#) to add an Emergency Contact



▶ Workday: Summary: Education & Job History

1. Click the [Summary](#) link
2. Click [Add](#) to add Education (If populated, do not edit.)
3. Click [Add](#) to add Job History (If populated, do not edit.)

Supervisory Organization
TM_Learning Design & Delivery (John Smith (12345678))(Inherited)

Manager
John Smith (12345678)

John Smith (12345678)
Contingent Worker

Actions

Summary (highlighted)

Overview

Job

Personal

Performance

Career

Job Details

Contingent Worker ID	12345678
Supervisory Organization	Samsung Electronics (KINAM KIM (김기남) (82705246)) >> TM_Learning Design & Delivery (John Smith (12345678))(Inherited)
Position	Contingent Worker
Business Title	Contingent Worker
Job Profile	Contingent Worker
Job Family	HR (JFG) > Specialized Supports (JF)
Contingent Worker Type	Direct Outsourced
Management Level	H1
Time Type	Full time
Location	6625 Excellence Way, Plano, TX, USA
Contract Start Date	12/07/2020
Original Contract Start Date	12/07/2020
Continuous Service Date	(empty)
Length of Service	0 year(s), 7 month(s), 21 day(s)

Contact Information - Public

Email s1.joseph@partner.samsung.com

Work Address

6625 Excellence Way Plano, TX 75023 United States of America

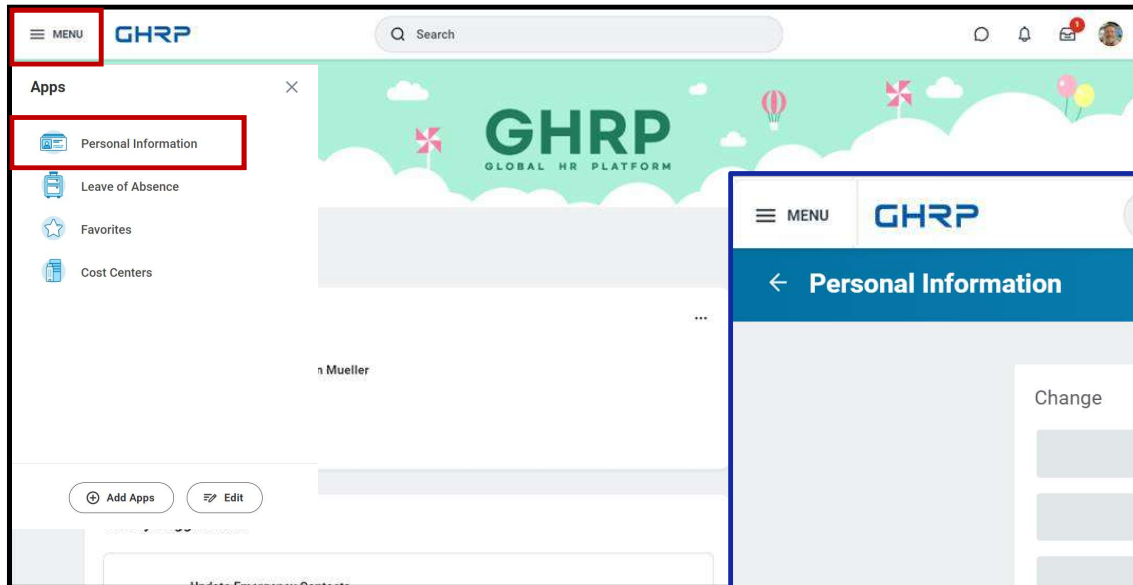
Education (highlighted)

Add

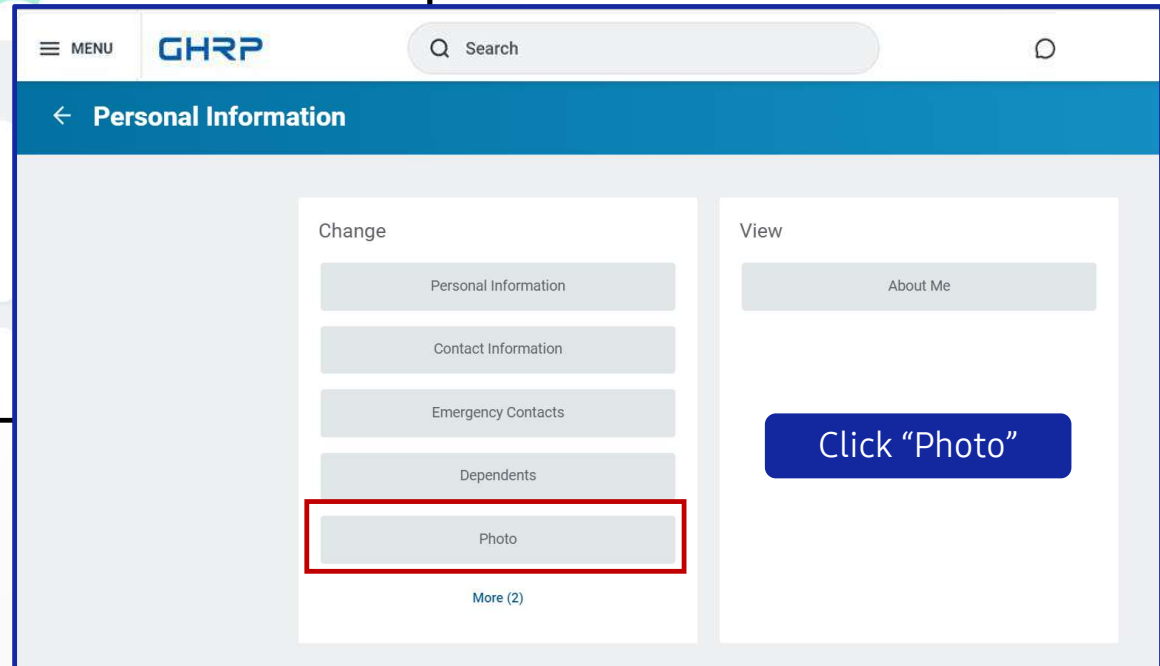
Job History (highlighted)

Add

▶ Workday: Adding Your Photo




1. Click Menu
2. Then Click Personal Information



► Workday: Adding Your Photo

Current



Drag and drop your photo or click the Select files button and upload the photo. Then click Submit.


Proposed

Attachments *

Drop file here

or

Select files



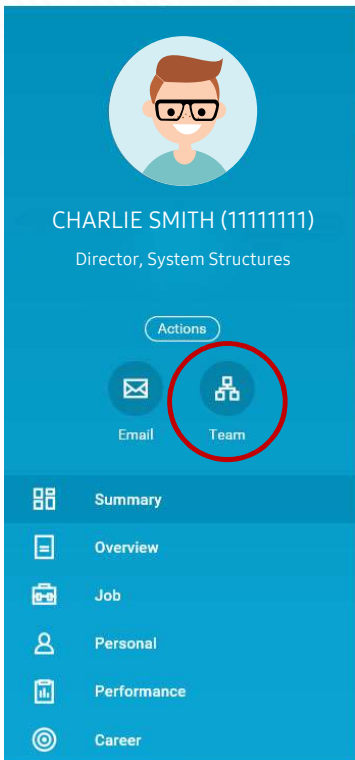
Submit

Save for Later

Cancel

Workday: Organization Chart

View



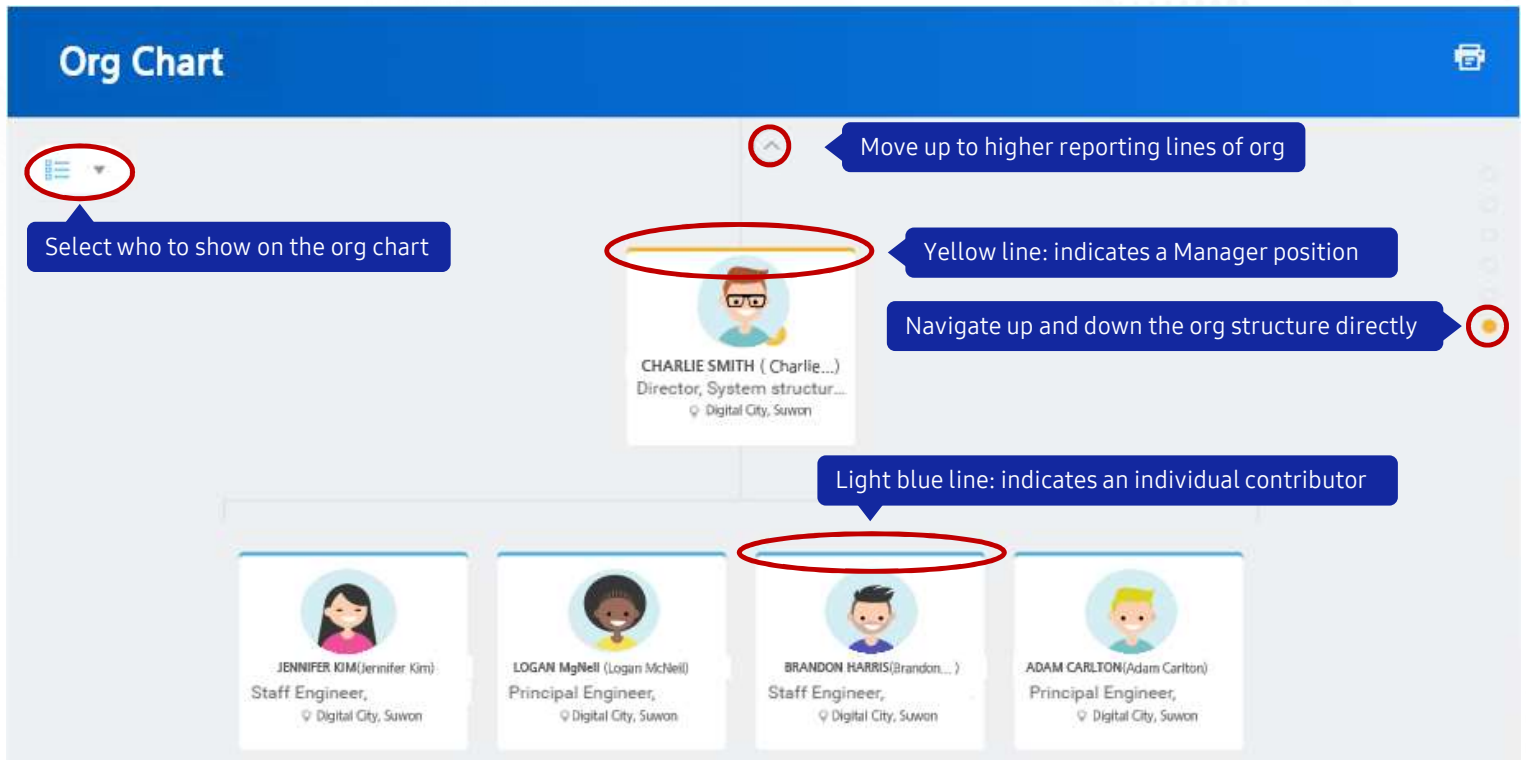
CHARLIE SMITH (11111111)
Director, System Structures

Actions

Email Team

Summary
Overview
Job
Personal
Performance
Career

Navigating



Org Chart

Select who to show on the org chart

Move up to higher reporting lines of org

Yellow line: indicates a Manager position

Navigate up and down the org structure directly

Light blue line: indicates an individual contributor

CHARLIE SMITH (Charlie...)
Director, System structur...
Digital City, Suwon

JENNIFER KIM(Jennifer Kim)
Staff Engineer,
Digital City, Suwon

LOGAN McNeill (Logan McNeill)
Principal Engineer,
Digital City, Suwon

BRANDON HARRIS(Brandon...)
Staff Engineer,
Digital City, Suwon

ADAM CARLTON(Adam Carlton)
Principal Engineer,
Digital City, Suwon