

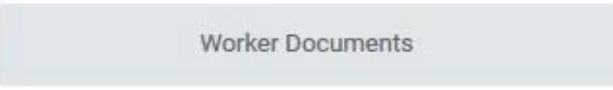
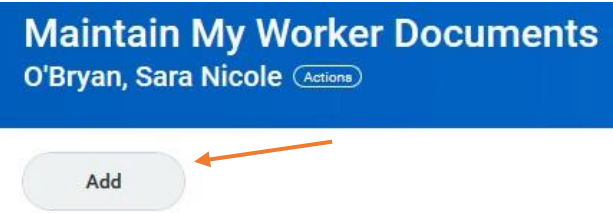

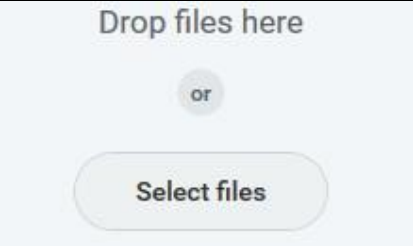
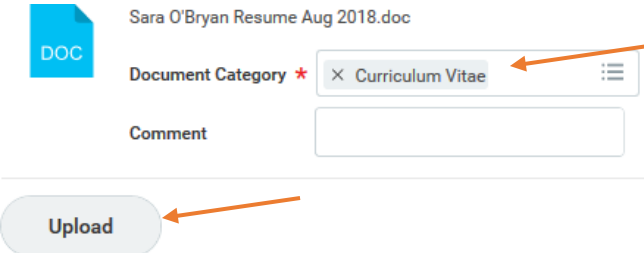



Uploading FAR/CV Instructions in Workday

<p>1. Log in to Workday</p>	<p>https://www.myworkday.com/yale/d/home.html</p>
<p>2. Under 'Applications', click on 'Personal Information'</p>	 <p style="text-align: center;">Personal Information</p>
<p>3. Under the View Column, click More</p>	<p style="text-align: center;">More (2) </p>
<p>4. Click on Worker Documents</p>	
<p>5. Click the 'Add' button to upload documents</p>	 <p style="text-align: center;">Add </p>
<p>6. Drag and drop where it states 'Drop files here', or click the 'Select files' button to upload your FAR and CV.</p>	
<p>7. Click in the dropdown menu to find and assign the proper document categories: 'Faculty Activity Report' and 'Curriculum Vitae'. *note: leave Comment field blank. Click Upload button to submit.</p>	 <p style="text-align: center;">Upload </p>

***Please note:** The FAR and CV will display immediately after submission in the Worker Documents list, which is immediately viewable. You may view/edit your documents at any time. There is no email confirmation for submission.