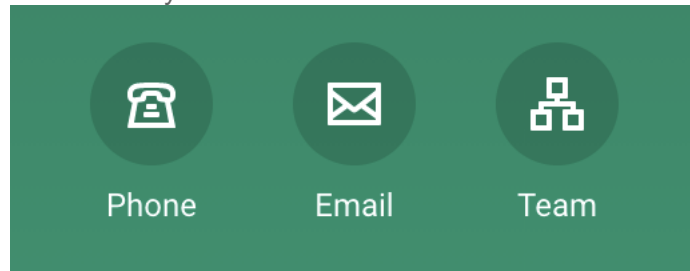


## FIND A WORKER'S CONTACT INFORMATION

In Workday, the process of searching for a worker's contact information is as easy as navigating to their Workday profile.

1. In the search bar type the worker's name. Select the worker and you will be taken to their profile.
2. Utilizing the icons on the left side of their profile, select the information you wish to view.



3. Select the **phone** icon to view the worker's office phone number.
4. Select the **email** icon to view the worker's Southeastern email address.
5. Select the **team** icon to view the worker's supervisory organization information.

Note: If you find a worker's information is not correct, please notify the Human Resources Office at 985-549-2001.