Workday Contact Privacy Settings and the USC Directory
Employee Self-Service Guide
Effective: June 20, 2014

Workday Internal Visibility

Workday displays limited employee profile information to everyone with a valid login (those who are members of the Trojan Family). The information displayed includes name, photo, organization, employee type, business location, and other contact information that is marked "public." By default, home contact information is marked private and will be visible only to you, your manager, USC HR professionals, and other USC administrators. You can control what is displayed in Workday by changing your contact privacy settings.

USC Public Directories

Limited profile information is integrated from Workday to the USC directories. The faculty/staff directory is open to the internet but the student directory requires login. Work Contact privacy settings in Workday govern what is displayed in both directories. By setting these values you can control which fields are displayed, or elect to hide yourself completely.

> *It is important to note that the university generally requires work contact information for all faculty and staff be listed in the USC Directory. That address may be a specific location or more general departmental address and phone number. If you have a concern about being listed in the USC Directory, please contact your HR Partner or the HR Service Center to discuss those concerns.*

Three primary work contact fields control how employee information displays in the USC directories. Marking any of the fields below as "Private" in Workday will prevent that field from displaying. Setting all three to private will hide you completely. Note these settings will not hide you in Workday.
- Primary Work Address
  - *Note: only <u>alternate</u> work addresses can be marked private. The first alternate work address you enter will automatically become primary.*
- Primary Work Email
- Primary Work Phone

Marking any other contact field as private will have no effect in the USC Directories. This includes non-primary work information (e.g. fax number) and all of the home contact fields. The privacy settings of other fields will, however, govern how they display in Workday – so be sure to always keep home contact information private.

Your Addresses and Payroll Taxation

Payroll uses address information as a component of some tax calculations. It is important to be aware of this when updating your addresses:
- Primary Home Address – this is used to calculate the Resident State Tax. The address where you live while working should be used. If you are a student, this is where you are living as a student and not an out of state permanent address (e.g. address of your parents). If desired, an additional home address may be added to record your permanent address – but make sure it's not your primary home address. Please do not use a post office box as your primary address – this may be entered as an alternate address if desired.

- Primary Work Address – this defaults to your business location, but if you enter an Alternate Work Address it will become the primary. This is used to calculate Work State Tax. If you work from home, enter your home address as an Alternate Work Address. Be sure to mark it "private" to avoid displaying it to all Workday users and in the USC public directory. If you're working from some business location other than the default business location, you should also enter an Alternate Work Address (generally leaving it set to public).

Changing Contact Privacy Settings

1. Go to the **Personal Information** worklet and then to **Change Contact Information**
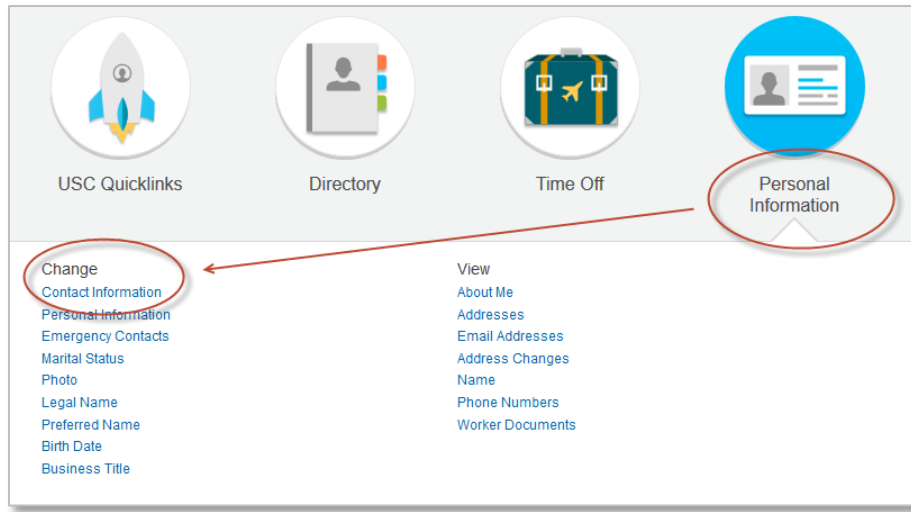
2. On the Contact Information screen, click on [Edit] toward the top of the screen.
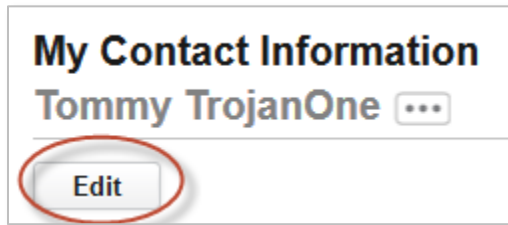
3. Scroll down to the **Work Contact Information** section of the screen. If you want to add NEW contact information, click the plus sign next to the item type

4. To modify existing contact information, simply click on it. Note you cannot change the "Business Location" – this defaults from the location table.   If you add an Alternate Work Location it will become the primary work address.

5. To change the privacy settings click on **Details.** Choose the Visibility setting you want. Remember, only the **Alternate Work Location**, **Primary Phone**, and **Primary Email** fields control USC Directory privacy.

6. When you are finished changing the settings for all of your contact information, click on . The process will route to the HR Partner for approval.