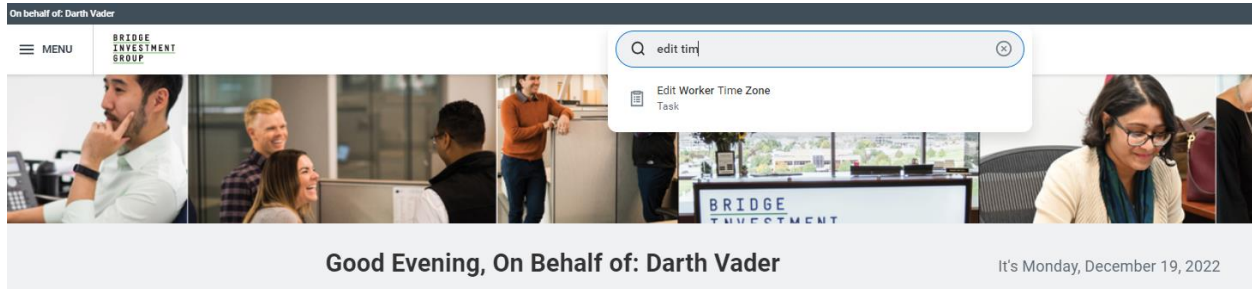
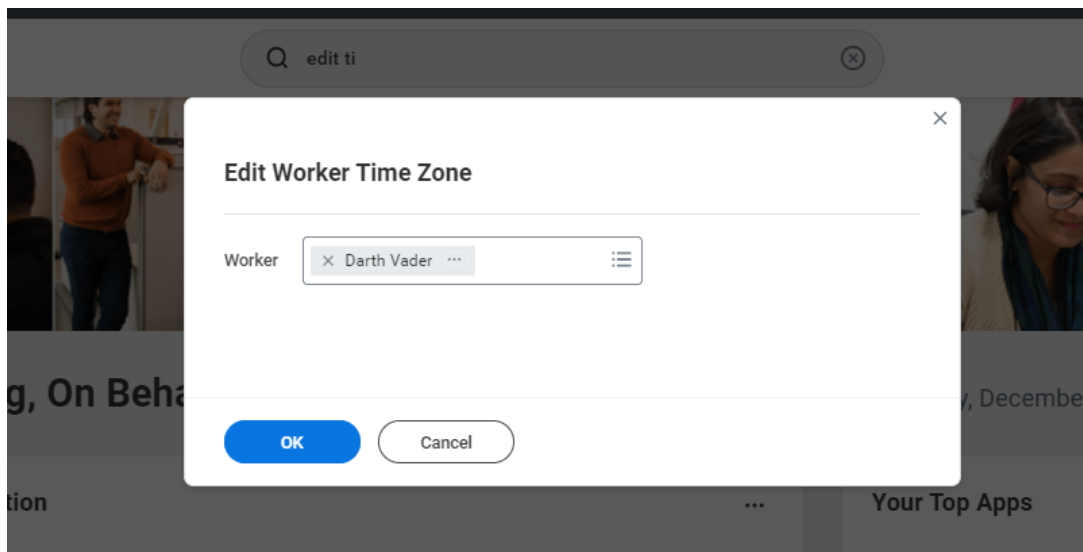


SOP- How to change Time Zone Preferences in Workday – Desktop Version!

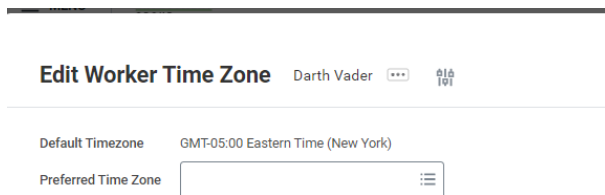
From the search bar – Type **Edit Worker Time Zone** Task, then click on the Task



Once you select the Task – you will be prompted to enter worker name – Please type your name, in this example I am editing the time zone preferences for Employee Darth Vader.



Once your name populates, click OK



On the preferred Time Zone click on the three bars, to see list of the options form the drop down.

Edit Worker Time Zone Darth Vader ... 👤

Default Timezone GMT-05:00 Eastern Time (New York)

Preferred Time Zone

- GMT-12:00 GMT-12:00
- GMT-11:00 Samoa Standard Time (Midway)
- GMT-10:00 Hawaii-Aleutian Standard Time (Honolulu)
- GMT-09:00 Alaska Time (Anchorage)
- GMT-08:00 Pacific Time (Los Angeles)
- GMT-08:00 Pacific Time (Tijuana)
- GMT-07:00 Mexican Pacific Time (Mazatlan)
- GMT-07:00 Mountain Standard Time (Phoenix)
- GMT-07:00 Mountain Time (Denver)
- GMT-06:00 Central Standard Time (Regina)
- GMT-06:00 Central Time (Chicago)

Edit Worker Time Zone Darth Vader ... 👤

Default Timezone GMT-05:00 Eastern Time (New York)

Preferred Time Zone

Once you search for preferred time zone select the right option and select OK. You will get an alert, **make sure to sign out and sign back in so the time zone reflects.**

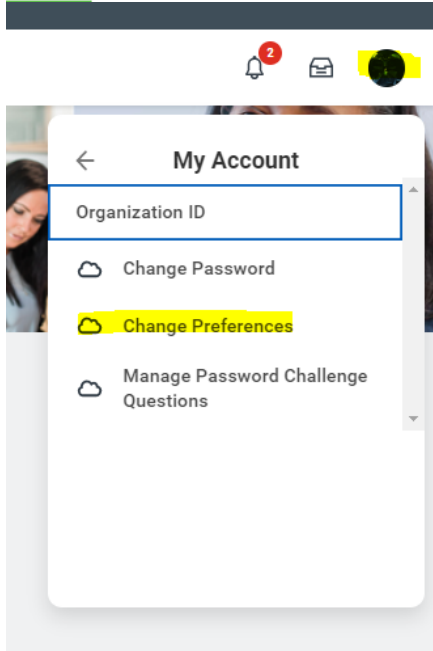
Edit Worker Time Zone Darth Vader ... 👤

Default Timezone GMT-05:00 Eastern Time (New York)

Preferred Time Zone

Alert: The Time Zone selection takes effect only after the Worker signs out and signs back in to Workday.

Once you log out and log back in you can check under your profile: Under Change Preferences to see the reflected time zone. It should reflect the new preferred time zone.



Change Preferences 6jrg9kuvtt / Darth Vader

Global Preferences

Default Locale	English (United States) - en_US
Preferred Locale	<input type="text" value="select one"/>
Default Display Language	English
Preferred Display Language	<input type="text" value="select one"/>
Show Month/Day Names in Preferred Language	<input type="checkbox"/>
Default Timezone	GMT-05:00 Eastern Time (New York)
Preferred Time Zone	GMT-06:00 Central Time (Chicago)