

Sarah Bush Lincoln – Workday Profile Photo Guidelines

Employee photos are allowed in Workday, our Human Resource Information System. Photos are uploaded by each employee during the onboarding process. For best image results follow these photo guidelines. Your record in Workday is your professional profile.

- Submit a color photo, taken in last 6 months
- Use a clear image of your face
- Do not use filters commonly used on social media
- Have someone else take your photo - No selfies
- Take off your eyeglasses for your photo
- Use a plain white or off-white background

Acceptable Photo



Meets ALL Requirements:

- ✓ Front Facing
- ✓ White/Light Background
- ✓ No Objects In Photo
- ✓ No Filters
- ✓ No Close Ups

Unacceptable Photos



Photo Don'ts

- ☒ Side Eye
- ☒ Duck Lips
- ☒ Taken In Vehicle



Photo Don'ts

- ☒ Filter
- ☒ Hand on Face



Photo Don'ts

- ☒ Filter



Photo Don'ts

- ☒ Too Close
- ☒ Not on White/Light Background