**Employee Profile in Workday**

horizontal line

**General Information:**

* **Employee ID:** WD12345
* **Name:** Emily Carter
* **Official Email:** emily.carter@company.com
* **Personal Email:** emily.c@gmail.com
* **Phone Number:** +1 555-7890
* **Position:** Project Manager
* **Department:** Product Development
* **Location:** New York Office
* **Manager:** Thomas Brown

**Employment Details:**

* **Employment Type:** Full-Time
* **Hire Date:** 15/07/2019
* **Probation Period End Date:** 15/01/2020
* **Employee Status:** Active

**Job History:**

* **Previous Position:** Assistant Project Manager
* **Promotion Date:** 01/01/2021

**Performance:**

* **Last Review Date:** 20/12/2022 - Met Expectations
* **Next Scheduled Review:** 20/12/2023
* **Performance Improvement Plan:** Not Applicable

**Compensation and Payroll:**

* **Base Salary:** $85,000 annually
* **Bonus Eligibility:** 10% of base salary based on annual performance
* **Payroll Schedule:** Bi-weekly

**Benefits Enrollment:**

* **Health Insurance:** Plan A (Full coverage)
* **Retirement Plan:** 401(k) - 5% company match
* **Additional Benefits:** Employee Assistance Program, Gym Membership Discount

**Skills and Certifications:**

* **Core Skills:** Leadership, Risk Management, Agile and Scrum Methodologies
* **Certifications:** Certified Scrum Master, PMP Certified

**Education:**

* **Highest Degree:** Master’s in Business Administration
* **School:** Columbia University, Graduated 2017

**Emergency Contacts:**

* **Primary Contact:** Jane Carter (Sister)
  + **Relationship:** Sister
  + **Phone:** +1 555-6789
* **Secondary Contact:** Mark Carter (Father)
  + **Relationship:** Father
  + **Phone:** +1 555-6543

**Access Rights and Security:**

* **System Roles:** Project Manager, User, Expense Approver
* **Last Security Training:** 03/03/2023

**Notes:**

* **Special Notes:** Currently leading the flagship project aimed at expanding the Asian market.
* **HR Comments:** Demonstrates strong leadership skills, potential candidate for future leadership programs.