

Employee Profile in Workday

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.