Guidelines for Uploading Employee Photos in Workday

Workday has allowed the option for all employees to upload a picture of themselves so that other community members can identify them. The following guidelines have been put in place to ensure that employee profile pictures are appropriate for our workplace and to minimize misunderstandings within the Kean community.

When uploading photos to Workday, employees should consider apply the following standards:

- Pictures should be a recent professional or personal photo of the employee only. The employee's face should be visible and in focus.
- The following pictures will not be accepted: full body images; baby pictures, photos including other people/family members; photos with filters from social media.
- Photos should be free from derogatory, discriminatory, or profane words, symbols, or phrases.
- Pictures may not be of animals, memes, avatars, cartoons, political statements or other digital imagery.
- Pictures should not include lewd or crude mannerisms or suggestive poses.
- Pictures including Kean University logos may be accepted if they satisfy all other requirements.

Please refer to the below requirements to ensure success when uploading their chosen photo:

- Size: The maximum image size is 10 MB.
- Aspect Ratio: Use square images for best results. Because images typically display as circles within Workday, images in any other shape don't fit properly, resulting in white spaces in the circular area. An image about 200 x 200 pixels produces good results for most applications.
- File Format: Workday supports JPG, PNG, and GIF formats for worker images. However, PNG and JPG images produce the best results in terms of size and quality.

Employees should be advised that all photos uploaded to Workday will be subject to review and approval by the Office of Human Resources (HR). HR reserves the right to review and remove any pictures that fail to meet the above standards at any time. Continued submission of photos that do not meet the standards outlined above may be result in disciplinary action.