



Mobile Instructions to Access Internal Jobs



- www.upsers.com
- 2 ways to access Workday:
 1. Within your **“Quick Links”** – select **Workday** & follow the steps below

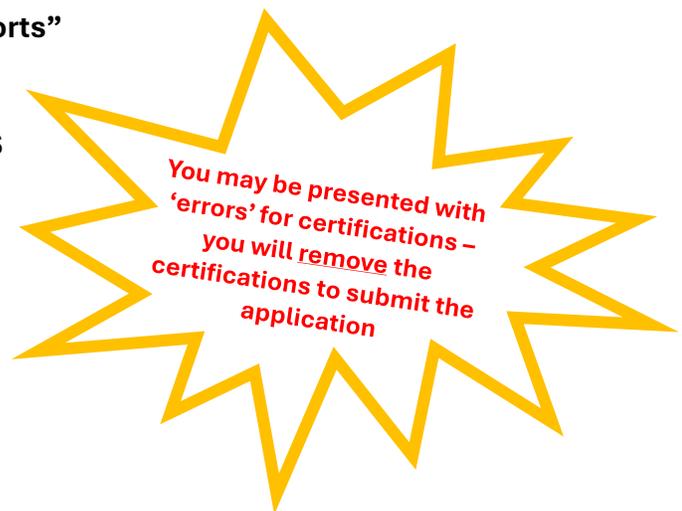
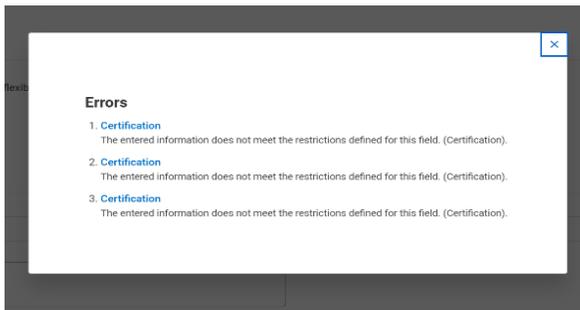
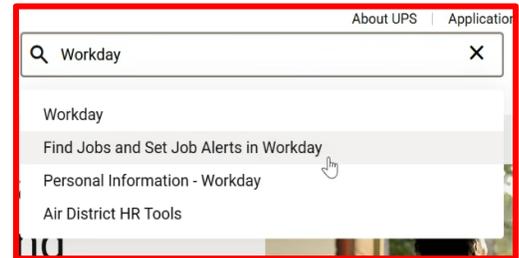
OR

 2. Using the search (magnifying glass icon) & search **“Workday”**
- Select **“Find Jobs and Set Job Alerts in Workday”**
- You will be redirected to the Workday platform
- Search **“Find Jobs”**
 - May appear under **“Tasks & Reports”**
- Click **“Filter”** & Filter by **“Distance”**
 - Within: **50 miles**
 - Of Postal Code: **40213 – Louisville, US**



Desktop Instructions to Access Internal Jobs

- www.upsers.com
- Using the search (magnifying glass icon)
 - Search: **Workday**
 - *Do not click enter, allow the options to drop down in the search field as shown here*
 - Select **“Find Jobs and Set Job Alerts in Workday”**
 - *You will be taken to an informational page with a link in the initial paragraph. Click the link within the paragraph: **“Workday Internal Job Portal”***
- You will be redirected to the Workday platform
- Search **“Find Jobs”**
 - May appear under **“Tasks & Reports”**
- Click **“Filter”** & Filter by **“Distance”**
 - Within: **50 miles**
 - Of Postal Code: **40213 – Louisville, US**



****Please do not submit your application via www.upsjobs.com (external site) as you will be automatically disqualified for being a current employee. Any issues you experience in submitting your application please contact your Sara Heun saraheun@ups.com .**