



Add/Edit Worker Additional Data (All Employees)

Employees can add and edit additional data in Workday. This process then routes all edits to the one up Manager for approval. Note: Managers are able to submit on behalf of their employees and no further approval is needed. Please follow the steps below to complete this process.

Add/Edit Worker Additional Data

From your homepage:

1. Choose the employee in question, and then the employees **actions** icon.
2. Hover over Additional Data, and then select **Edit Effective-Dated Custom Object**.
3. Make the **Effective Date** **current day**, and then select **OK**.
4. Select **Complete Questionnaire**.
5. Select **Job History** and then select **Submit**.
6. Select **Edit Additional Data**.
7. Select the **+** icon to add a row, and then enter the information in each text field under the headings of the following:
Job Title, Industry, Experience Category, Relevant Experience to Current Role, Start Date, End Date, and Company.
8. Select **Submit**.

Helpful Considerations

1. Under **Current Role**, leave the **End Date** empty.
2. Only one role should be marked as relevant/partially relevant during the same timeframe (this avoids overlapping and double counting experience to occur.)

How to run a report to calculate for your Supervisory Organization

From the Workday Manager Hub:

1. Select **Menu**
2. Select **Manager Hub**
3. Select **Compensation**
4. Select **Relevant Years of Experience—Manager Hub CR**