



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. Select the **Effective Date**, 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, Company, Experience Category, Relevant Experience, Start Date, End Date, Responsibility and Achievements, and Location.
8. Select **Submit**.

The screenshots show the following steps:

1. Employee profile for Sue Shi (01234567), Registered Nurse.
2. Hovering over 'Additional Data' and selecting 'Edit Effective-Dated Custom Object'.
3. Selecting an 'Effective Date' (03/21/2023) and clicking 'OK'.
4. Clicking the 'Complete Questionnaire' button.
5. In the 'VMG Participant or Job History' dialog, selecting 'Job History' and clicking 'Submit'.
6. Clicking the 'Edit Additional Data' button.
7. Adding a new row with fields for Job Title, Company, Experience Category, Relevant Experience, Start Date, End Date, Responsibilities and Achievements, and Location.
8. Clicking the 'Submit' button.

QUESTIONS?

Please email BusinessEducation@vumc.org.