

VUMC BUSINESS EDUCATION



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 2 Additional Data Edit Effective-Dated Custom Obiec Sue Shi (01234567) Award > View All From your homepage: Registered Nurse 2525 WEST END AVE (LO View All As Of 1. Choose the employee in question, and then the employees actions icon. 03/21/2023 🛱 Effective Date * 2. Hover over Additional Data, and then select 3 **Complete Questionnaire** 4 Edit Effective-Dated Custom Object. ок Cance 3. Make the Effective Date current day, and then ant or Job Histor select OK. Please choose what you would like to edit. (Regui 4. Select Complete Questionnaire. Everbridge Emergency Contact Information 5 Job History **Edit Additional Data** 6 5. Select Job History and then select Submit. Save for Late Can 6. Select Edit Additional Data. 7 *Job Title Unknow 7. Select the + icon to add a row, and then enter the 7 Diet/Food Service, No Licensed Unknov information in each text field under the headings of 7 art Date End Date Comp Diet/Food Service, N the following: Unkno 12/13/2008 01/01/2002 Job Title, Industry, Experience Category, Relevant × Diet/Food Service, 01/01/2010 12/31/2011 Experience to Current Role, Start Date, End Date, 01/01/2012 🛱 12/31/2017 🛱 and Company. 8. Select Submit. Submit Cancel **Helpful Considerations** How to run a report to calculate for your **Supervisory Organization** 1. Under Current Role, leave the End Date empty. From the Workday Manager Hub: 1. Select Menu 2. Only one role should be marked as relevant/ 2. Select Manager Hub partially relevant during the same timeframe (this avoids overlapping and double counting experience 3. Select Compensation to occur.)

4. Select Relevant Years of Experience—Manager Hub CR