



Extended Enterprise Learner – Self-Reported Training in Workday

Provides Extended Enterprise Learners step-by-step instructions on how to add, edit, remove, and print self-reported training in Workday. Self-reported training is learning you have taken outside of Workday. Select from one of the following topics to learn more:

- [Add Self-Reported Training](#)
- [Edit or Remove Self-Reported Training](#)
- [Export & Print Self-Reported Training](#)

Intended Audience

- Extended Enterprise Learners

Revision Date

February 11, 2022

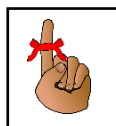
Questions and Assistance

<https://www.oregon.gov/das/HR/Pages/LearningPartnerAgencyContacts.aspx>

Icon Key



Additional
Information



Reminder/
Remember



Important



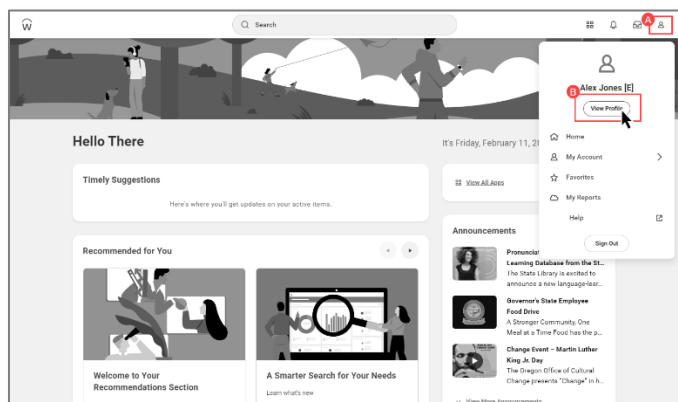
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Add Self-Reported Training

Step 1: Edit *Additional Data*

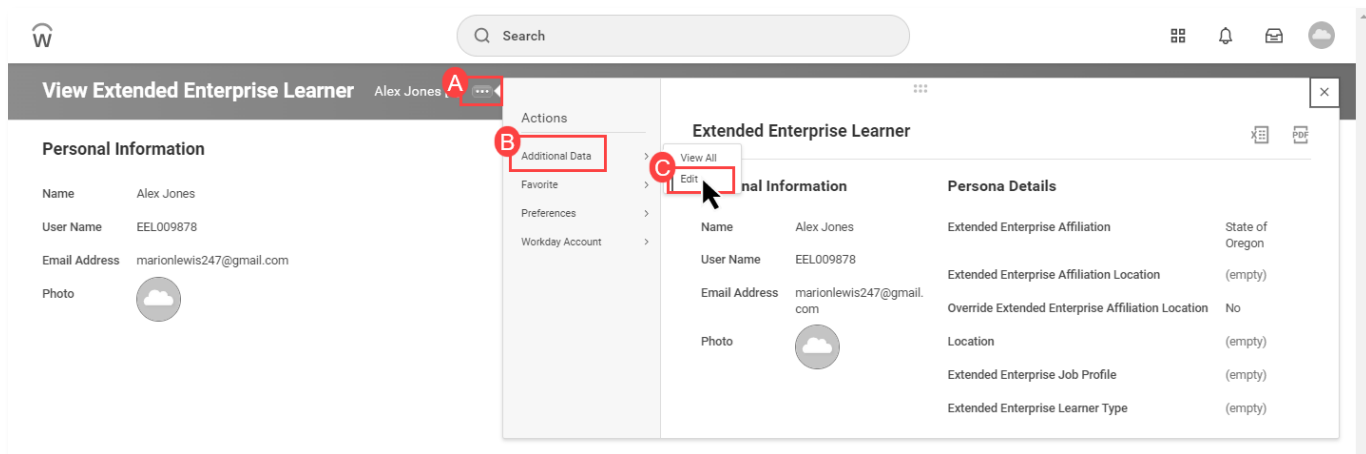
From the Workday Home screen,

1. Click on the image in the upper right corner (A).
2. Select *View Profile* (B).



From the *View Extended Enterprise Learner* screen,

1. Click *Related Actions* to open the Actions menu (A).
2. Select *Additional Data* (B).
3. Select *Edit* (C).





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Step 2: Add Training

From the *Edit Additional Data* screen,

1. Click in the *Custom Object* field, type in Self-Reported Training.

The screenshot shows a dialog box titled "Edit Additional Data" with a close button (X) in the top right corner. Below the title bar, it says "Additional Data for Alex Jones [E]". The "Custom Object" field is highlighted with a red box and contains an asterisk and a menu icon. At the bottom, there are "OK" and "Cancel" buttons.

2. Review (A) Click *OK* (B).

The screenshot shows the same "Edit Additional Data" dialog box. The "Custom Object" field is now filled with "Self-Reported Training" and is highlighted with a red box labeled "A". The "OK" button is also highlighted with a red box labeled "B" and has a mouse cursor pointing to it.



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3. Click the plus sign (+) to ADD or use the minus sign (-) to REMOVE Self-Reported Training.

W Search

Edit Additional Data Alex Jones [E] 10/10/21

Custom Object Self-Reported Training

Instructions

Please provide the date of completion, and list the duration in hours.

Self-Reported Training

1 item

Training	Training Type	Description	Completed On	Training Duration	Time Value	
+	Testing	× On the Job Training	lajjhreimhikjdfgtjk	09/11/2021	10	× Hours

OK Cancel

4. Add the new Self-Reported Training

- A. Record the Time Value in hours.
- B. Add the appropriate information.
- C. Click **OK**.

W Search

Edit Additional Data Alex Jones [E] 10/10/21

Custom Object Self-Reported Training

Instructions

A Please provide the date of completion, and list the duration in hours.

Self-Reported Training

2 items

Training	Training Type	Description	Completed On	Training Duration	Time Value	
B +	Communication is KEY!	× In Person/Virtual Training	Conference	02/02/2022	16	× Hours
-	Testing	× On the Job Training	lajjhreimhikjdfgtjk	09/11/2021	10	× Hours

C OK Cancel





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Export & Print Self-Reported Training

Step 1: Locate *Additional Data*



If you click on either the Excel or PDF icons ( ) within the orange header, you will download all data from each section of this screen.