



# 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](#)

State Employees and Contingent Workers who wish to add self-reported training to their profiles need to review the [Workers: Self-Reported Training in Workday job aid](#).

## Supplemental Resources

The following companion-based resources support this job aid:

- [Workday Learning Vocabulary](#)

## Intended Audience

- Extended Enterprise Learners

## Revision Date

July 7, 2021

## Questions and Assistance

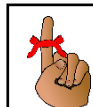
Visit the Workday Learning webpage:

<https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx>

## Icon Key



Additional  
Information



Reminder/  
Remember



Important



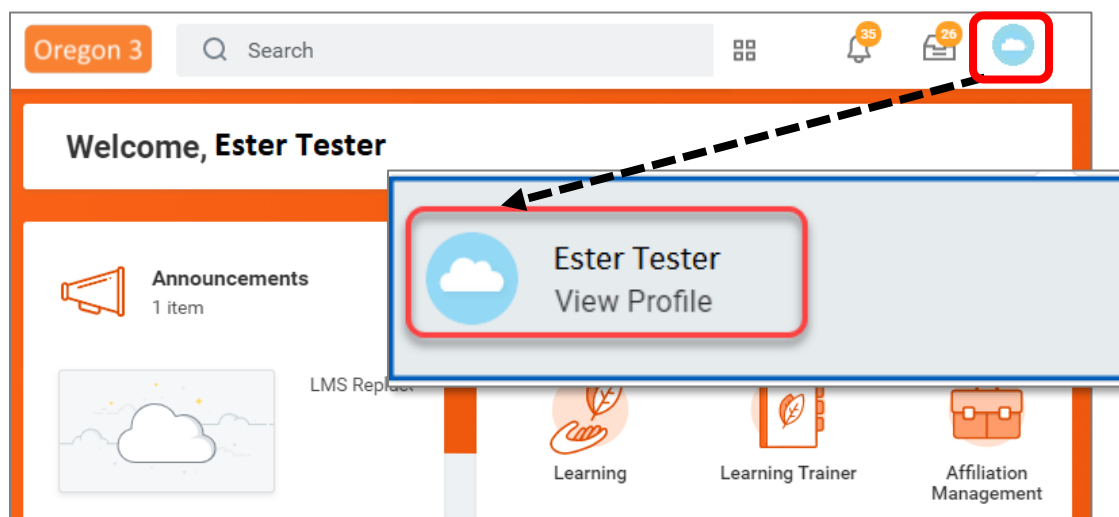
# Extended Enterprise Learner – Self-Reported Training in Workday

## Add Self-Reported Training


### Step 1: Edit *Additional Data*

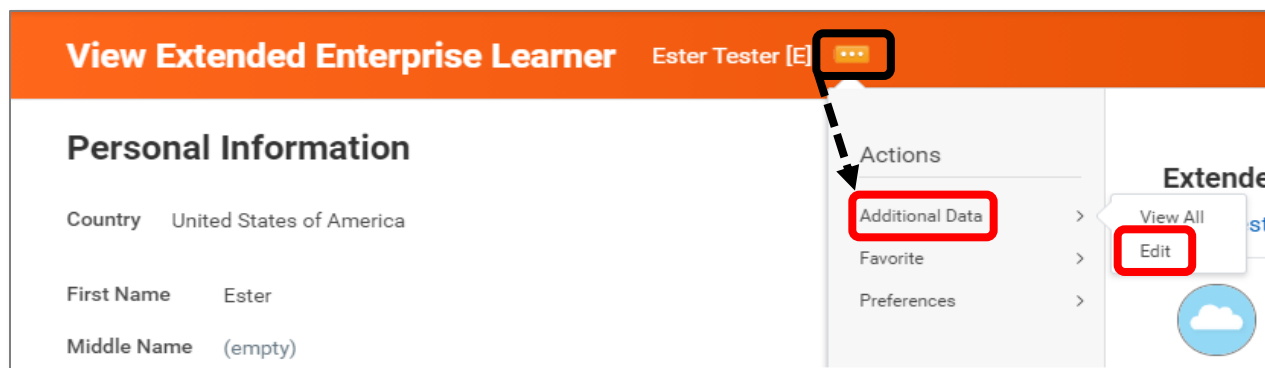
From the Workday Home screen,

1. Click on the cloud to access your Workday Profile menu.
2. Select *View Profile*.



From the *View Extended Enterprise Learner* screen,

1. Click *Related Actions* (  ) to open the Actions menu.
2. Select *Additional Data*.
3. Select *Edit*. A new screen, *Edit Additional Data*, will open.



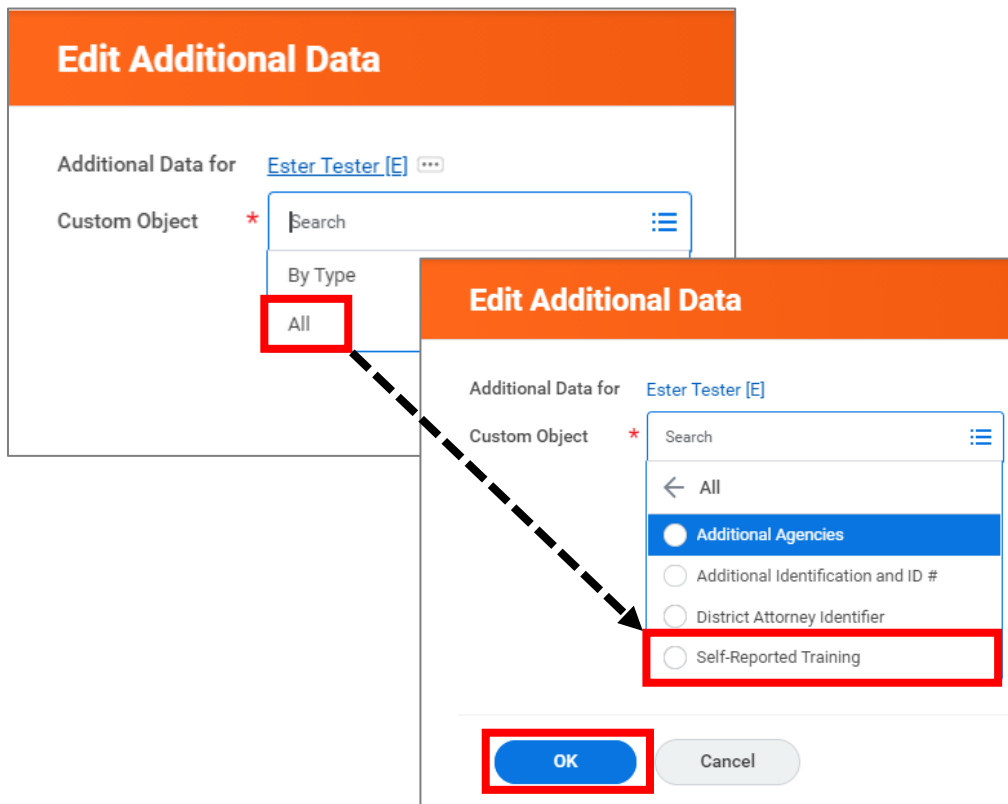


# Extended Enterprise Learner – Self-Reported Training in Workday

## Step 2: Add Training

From the *Edit Additional Data* screen,

1. Within the *Custom Object* field, select *All*.
2. Select *Self-Reported Training*.
3. Click *OK*.





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4. Click the plus sign (+) under Self-Reported Training.
5. Add training details.
6. Click *OK* to add all entries.

**Edit Additional Data** Ester Tester [E]

Custom Object Self-Reported Training

### Instructions

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

### Self-Reported Training

3 items

	Training	Training Type	Description	Completed On	Training Duration	Time Val
	<input type="text"/>	<input type="text"/>	<input type="text"/>	MM/DD/YYYY	<input type="text"/>	<input type="text"/>
	State Trainers Training	In Person/Virtual Training	Multiple topics	02/28/2021	40 hours	H
	IAWP Conference	In Person/Virtual Training	Conference	05/31/2021	20 hours	H

Click the plus sign (+) to add additional self-reported training.

The minus sign (-) will delete a self-reported entry.



# Extended Enterprise Learner – Self-Reported Training in Workday

## Edit or Remove Self-Reported Training

You can manage previously added self-reported training entries.

1. Follow Steps 1 – 3 as outlined within the [Add Self-Reported Training](#) section.
2. Edit a previously added entry:
  - a. Access the data fields on the screen and make the necessary modifications.
  - b. Click *OK*.
3. Remove a previously added entry:
  - a. Click the minus sign (-) next to the training.
  - b. Click *OK*.

**Edit Additional Data** Ester Tester [E]

Custom Object Self-Reported Training

### Instructions

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

### Self-Reported Training

3 items

	Training	Training Type	Description	Completed On	Training Duration	Time Val
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	IAWP Conference	In Person/Virtual Training	Conference	06/16/2020	20 hours	H
	State Trainers Training	In Person/Virtual Training	Multiple topics	02/28/2021	40 hours	H



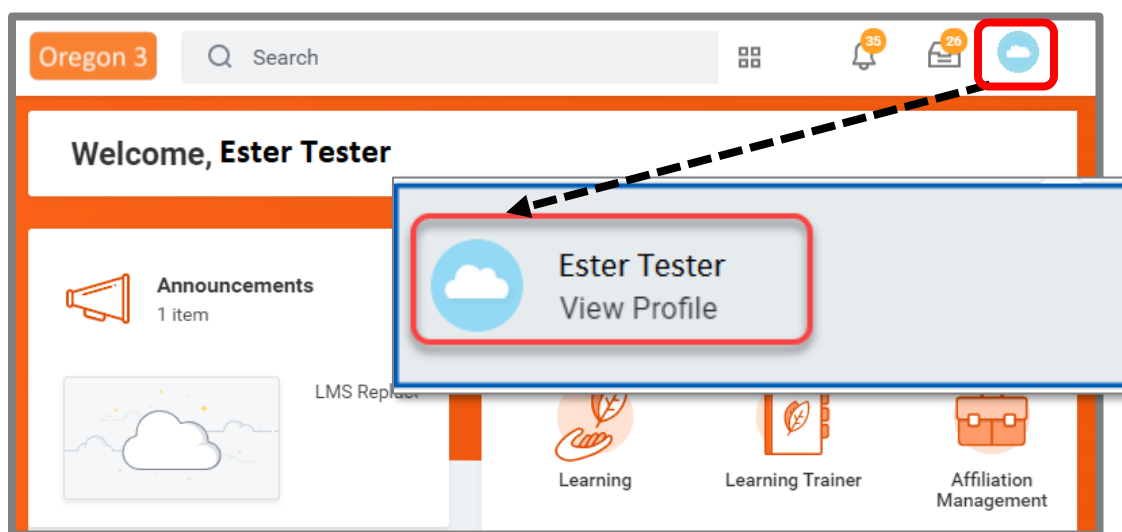
# Extended Enterprise Learner – Self-Reported Training in Workday

## Export & Print Self-Reported Training

### Step 1: Locate *Additional Data*

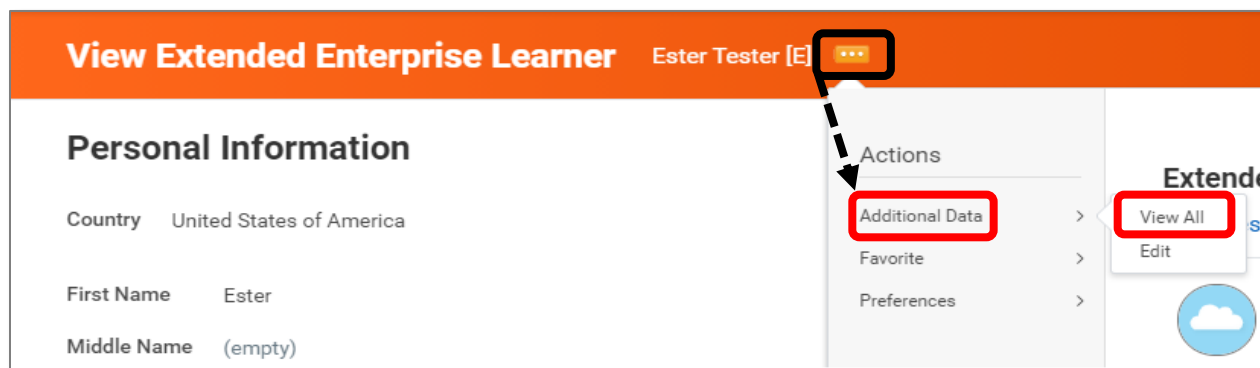
From the Workday Home screen,

1. Click on the cloud to access your Workday Profile menu.
2. Select *View Profile*.



From the *View Extended Enterprise Learner* screen,

4. Click *Related Actions* (☰) to open the Actions menu.
5. Select *Additional Data*.
6. Select *View All*. A new screen, *View All Additional Data*, will open.




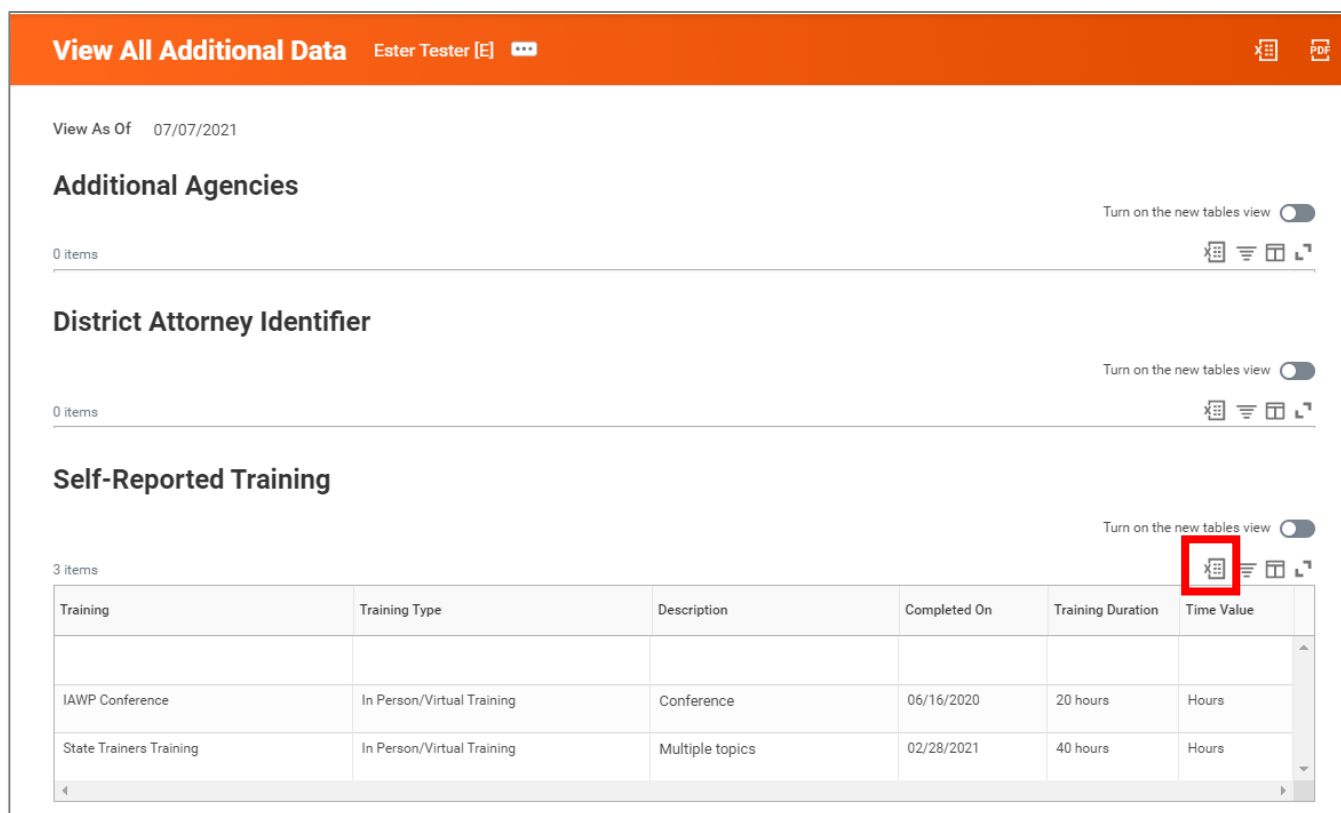




# Extended Enterprise Learner – Self-Reported Training in Workday

## Step 2: Export & Print Self-Reported Training

From the *View All Additional Data* screen,




1. Locate the *Self-Reported Training* section.
2. Click on the *Excel* icon (  ).
3. Follow the prompts to download, open, and print the file.






**View All Additional Data** Ester Tester [E]  

View As Of 07/07/2021




**Additional Agencies** Turn on the new tables view

0 items   

**District Attorney Identifier** Turn on the new tables view



0 items   

**Self-Reported Training** Turn on the new tables view

3 items   

Training	Training Type	Description	Completed On	Training Duration	Time Value
IAWP Conference	In Person/Virtual Training	Conference	06/16/2020	20 hours	Hours
State Trainers Training	In Person/Virtual Training	Multiple topics	02/28/2021	40 hours	Hours



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.