

Extended Enterprise Learner



Auto Reportar Capacitaciones en Workday

Este documento proporciona instrucciones paso a paso para Extended Enterprise Learners sobre cómo agregar, editar, eliminar e imprimir capacitaciones en Workday. La capacitación auto reportada es el aprendizaje realizado fuera de Workday. Seleccione uno de los siguientes temas para obtener más información:

- Agregar Capacitación Auto Reportado
- Editar o remover capacitaciones Auto Reportada
- Exportar e Imprimir Capacitación Auto Reportada

Público al que se dirige

- Extended Enterprise Learners

Fecha de revisión

11 de febrero de 2022

Preguntas y Asistencia

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

Tecla de Icono

	Información Adicional		Recordatorio/ Recordar		Importante
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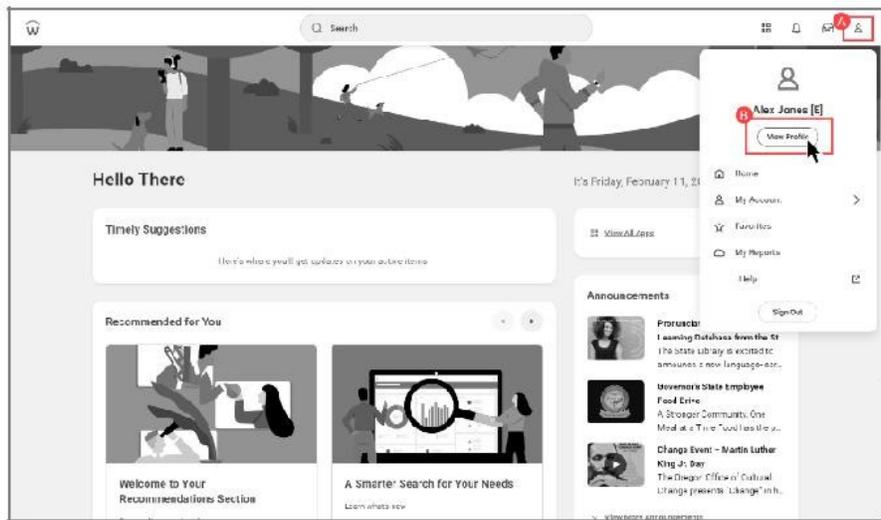
Auto Reportar Capacitaciones en Workday

Agregar Entrenamiento Auto Reportado

Paso 1: Editar datos adicionales

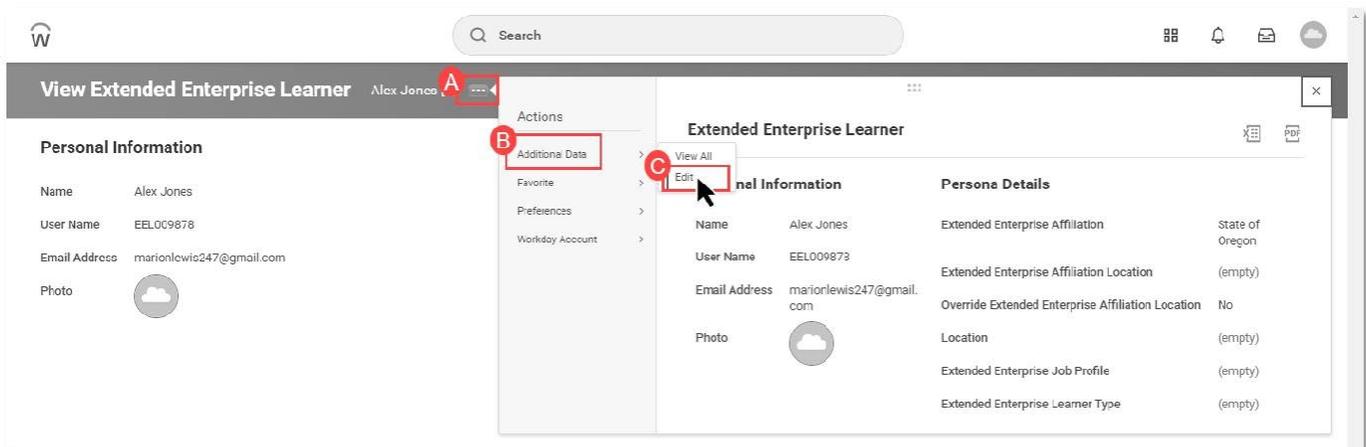
Desde la pantalla de inicio de Workday,

1. Haga clic en la imagen en la esquina superior derecha (A).
2. Seleccione "View Profile" (B).



Desde la pantalla de aprendizaje empresarial ampliada,

1. Haga clic en Related Actions para abrir el menú de "Actions" (A).
2. Seleccione "Additional Data" (B).
3. Seleccione "Edit" (C)



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Paso 2: Agregar Capacitacion

Desde la pantalla “Edit Additional Data” ,

1. Haga clic en “Custom Object”, y escriba “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, it says "Additional Data for Alex Jones [E]". There is a field labeled "Custom Object" with an asterisk and a dropdown menu icon. This field is highlighted with a red rectangular box. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

2. Repase (A) Haga clic en OK (B).

The screenshot shows the same "Edit Additional Data" dialog box. In the "Custom Object" field, the text "Self-Reported Training" is now visible, and the field is highlighted with a red rectangular box labeled with a red circle 'A'. At the bottom, the "OK" button is highlighted with a red rectangular box labeled with a red circle 'B', and a mouse cursor is pointing at it. The "Cancel" button is also visible.

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3. Haga clic en el signo más (+) para AGREGAR o use el signo menos (-) para REMOVER una capacitación auto reportada.

The screenshot shows the 'Edit Additional Data' form for 'Self-Reported Training'. The 'Instructions' section states: 'Please provide the date of completion, and list the duration in hours.' The 'Self-Reported Training' table has one item:

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

Buttons for 'OK' and 'Cancel' are visible at the bottom.

4. Añadir el nuevo Autoinforme de Formación

- A. Registre el valor de tiempo en "hours" (horas).
- B. Agregue la información apropiada.
- C. Haga clic en "OK"

The screenshot shows the 'Edit Additional Data' form for 'Self-Reported Training'. The 'Instructions' section is highlighted with a yellow box and labeled 'A'. The 'Self-Reported Training' table has two items:

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

The 'OK' button is highlighted with a red box and labeled 'C'. A red box labeled 'B' highlights the entire table area.

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Auto Reportar Capacitaciones en Workday

Exportar e Imprimir Capacitación Auto Reportada

Paso 1: Localizar Datos Adicionales



Si hace clic en los iconos de Excel o PDF ( ) dentro del encabezado naranja, descargará todos los datos de cada sección de esta pantalla.