



# Add Education in Workday



*The Add Education in Workday tip sheet is for all employees.*

Employees are able to add education to their profiles in Workday.

**Note:** Official Transcripts are required. Please submit official transcripts to your Human Resources Department prior to adding education in Workday.

## Add Education in Workday

1. Beginning on the Workday homepage, search for “Add Education.”
2. Select **Add Education** task.
3. Enter the employee name. Select from the person search.
4. Enter the following information.
  - **Country** Enter the country of the school attended
  - **School:** Enter the school attended.
  - **Degree:** Select the level of degree attained.
  - **Degree Received:** Select whether degree was received
    - **Conferred Year:** If degree was received, enter the 4-digit year conferred.
  - **Field of Study:** Select the field of study pursued.
  - **First Year Attended:** Enter the 4-digit year (optional)
  - **Last Year Attended:** Enter the 4-digit year (optional)
  - **Grade Average:** Enter the overall grade point average (optional)
  - **Attachment:** Unofficial transcripts can be used for this required upload.
5. Select **Submit**.

The task will be routed to the HR Partner for review and approval.

**Note:** For some institutions, additional education may qualify the employee for a compensation increase.