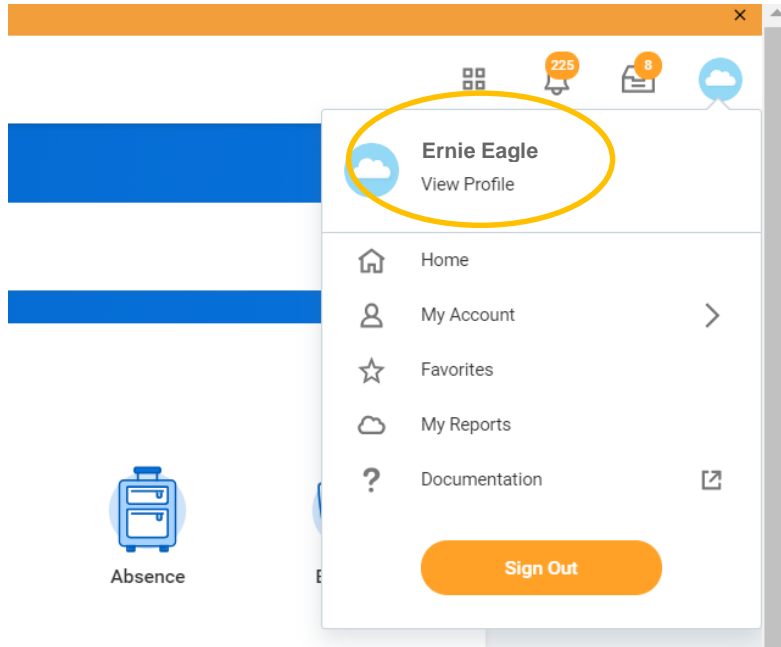


HOME PAGE

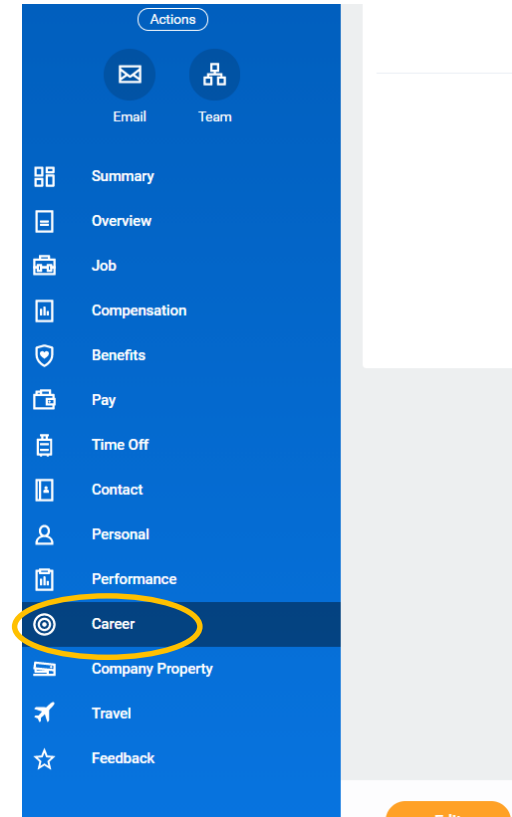
From your Workday Home page click on the cloud in the top left corner, and select View Profile.



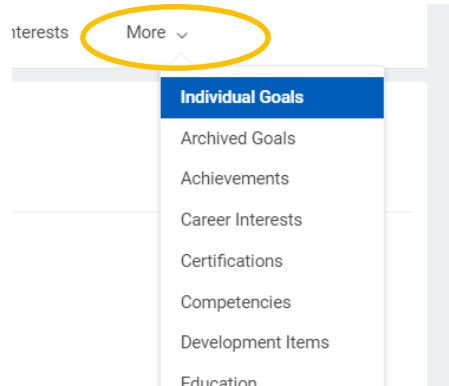
ENTER PDI COURSES AND HOURS

When you have completed a course, you will add it to your Training application in Workday.

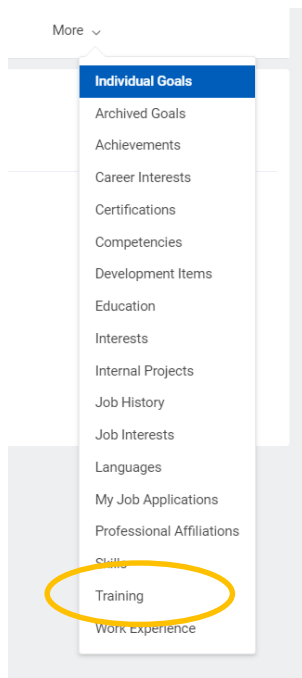
1. Click **Career** on the left of your profile page.



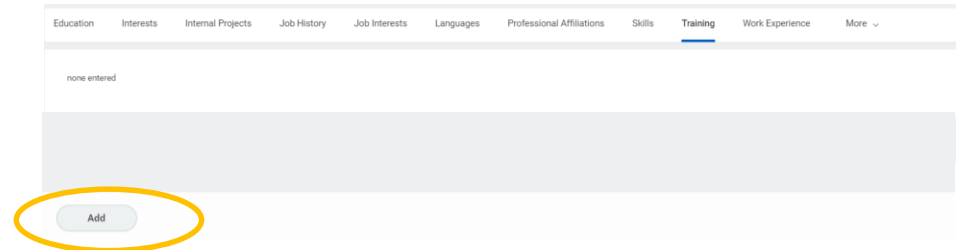
2. Click **More** ▼ on the right of the **Career** page.



3. Scroll down and Click on **Training**.



4. Click on **Add** to enter a course.



5. Click in the **Training** box and enter the name of the Course you have completed. Select **Training Type** by clicking the ▼ and choose **PDI**. You can add a brief description of the training.

6. Select the **Completed On** date.

7. Include **Training Duration** in hours. Ex. 2 Hrs

**Add Training**

A screenshot of the 'Add Training' form. It contains the following fields: 'Training' (text input with a red asterisk), 'Training Type' (dropdown menu with 'select one' and a red asterisk), 'Description' (text area), 'Completed On' (calendar icon and MM/DD/YYYY format), and 'Training Duration' (text input). Below the form are two buttons: 'Remove' and 'Add'.

8. When you have entered all information, click **Submit**.

Add Training

Training \* HR Policy Reviw

Training Type \* PDI

Description  
Review of HR policy revisions

Completed On  
04/20/2021

Training Duration  
2 Hrs

Remove

Add

10. You can review your approved courses by following steps 1 – 3 above.

Interests Internal Projects Job History Job Interests Languages My Job Applications Professional Affiliations Skills **Training** Work Experience More

Turn on the new tables view

Training 3 items

Training	Training Type	Completed On	Description	Training Duration		
New Employee Orientation	PDI	05/03/2021	Attended orientation	8 hrs	Edit	Remove
HR Policy Revivw	PDI	04/20/2021	Review of HR policy revisions	2 Hrs	Edit	Remove
Spring 2021 Convocation	PDI	01/05/2021	Spring 2021 Convocation - live	2 hours	Edit	Remove

Submit Save for Later Cancel

9. The course will be sent to the PDI office for approval. A course roster will be reviewed to confirm attendance and the course will be approved.