



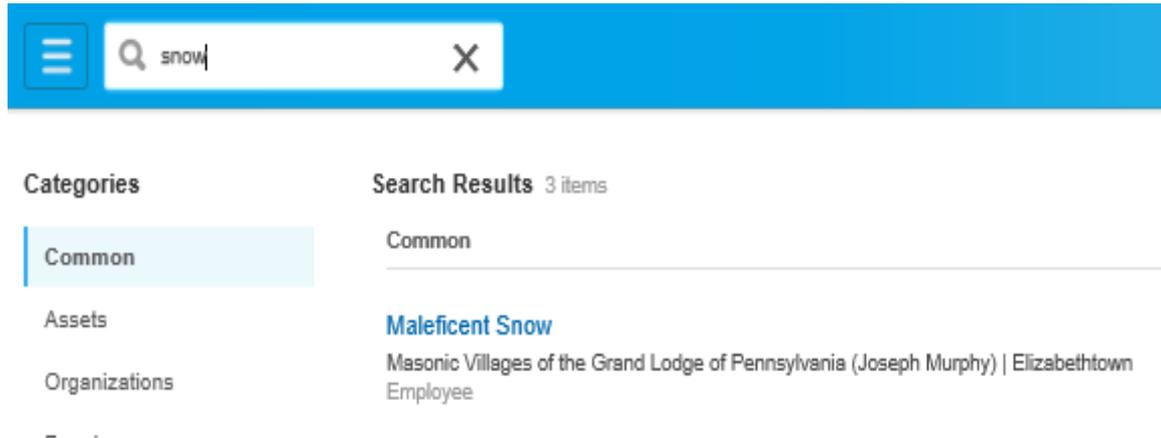
Adding or Editing a License

This document contains instructions in the following areas for working with

- Adding or Editing a License in Workday



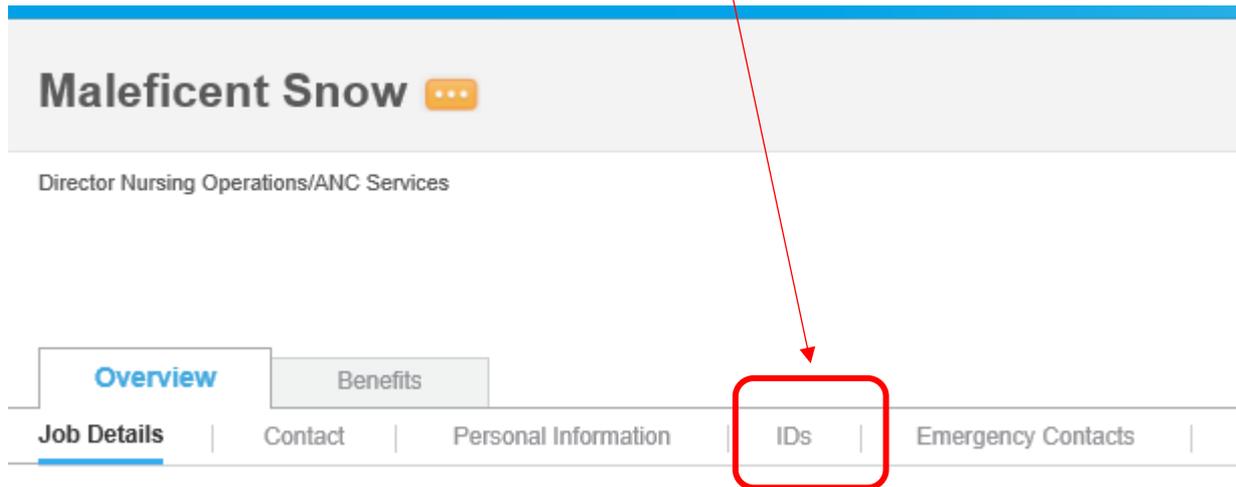
To initiate a change in license for an employee type the employee's name in the in the search bar, then click the blue link below.



The screenshot shows a search interface with a blue header bar. On the left, there is a menu icon (three horizontal lines) and a search bar containing the text 'snow'. To the right of the search bar is a close button (an 'X' icon). Below the search bar, the page is divided into two columns. The left column is titled 'Categories' and contains a list of options: 'Common' (highlighted with a light blue background), 'Assets', and 'Organizations'. The right column is titled 'Search Results 3 items' and contains a list of results. The first result is 'Maleficent Snow', which is a blue link. Below the link, the text reads 'Masonic Villages of the Grand Lodge of Pennsylvania (Joseph Murphy) | Elizabethtown Employee'.



Click on the ID Tab in the Employee's Profile.



Click on the "Edit" Button.
Click "Edit Licenses for Worker"

The screenshot shows the Workday interface for an employee named Maleficent Snow. The profile header includes the name, job title 'Director Nursing Operations/ANC Services', manager 'Joseph Murphy', and location 'Elizabethtown' at 'Health Care Center (HCC)'. A navigation bar contains tabs for Overview, Benefits, Job Details, Contact, Personal Information, IDs, Emergency Contacts, Professional Profile, Worker History, Job History, and Employee History. The 'Edit' button is highlighted, and a dropdown menu is open, showing options: 'Edit Government IDs For Worker', 'Edit ID for Worker', 'Edit Licenses For Worker', 'Edit Other IDs For Worker', and 'Edit Passports and Visas For Worker'. Red arrows point from the text above to the 'Edit' button and the 'Edit Licenses For Worker' option.



Click the “+” symbol to add a license

Note: To edit the license you don't have to click the “+” sign. You will just edit the information.

Edit Licenses For Worker Maleficent Snow ...

Licenses	*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date	Expiration Date	Verification Date
No Data							

enter your comment [View Comments \(0\)](#)
[Process History](#)
[Related Links](#)

Click on the icon under “License ID Type” and choose which license you are adding.

Note: if the License type isn't listed that you would like to add, send an email with the information needed to Carla Fackler.

Edit Licenses For Worker Maleficent Snow ...

Licenses

	*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date	Expiration Date	Verification Date
	<input type="text" value="search"/>	<input type="text" value="search"/> <ul style="list-style-type: none">A+ CertificationArborist CertificationBarberCDL Medical ExaminationCertified Dietary Manager (CDM)Certified Health Fitness SpecialistCertified Nursing Assistant (CNA)Certified Public Accountant (CPA)	<input type="radio"/> Issued by Country <input type="text" value="search"/> <input type="radio"/> Issued by Country Region <input type="text" value="search"/> <input type="radio"/> Issued by Authority <input type="text" value="search"/> <input checked="" type="radio"/> None of the above	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="05/29/2011"/>

enter your comment [View Comments \(0\)](#)
[Process History](#)
[Related Links](#)



Enter the License number the date the license was issued and the expiration date and the date you verified the license information. Enter any comment you wish to enter and then click on the "Submit" button.

Edit Licenses For Worker Maleficent Snow ...

Licenses

+ -	*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date	Expiration Date	Verification Date
-	Certified Nursing Assistant (CNA)	<input type="text"/>	<input type="radio"/> Issued by Country <input type="text" value="search"/> <input type="radio"/> Issued by Country Region <input type="text" value="search"/> <input type="radio"/> Issued by Authority <input type="text" value="search"/> <input checked="" type="radio"/> None of the above	<input type="text" value="12346789"/>	<input type="text" value="01/20/2010"/>	<input type="text" value="01/20/2014"/>	<input type="text" value="09/29/2014"/>

[View Comments \(0\)](#)
[Process History](#)
[Related Links](#)



After you have submitted the License for the employee, the Manager of the employee will be notified and they will approve the addition or editing of the license.
If you have any questions, please send an email to Carla Fackler.

You have submitted [Edit Licenses: Maleficent Snow](#) ⋮



Up Next

 Joseph Murphy

Approval by Manager

Due Date 10/01/2014

Do Another

[Change My Licenses](#)

[Edit Licenses For Worker](#)

[Details and Process](#)

Done

