Instructions to update Covid-19 Vaccination information in Workday

1. From your Workday home page, select your icon (Profile) in the top right corner and click “View Profile”.
2. On your profile, navigate to Actions > Additional Data > Edit. 
   *Note: Additional Data is located near the bottom of the list.*

3. In the Custom Object field, search for or type "Covid-19 Vaccinations" and press Enter key and click ‘OK’.

4. Next, select the Manufacturer from the dropdown list and enter the dates of your first and second dose (if applicable), and click ‘OK’.

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