### Guide for Entering Educational Data in Workday

(faculty and academic professionals)

### 1. Division of responsibility.

The provost office is responsible for entering educational data for the following ranks:

- Continuing-track academic professionals
- Continuing-status academic professionals
- Tenure-track faculty
- Tenured faculty
- Multi-year faculty
- Multi-year academic professionals

The colleges/units are responsible for entering the educational data for the following ranks:

- Session faculty (faculty associates, for example)
- Session academic professionals
- Year-to-year career-track faculty (including year-to-year professors of practice)
- Year-to-year academic professionals

#### 2. Degrees to enter.

- Required for accreditation purposes: enter the information of the individual's highest degree (must come from an original transcript which will be uploaded in WD).
- Recommended as a best practice: enter the information of the remaining degrees (this information can come from a CV which will be uploaded in WD).

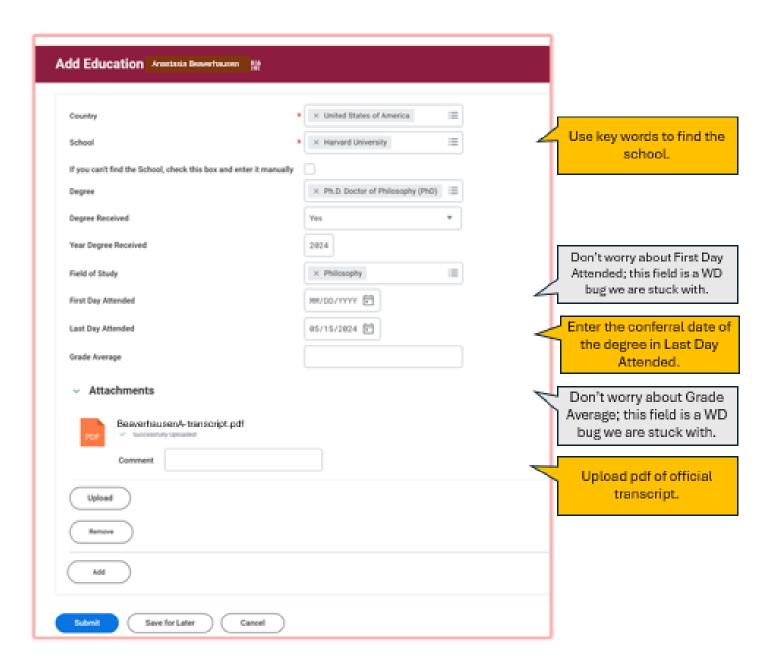
#### 3. Original transcripts.

- Original transcripts are sent from the institution where the individual earned their terminal degree.
- The transcript must be sent to an administrative staff member at ASU, and not the individual.
- The transcript must indicate completion of the degree.
- The transcript may arrive via hard copy or email.
- The transcript must be sent from the registrar or other appropriate university-level administrative unit.

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4. The WD Screen.



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5. Entering Colleges.

