

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.

Add Education Anastasia Beaverhausen

Country: United States of America

School: Harvard University

If you can't find the School, check this box and enter it manually:

Degree: Ph.D. Doctor of Philosophy (PhD)

Degree Received: Yes

Year Degree Received: 2024

Field of Study: Philosophy

First Day Attended: MM/DD/YYYY

Last Day Attended: 05/15/2024

Grade Average: [Empty]

Attachments

BeaverhausenA-transcript.pdf
successfully uploaded

Comment: [Empty]

Upload, Remove, Add buttons

Submit, Save for Later, Cancel buttons

Use key words to find the school.

Don't worry about First Day Attended; this field is a WD bug we are stuck with.

Enter the conferral date of the degree in Last Day Attended.

Don't worry about Grade Average; this field is a WD bug we are stuck with.

Upload pdf of official transcript.

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5. Entering Colleges.

The screenshot shows the 'Add Education' form in Workday. The form includes the following fields and options:

- Country:** A dropdown menu currently set to 'United States of America'.
- If you can't find the School, check this box and enter it manually:** A checkbox that is checked.
- School Name:** A text input field.
- School Location:** A text input field.
- School Type:** A dropdown menu with 'select one' selected, and a list of options: College, High School, University, and Vocational.
- Degree:** A dropdown menu with 'select one' selected.
- Degree Received:** A dropdown menu with 'select one' selected.
- Field of Study:** A dropdown menu with 'select one' selected.
- First Day Attended:** A date input field with a calendar icon.
- Last Day Attended:** A date input field with a calendar icon.
- Grade Average:** A text input field.
- Attachments:** A section with 'Remove' and 'Add' buttons.
- Buttons:** 'Submit', 'Save for Later', and 'Cancel' buttons at the bottom.

Callout boxes provide additional instructions:

- Top Callout:** The country will default to the USA, so be sure to change this field if needed.
- Right Callout 1:** If you can't find a school, spell out the entire name of the school using whole words.
- Right Callout 2:** For domestic locations, use this naming convention: City, State (ex: Tempe, AZ). For international locations, use this naming convention: City, Country (example: Padua, Italy).