Career Profile: Managing Certification(s) – Add New

Employee

SUMMARY OF PROCESS:

In Workday, employees are responsible for keeping track of their certifications and licenses such as BLS, LPN and RN or other job related required and optional certifications. It is the employee's responsibility to make sure their required certifications and licenses are updated in a timely manner. If not, and the license is required for workforce scheduling, you will be removed from the schedule until your license is updated and verified.

SUMMARY OF STEPS:

Adding a New Certification:

1. Navigate to your Profile from the Workday Home page.
2. Click **Career**
3. Select the Certification tab from the profile page and click **Add**.
4. Type the certification name or click **All** and scroll to select the certification.
5. Enter the Certification Number, Issue Date, Expiration Date, and attach documentation.
6. Click **Submit**.

Attachment: Note: those requiring Primary Source verification from the State of MA should see the job aid of Managing Certification(s) – Primary Source Documentation.

Approval: If the professional license/certification is required for your job, it will route for approval to verify the updated information and documentation.

Reminders: Expiring license alert notifications are sent in Workday to the employee at 90 and 60 days, and to the employee and manager at 30, 14, 7 and +1 days of expiring.

See the second page of this document for detailed process steps. If you have questions or need help, please call HRAnswers at 413-794-4747.

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What You Need To Know

- Professional license/certifications require you to attach proof of your current license and new expiration date.
- If the professional license/certification is required for your job, it will route for approval to verify the updated information and documentation.
- Expiring license alert notifications are sent in Workday to the employee at 90 and 60 days, and to the employee and manager at 30, 14, 7 and +1 days of expiring.
- Once a certification is approved, **NEVER** change the Certification. This information is used to track required certifications for each employee and their job.
- When a certification is renewed, edit the Expiration Date **AND** upload new documentation

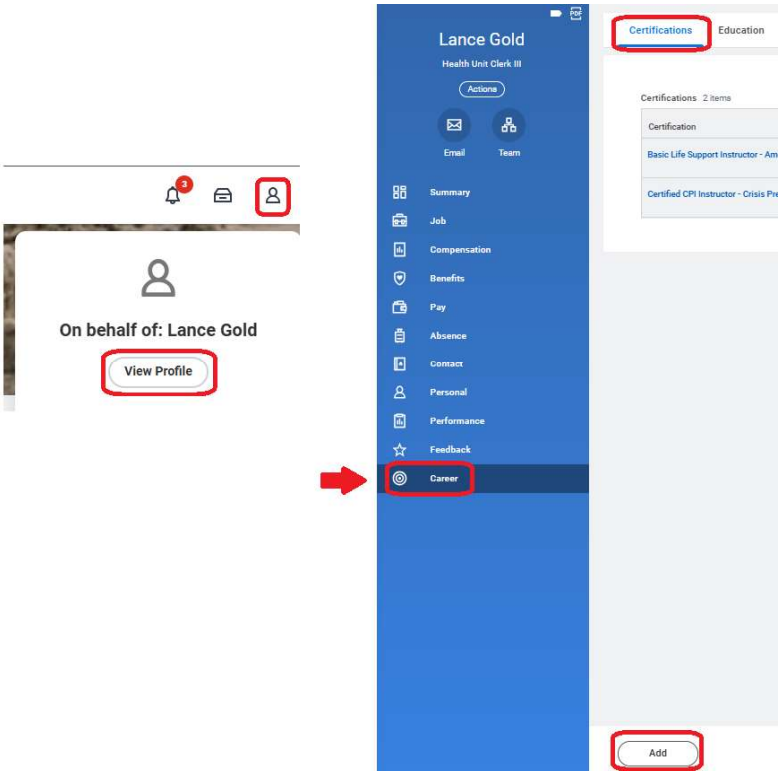
Note: those licenses requiring Primary Source verification from the State of MA should see the job aid of Managing Certification(s) – Primary Source Documentation.

Note: If you find that there was a mistake with the Certification or Issue Date from when it was originally added, contact HRAnswers to correct the information. They will require proof of the correct information.

Note: If you do not have the ability to upload a document, contact HRAnswers.

ADDING A NEW CERTIFICATION:

To begin navigate to view your profile in the upper right corner from the Workday Home page. This will bring you to your worker profile > click Career in the bottom of the list on the left, select the Certification tab in the profile, and click **Add**.



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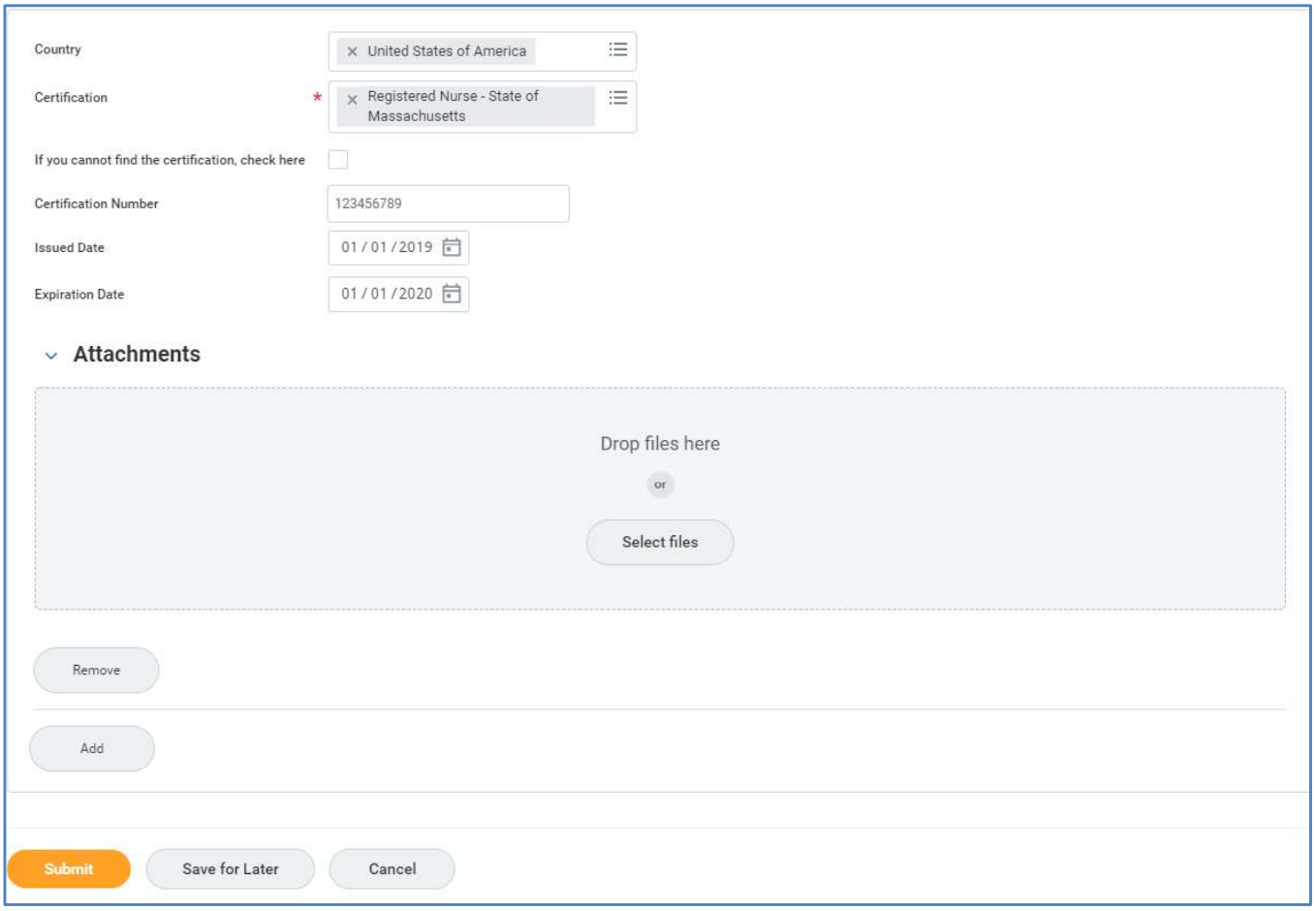
1. Type the certification name or click **All** and scroll to select the certification
    a. When searching in Workday more is less (ex. reg nur). Typing less letters return more results.
    b. If you are unable to find your certification, please contact HRAnswers, 794-4747, for further assistance.
2. Enter the **Certification Number**
    a. If there is no number, type in N/A
3. Enter the **Issue Date**
4. Enter the **Expiration Date**
    a. If there is no expiration date, put in 12/31/2099.
    b. If the expiration date only lists the day and month enter the last day of the month, for example a BLS lists 5/2027, enter 5/31/2027 in Workday
5. An **attachment** is required as proof of your current license and new expiration date. Note: those requiring Primary Source verification from the State of MA should see the job aid of Managing Certification(s) – Primary Source Documentation
6. Click **Submit**.

After the License/Certification has been submitted it will be routed to Human Resources for review and approval. Please keep an eye on your Workday inbox or notifications if Human Resources requests additional documentation.



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Manual entry of certification is not allowed. If you cannot find the name of your certification, please contact HRAnswers at 794.4747 to request that the certification be created in Workday.

Note: Baystate does not track all Issuers. If you find your certification but not the correct issuer, you should select the certification-other option.