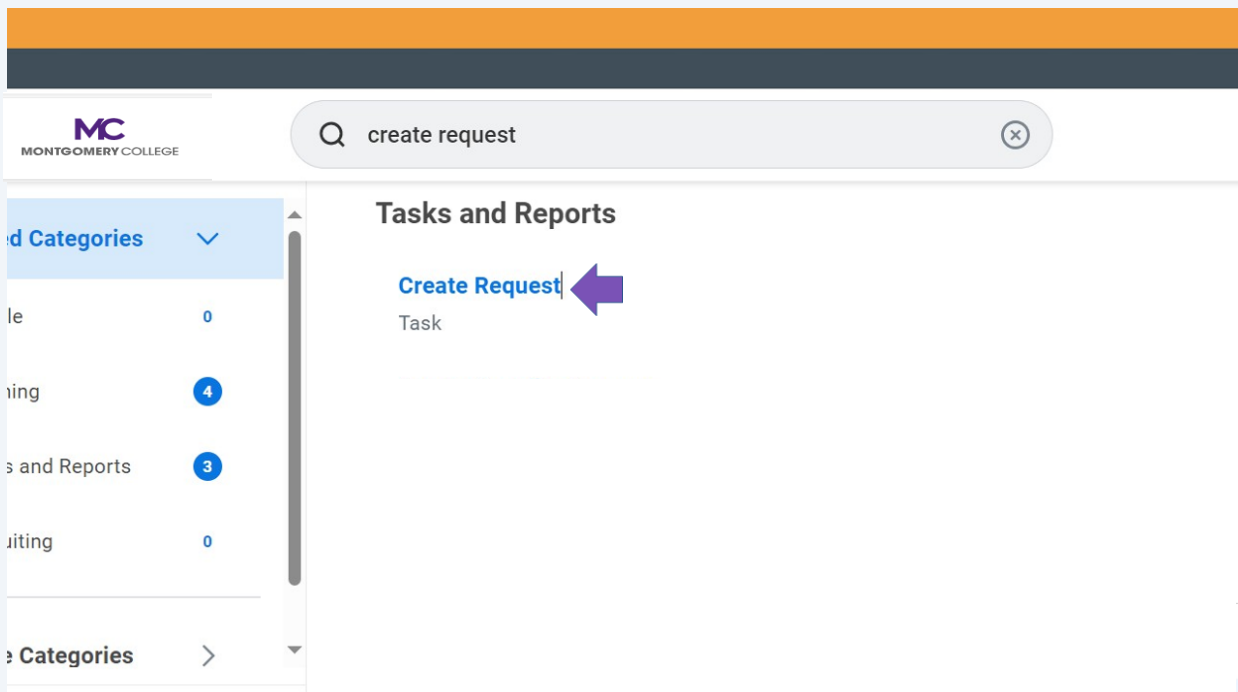


How to Create a Job Profile Update Request Scribe[®] in Workday

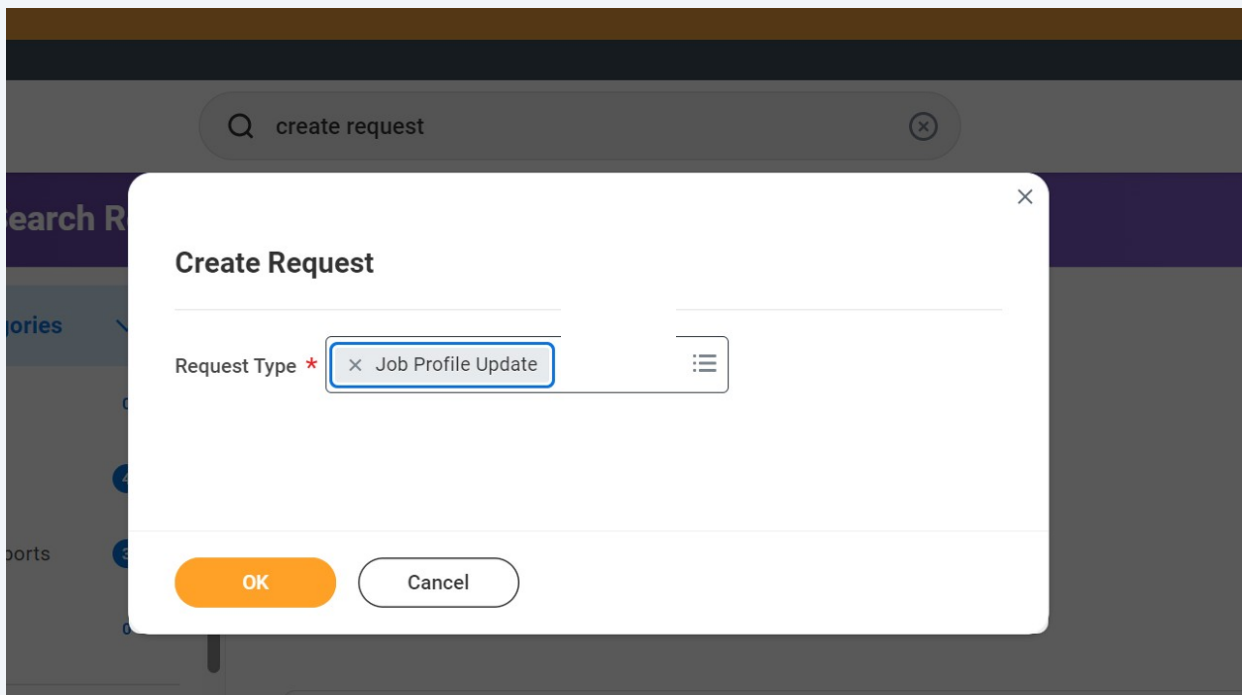
1 Navigate to Workday

Type Create Request in the Search Field - "Enter"

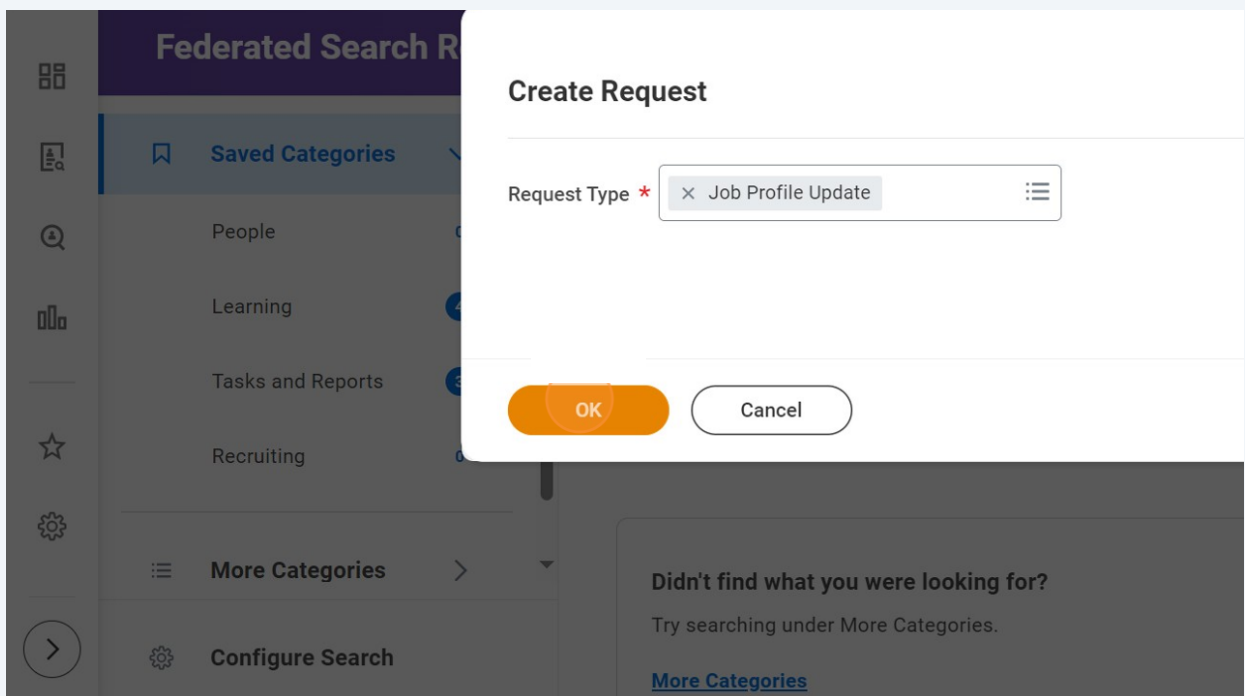
Click on the Create Request hyperlink.



2 Type "Job Profile Update" in the Request Type field - "Enter"




3 Click "OK"



4 Enter the reason(s) for the update in the Describe the Request field.

Enter the Job Profile Name.


Job Profile Update 

Describe the Request *

Enter the **Job Profile Name**

5 Enter the Job Profile Code.

If applicable, enter recommended changes to the Job Profile Summary Section.

Job Profile Update 

Enter the **Job Profile Job Code** (located on the Overview tab of the Job Profile):

Overview		Pay	Qualifications	
Overview		Characteristics	Compensation	Additional Data
Inactive	No			
Effective Date	01/12/2024			
Date of Last Change	12/19/2023 02:43:30.467 PM			
Job Profile Name	TEST - Assistant			
Job Code	J140			

6 If there is a change to the Job Description section, enter the changes.

If there is a change to the Additional Job Description section, enter the changes.

Alternatively, you can upload a document such as the Job Description Questionnaire.

Job Profile Update

If there is a change to the **Job Description** section, enter the changes here (alternatively, you can upload a document):

If there is a change to the **Additional Job Description** section, enter the changes here (alternatively, you can upload a document):

7 If there is a change to the required Certifications, enter the change.

In the Competencies section, enter the changes.

Note: the Job Descriptions Questionnaire would be a helpful tool as you review the Job Profile Competencies.

Job Profile Update

If there is a change to **Certifications**, enter the changes here (alternatively, you can upload a document):

If there is a change to **Competencies**, enter the changes here (alternatively, you can upload a document):

8 Enter changes in the Education section as needed.

If there is a change to the Languages required for the Job Profile, please enter in the Languages Section.

Job Profile Update

If there is a change to **Education**, enter the changes here (alternatively, you can upload a document):

If there is a change to **Languages**, enter the changes here (alternatively, you can upload a document):

9 In the Skills section, enter the changes.

Note: the Job Descriptions Questionnaire would be a helpful tool as you review the Job Profile Skills.

Job Profile Update

If there is a change to Skills, enter the changes here (alternatively, you can upload a document):

10 Upload supporting documentation for the requested changes to the Job Profile, if applicable.

Click Submit.

Job Profile Update

Attachments

Drop files here

or

Select files

Submit