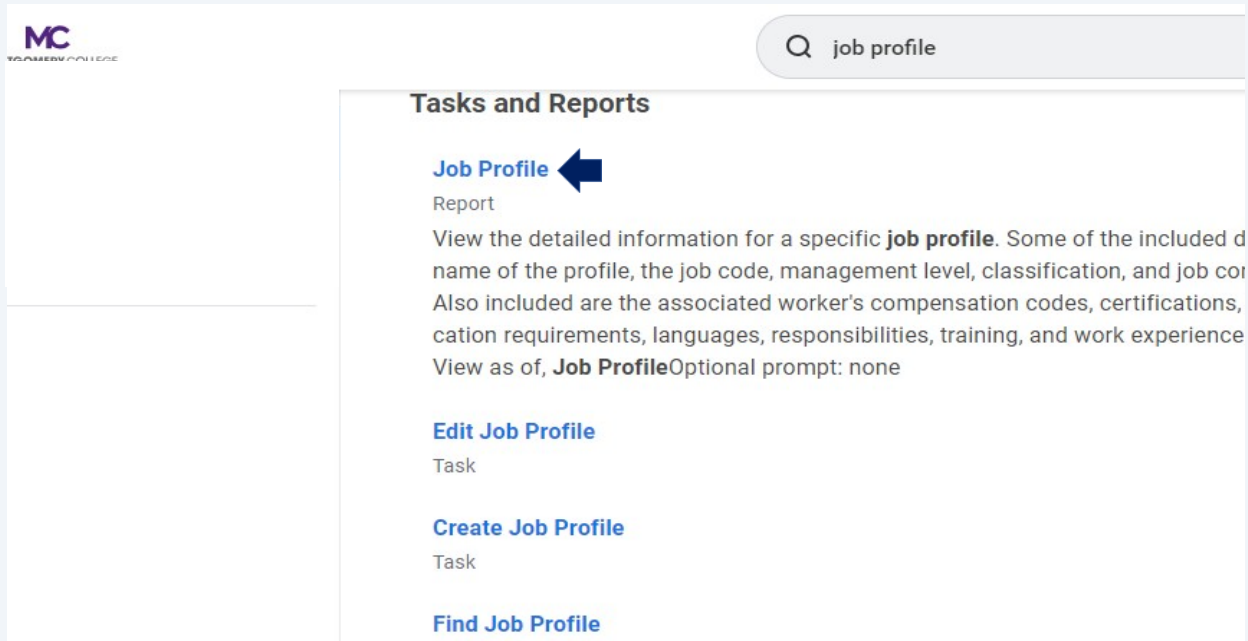


1 Navigate to Workday.

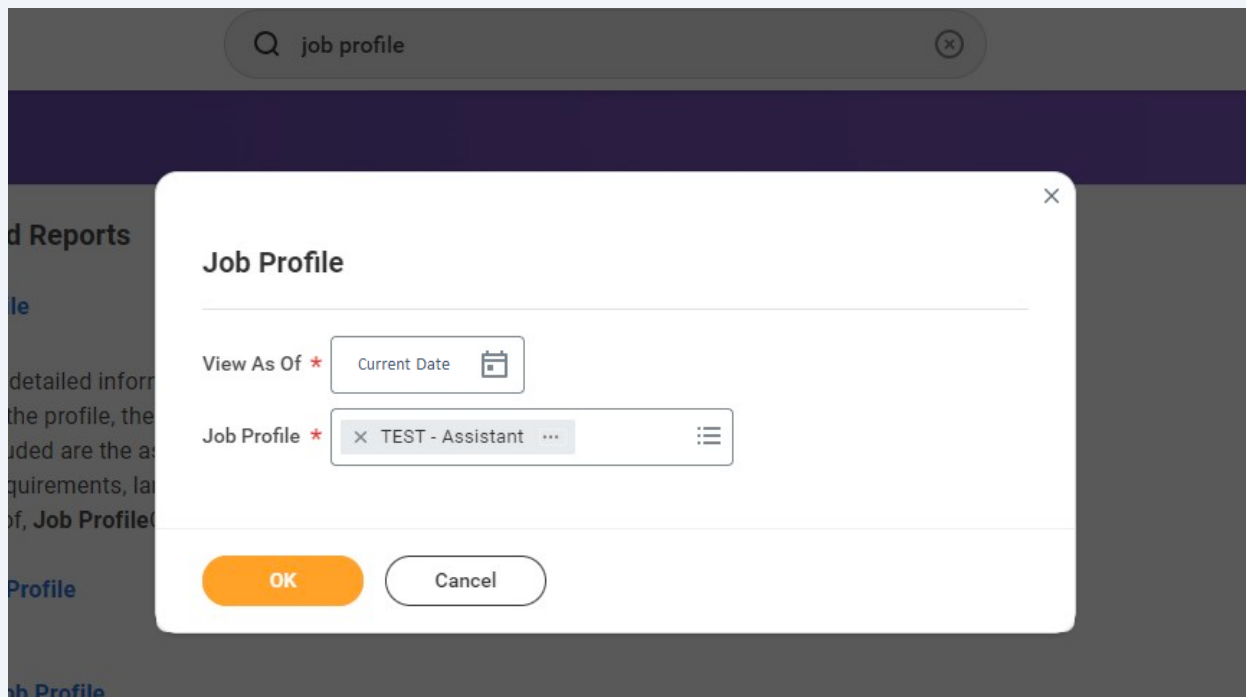
Type **Job Profile** in the Search Bar.

Click on the Job Profile hyperlink.



2 In the Job Profile field, enter in the **Job Profile** name.

Click "OK"

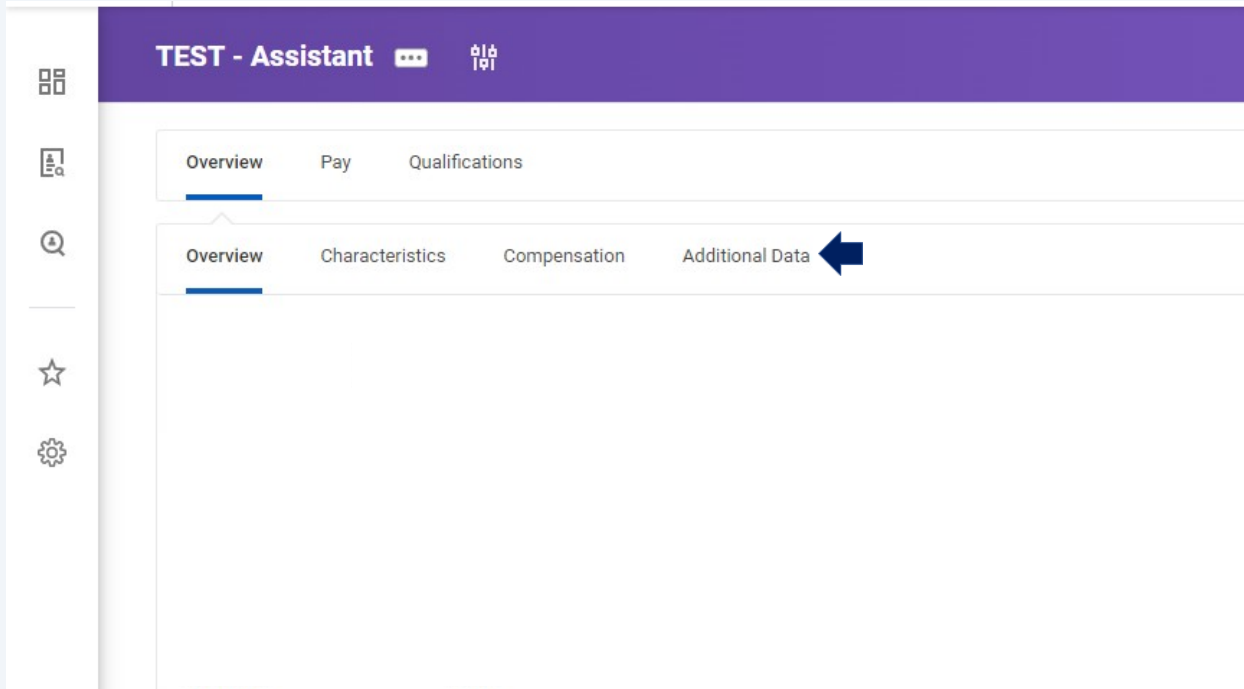


3

Once you have selected the **Job Profile**, the top section of the **Overview** will display.

Click on Additional Data.

|



8

Additional Data includes Financial Disclosure and Telework eligibility requirements for the role.

The **Financial Disclosure** options are yes, no, and depends on duties of the position.

If "yes," Financial Disclosure is required for the role.

If "no," Financial Disclosure is not required for this role.

If "depends," Financial Disclosure depends on duties of the position.

The **Telework** options are yes, no, and depends on unit operations.

If "yes," job is eligible for telework.

If "no," job is not eligible for telework.

If "depends," telework depends on unit operations.

