

SOP Managing Certifications



MAKING HEALTHCARE SAFER
SOINS DE SANTÉ PLUS SÉCURITAIRES

A guide to add a
certification to your
team in Workday

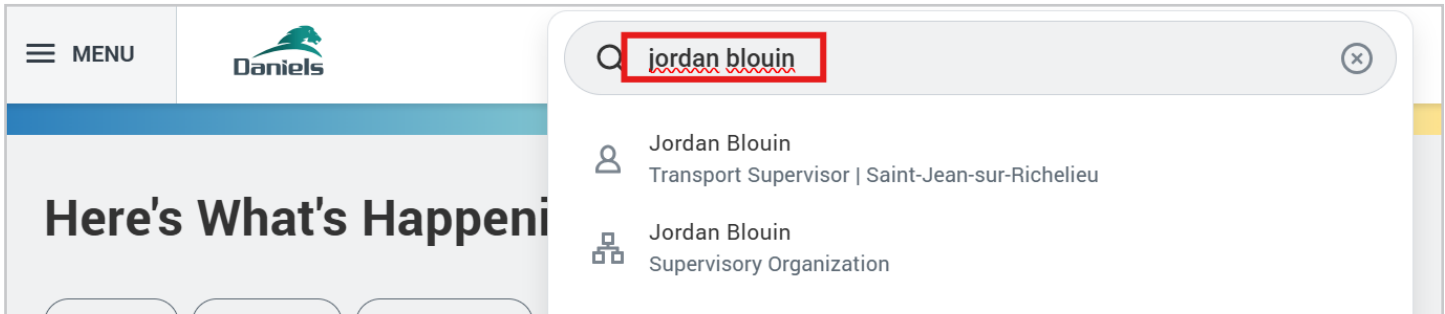
CERTIFICATE



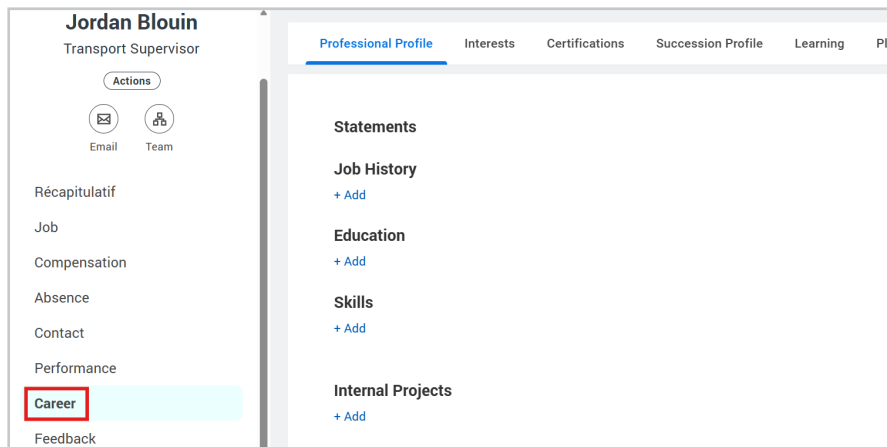
workday®

Workday Managing Certifications

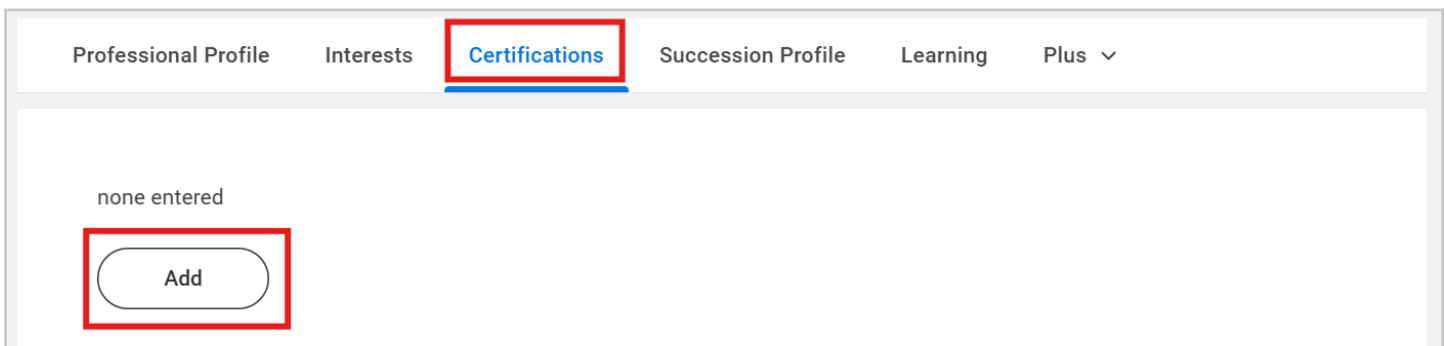
- 1 Go to the homepage.
- 2 In the search bar, type and select the employee of your choice.



- 3 In the selected employee's profile, click the “Career” tab on the left.



- 4 In the “Career” tab, click “Certifications” and then click “Add”.



Workday Managing Certifications

- 5 Add the certification of your choice from the options available in the **“Certification”** field. Enter the issue date and expiration date and upload the proof of certification as an attachment.
- 6 Click **“Submit”**.

Add Certification Jordan Blouin 

Country

Certification

If you cannot find the certification, check here

Certification Number

Issued Date

Expiration Date

> Attachments

× Canada



★ Rechercher



← All

☒ First Aid - Certification Issuer

☐ Forklift - Certification Issuer

☐ JHSC - Certification Issuer

AAAA-MM-JJ



Submit

Save for Later

Annuler

The request is automatically sent to the Human Resources department for approval.
Once approved, it is automatically coordinated with payroll.