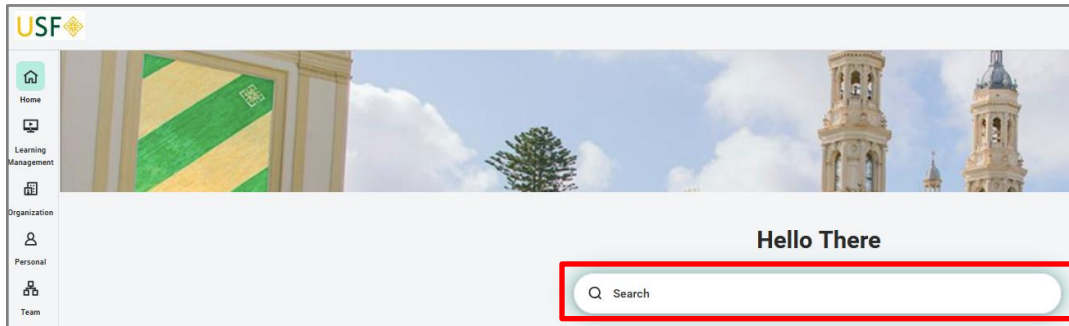


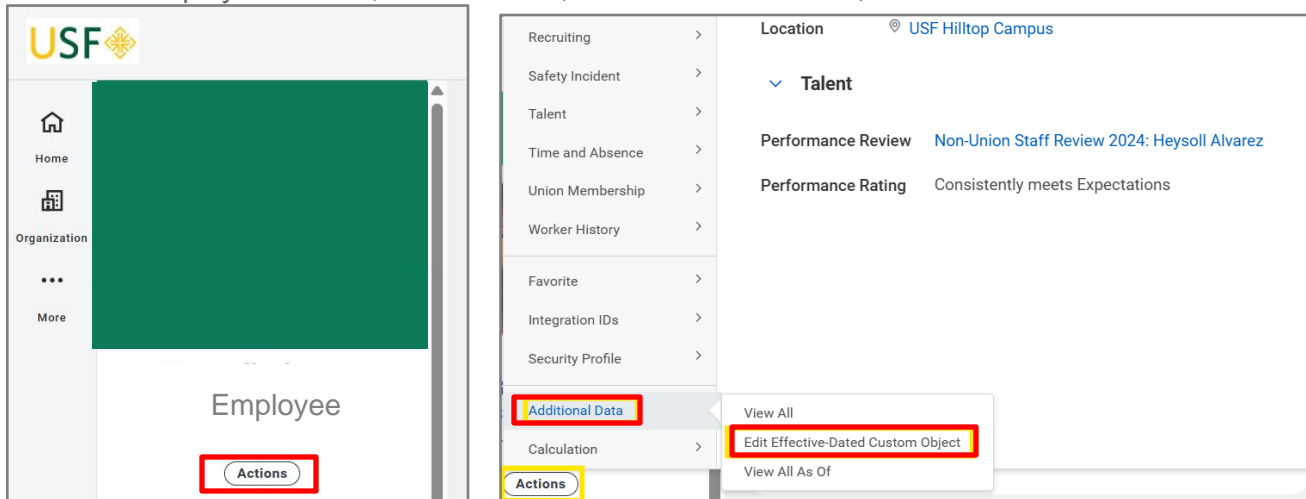
ADDING/UPDATING A MAILSTOP LOCATION

NOTE: Only a Business Officer is able to add or update a mailstop position to an existing employee.

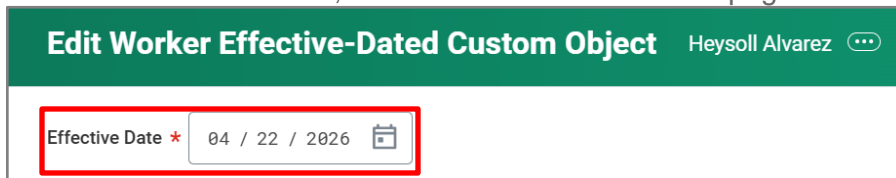
1. From the Home Page, navigate to the employee's profile by entering their name in the search bar.



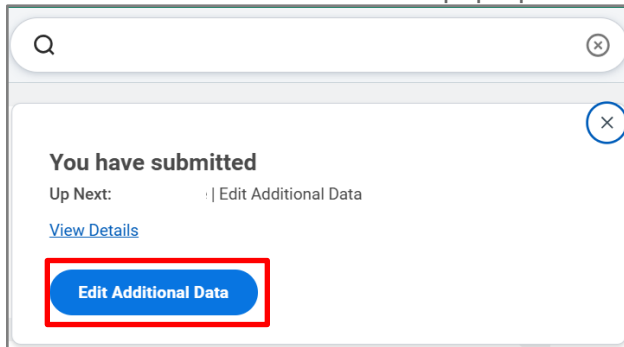
2. Under the employee's name, click **Actions**, then **Additional Data**, then **Edit Effective-Dated Custom Object**.



3. Enter the **Effective Date**, click **OK** at the bottom of the page.

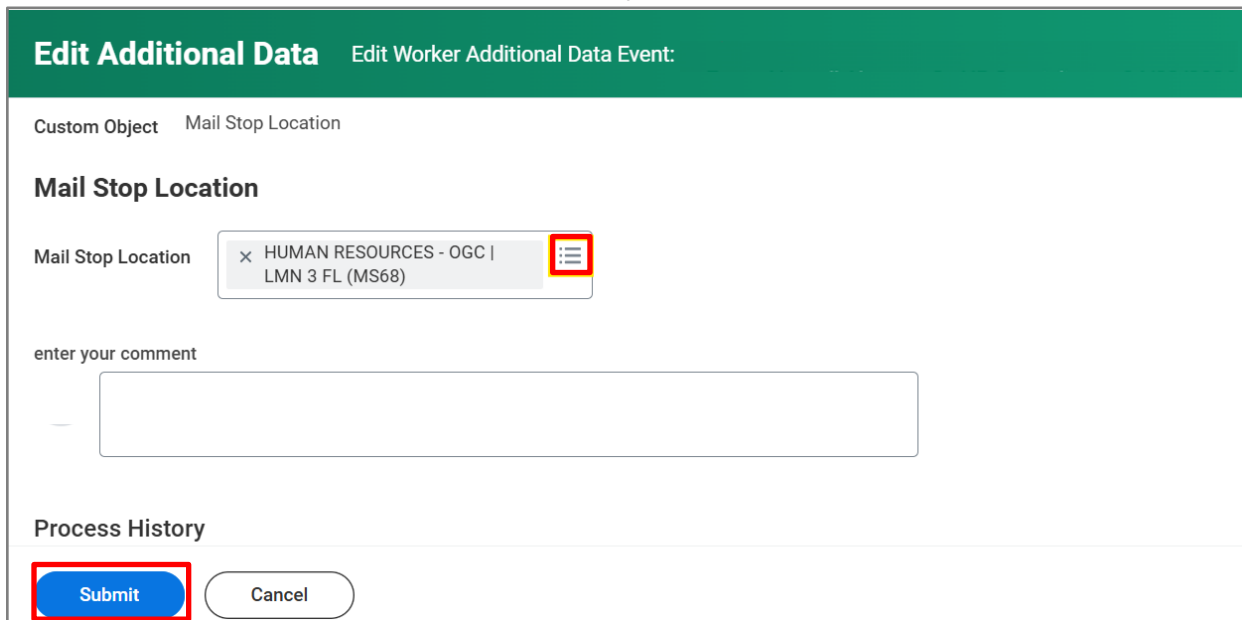


4. Click **Edit Additional Data** in the pop-up window.



A pop-up window with a search bar at the top. Below the search bar, it says "You have submitted" and "Up Next: | Edit Additional Data". There is a "View Details" link and a blue button labeled "Edit Additional Data" which is highlighted with a red box.


5. In the **Mail Stop Location** field.
- Either type the Mailstop Location directly into the field or,
 - click on the list icon (three lines) to select from the drop-down menu.
 - Review the information entered for accuracy. Click **Submit**.



Edit Additional Data Edit Worker Additional Data Event:

Custom Object Mail Stop Location

Mail Stop Location

Mail Stop Location 

enter your comment

Process History

TIPS & TRICKS

- Ensure the effective date reflects when the change should take effect.
- Double-check the Mailstop Location for accuracy before submitting.
- If you receive an error, confirm your security role in Workday is Business Officer.

TROUBLESHOOTING

- Issue: Unable to access “Edit Effective-Dated Custom Object”
 - Confirm you have the correct Business Officer role
- Issue: Mailstop field not visible
 - Verify you selected the correct custom object