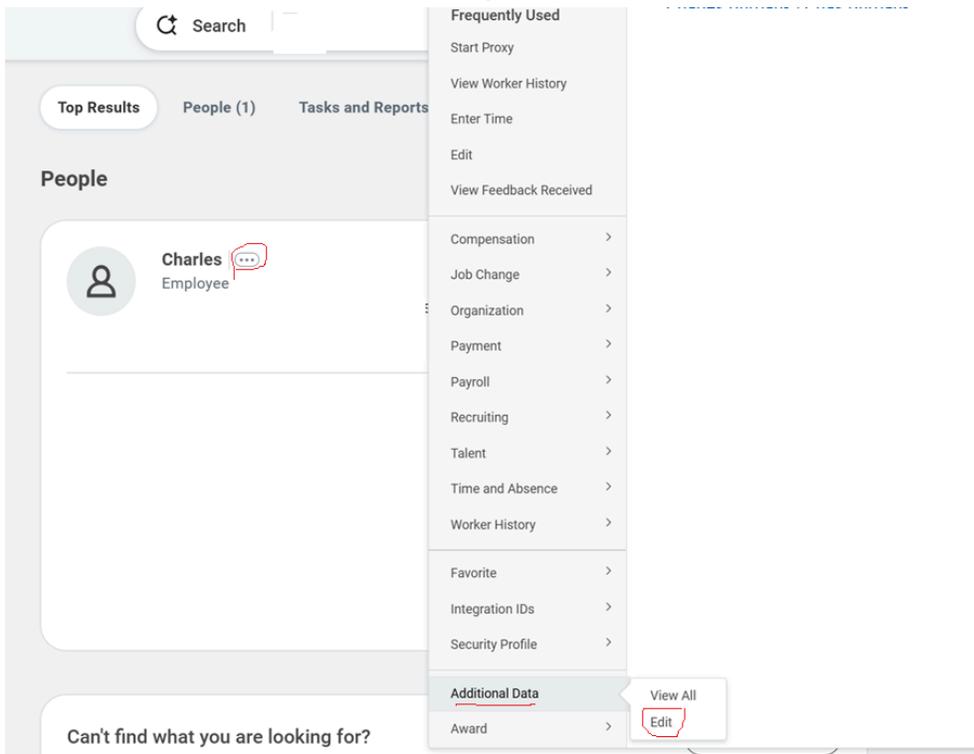


Department Driver Manager Workday User Guide

Updating Worker Driver Status

To indicate a new Employee of your department as a designated Driver in Workday, please follow the below steps.

1. Search for the Employee to update in Workday search box
2. From the related actions, navigate to Additional Data > Edit



3. Select *SCU Driver* in the Custom Object Field

Edit Additional Data

Additional Data for Charles

Custom Object *

Search

← All

SCU Driver

4. Check the box *SCU Driver*, and click OK

Edit Additional Data Charles ... 6/16/2017

Custom Object SCU Driver

Instructions

SCU Driver Indicator

Please check the box below if the Employee is designated as a Driver for Santa Clara University.

Note: Checking the box will include the Employee in the periodic email reminder notifications until the completion of Driver's License information in Workday.

SCU Driver

SCU Driver

OK **Cancel**

Reporting on Driver List

The "SCU HCM Department Drivers List" report gives you the list of all Employees in your Department currently designated as a Driver.

SCU HCM Department Drivers List ... 📄

To update the Driver status of a worker, click on the related actions against the name under Worker Column -> Additional Data -> Edit: Select "SCU Driver" in the custom object prompt.

3 Items 🔍 📄 📱 🖨 🔗

SCU ID	Worker	SCU Email	Staff or Faculty	Department	SCU Driver Indicator
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You can use this report, and related actions against the Worker column and repeat the Steps listed above to remove a Worker from your Driver List